Durham and Newcastle Diocesan Learning Trust (DNDLT)

Company Number 10847279

OFF-SITE EDUCATIONAL VISITS POLICY

[Template for personalisation by schools]

"Every child matters and no child is ever left behind..."

**"Let the little children come to me, and do not stop them;
for it is to such as these that the kingdom of God belongs."
Luke 18:15-17**

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Date of Next Review: Annual
Responsible Officer: CEO

OFF-SITE EDUCATIONAL VISITS POLICY

Vision Statement

"Every child matters and no child is ever left behind"

Let the children come to me, and do not stop them; for it is to such as these that the kingdom of God belongs.

Luke +

At the DNDLT we believe everyone in our Trust is a child of God, adults and children alike. Every individual and every school matters, all are valued and celebrated, and no one should be left behind.

As a Diocesan Trust of the Dioceses of Newcastle and Durham we are here to serve children, and schools of all faiths and none. We welcome both Church of England and Community Schools to join us to serve our communities in the North East of England as part of our Trust family whilst remaining unique and distinct within their local context.

The Durham and Newcastle Diocesan Learning Trust is a place where we strive for the best outcomes for our children and staff. We work hard to achieve equity and flourishing for everyone. We want our staff and children to feel valued and celebrated given the opportunity to innovate and reach their full potential. We want our schools to be at the heart of their communities serving them in the way they know best, knowing they will be supported, encouraged and affirmed by a dedicated and specialist team.

1. Introduction and Aims

1.1 Off-site visits are activities which take place outside school grounds and are arranged by, or on behalf of, the Trust. The Directors, Academy Councillors and staff believe that off-site activities can supplement and enrich the curriculum of the Trust by providing experiences, which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our student's learning experiences.

1.2 In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of students at all times. Within these limits we seek to make our visits available to all students, and wherever possible to make them accessible to those with protective characteristics.

1.3 All visits will comply with the requirements outlined in the DfE's 'Health and Safety: Responsiblities for Schools'[1]. Further advice will be sought from technically competent persons where necessary. Copies of these guidance documents are available from the Educational Visits Co-ordinator (EVC). All staff leading or participating in a visit are required to have read this Policy and to have signed it to say this is the case.

1.4 This policy has been created with regard to relevant legislation including, but not limited to:

- The Health and Safety at Work etc. Act 1974

1* https://www.gov.uk/government/publications/health-and-safety-advice-for-schools

1.5 This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

1.6 The **aims** of our off-site visits are to:

- enhance curricular and recreational opportunities for our students;
- provide a wider range of experiences for our students than could be provided on the Trust site alone;
- promote the independence of our students as learners, and enable them to grow and develop in new learning environments.

The visits are carefully planned to enable our students to progress in skills and knowledge of the curriculum and of life skills.

2. Curriculum links

2.1 For each subject in the curriculum there are opportunities for off-site visits. These are some examples of the types of visits carried out by our Trust.

- English – theatre visits;
- Science –visits to botanical gardens, ponds, coastal areas;
- Mathematics – use of shape and number trails in the local environment, museums;
- History – castle visits, Hadrians Wall, Medical Museum study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and Design – art gallery visits, use of the locality for drawing, sculpture and photography;
- PE – a range of sporting fixtures, extra-curricular activities, skiing;
- Music – extra-curricular activities, concerts, recording studios;
- Design and Technology – visits to local factories or design centres, museums;
- Modern Foreign Languages – visits abroad, local language events;
- ICT – its use in local shops/libraries/colleges;
- RE – visits to local places of worship and international visits including Lourdes and Rome
- PSHE and Citizenship – visits to the fire station and old people's residential homes

3. Residential activities

3.1 Throughout their education students may benefit from the opportunity to take part in a residential visit. Activities within Trust time are often linked to the National Curriculum or programmes of study.

3.2 These residential visits enable students to take part in activities to build life skills, confidence and experience away from their normal environment. We provide qualified instructors for all specialist activities that we undertake.

4. How visits may be planned and approved

4.1 Each school within the Trust has a named **Educational Visits Coordinator (EVC),** who is involved in the planning and management of off-site visits.

The Educational Visits Coordinator for this school is – Sarah Howes

Schools should appoint an educational visits coordinator and make sure they have the training they need.

The coordinator should:

- be an experienced visits leader
- obtain risk assessments from the venue or activity for visit
- have the status to be able to guide the working practices of other staff
- be confident in assessing the ability of other staff to lead visits
- be confident in assessing outside activity providers
- be able to advise headteachers and governors when they're approving trips
- have access to training, advice and guidance (including via the Citation Atlas advice line and portal)

Coordinators can also get guidance on the OEAP website.

The EVC will:

- assign competent staff to lead and help with trips (being competent means that the Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge of the group, the activity and the venue);
- Check that Visit Leaders are competent and record details of necessary training and qualifications and/or reviewing verified evidence of relevant experience;
- ensure that risk assessments are completed by competent trained staff;
- check visit plans and sign-off risk assessments;
- organise related staff training;
- verify that all private car drivers, have had satisfactory DBS checks, and that the letter from the coach company assures us their drivers too have had satisfactory DBS checks;
- ensure that regular volunteers and those assisting with overnight/residential stays have had satisfactory DBS checks carried out. Volunteers used for one off activities, who are not left alone at any time (out of sight/ear shot of a member of staff) to supervise students, do not necessarily need DBS checks completing. The Headteacher's discretion under these circumstances is used;
- make sure that all necessary consent and medical forms are obtained;
- support the Headteacher and governing body in their decisions on approval and pass all visits to the Headteacher for formal approval:
- ensure that risk assessments for frequent/regular visits are routinely reviewed (for example a swimming facility) and update where necessary.

An EVC checklist is attached at **Appendix 1**.

4.2 The Headteacher will appoint/approve a competent **Visit Leader** to be responsible for running the visit. This will normally be a teacher employed at the individual school within the Trust, with an appropriate level of experience, training and qualifications.

4.3 Visit Leaders and staff arranging, or otherwise involved in, off-site activities must read thoroughly the guidelines published within this Policy.

Visit Leaders will:

- ensure all off-site activities take place in accordance with Trust procedures;
- Follow site specific risk assessments provided by venue or activity provider;

- ensure all documentation including the Trip Tracker (**Appendix 2**), risk assessments and indemnity forms are completed/reviewed within the specified time to ensure EVC are able to comply with Trust policies;
- check to ensure sufficient staff and helpers of the right experience are DBS checked (as detailed above) and briefed throughout the visit;
- conduct/review risk assessments and ensure management to reduce risks including site specific, general and dynamic risk assessments are undertaken and recorded;
- Liaise with Medical Conditions Co-ordinator to review Individual Healthcare Plans and where appropriate meet with pupils, parents and healthcare professionals;
- ensure that Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed;
- ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing students and parents;
- Where appropriate and when considered necessary undertake exploratory visits or seek references from other schools if using new venues; and reassess from time to time;
- ensure appropriate transport arrangements are in place i.e. reputable coach company, driver insurance, following specific legal requirements;
- ensure any accidents / incidents are reported;
- feedback any learning points from visits to the EVC/Headteacher/Medical Conditions Co-ordinator;
- Communicate / brief risk assessments to all those attending the trip

4.4 Where staff are proposing to arrange an off-site activity, they must first seek and obtain the initial approval of the Headteacher before any commitment is made on behalf of the Trust. Staff should discuss the basic details with the EVC and when initial approval is granted.

4.5 It is our policy that all students including those with medical conditions should be able to participate in educational visits. Where a child with a protected characteristic is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with protective characteristics. Any such adjustments will be included in the risk assessment.

5. Risk assessments

5.1 The Visit Leader must carry out a comprehensive risk assessment, before the proposed visit. It will assess the risks that might be encountered on the visit, and will indicate measures to prevent or reduce them. All identified hazards must be reduced to an acceptable level (Medium or Low rating) before the EVC presents the trip proposal for approval to the Headteacher. Advice may be sought from the Trust Health and Safety Advisor where required and must be sought where the visit is high risk (e.g. city centre/ arena venue/ reduced phone signal/ overnight/ international/adventure/ water-based activities). Approval of the risk assessment must be sought from the CEO of the Trust where the visit is high risk or is an international trip.

The risk assessment should be based on the following considerations:

- Look for the hazards;
- Decide who might be harmed and how;
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done;
- Implement safety measures needed to reduce risks to an acceptable level;
- Include the SEN/medical needs of the specific students participating;
- Plan for emergencies;

- Identify alternative arrangements or “Plan B” if the risks change and activities cannot be completed;
- Record findings;
- Review assessment and revise it if necessary.

5.2 Where necessary, and if possible, staff planning an off-site visit should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments should be considered to ascertain if they are of an appropriate standard and can be adopted. To reduce bureaucracy Visit Leaders are encouraged to take advantage of national schemes that have been established to eliminate the need for questionnaires and forms e.g. LOtC Quality Badge, AALA Licence, Adventuremark, KADDI. Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification should be necessary. The LOtC Quality Badge also covers learning quality. When considering external providers for activities, the educational visits coordinator will check whether they hold the ‘Learning Outside the Classroom Quality Badge’ to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

5.3 It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the risk assessment must show the extent of any hazards involved, and the measures that will be taken to reduce or eliminate the risks. The cost of these preliminary visits will be borne by the Trust, and should be built into the overall financial arrangements for the visit itself.

5.4 Activity and Visit Leaders must ensure that young people are adequately supervised and take into account the following:

- 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 young people to be supervised;
- The ability of the young people (including their behavioural, medical, emotional and educational needs);
- Medical conditions and Individual Healthcare Plans
- Staff competence.

5.5 This means that arrangements for supervision, including staff/student ratios, must take into account the nature of a group and the individuals in it. It is therefore important that, when

planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs.

5.6 Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity. However, some guidance documents do set out ratios, but these should be regarded as minimum starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements. The following "starting points":

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

Further advice on ratios can be obtained from OEAP website

5.7 The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies. Staff to child ratios for Foundation Stage can be found in Statutory Framework for the Early Years Foundation Stage

5.8 Normally at least two adults will accompany any off-site visit. The Visit Leader will usually be a teacher and the other may be a responsible and competent adult.

5.9 These ratios are minimum requirements, and may not provide adequate supervision in all cases. Higher levels of supervision may be required or determined by the risk assessment, National Governing Body (for the activity) guidelines or at the request of the Provider.

5.10 A risk assessment must also cover transport to and from the venue and must include provision for:

- appropriate level of supervision;
- the required use of child restraints;
- vetting of the driver by the police;
- insurance for the driver;
- details of first aid and emergency procedures;
- breakdown procedures.

5.11 The Visit Leader will double-check with the Headteacher through our safeguarding procedures that all regular volunteers and those assisting with overnight/residential stays on the trip have been subject to satisfactory DBS checks. Those volunteers used for one-off activities, who are not left alone at any time (out of sight/ear shot of a member of staff) to supervise students, do not necessarily need DBS checks completing. The Headteacher's discretion under these circumstances will be used.

5.12 Where a volunteer is a parent (or otherwise in a close relationship to a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management, particularly if there is a serious incident. There is a probability that the helper may be distracted by the needs of their own child, rather than looking to the needs of the whole group. The Visit Leader should directly address this issue as part of the risk-benefit assessment and not assign a volunteer to a leadership role that gives them direct responsibility for their own child.

5.13 A copy of the completed risk assessments will be given to the Headteacher, Educational Visits Coordinator and all adults supervising the trip and will be made available to parents and Directors/Governors on request.

5.14 It is important that the risk assessments are communicated and understood by everyone involved in the trip (staff, volunteers, students and parents) before it takes place. This includes risks, control measures, emergency arrangements and contingency plans.

5.15 Dynamic risk assessments will be required during the visit if changes occur e.g. weather, illness or an unforeseen hazard. These involve professional judgements in response to changing circumstances. It is critical that control measures are monitored and confirmed or adapted as required.

5.16 On completion of the visit the risk assessment must be reviewed and any learning points and recommendations for improved control measures documented and communicated to relevant staff.

5.17 Any accidents that occur to employees, volunteers or students during the visit must be investigated and recorded following normal accident reporting procedures. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable accidents will require the Trust's Health and Safety Advisor (via Citation) to be notified as soon as reasonably practicable.

6. Transport

6.1 When hiring coaches and minibuses, it is our policy only to use reputable companies with vehicles fitted with appropriate seatbelts and to insist that all those participating in the visit wear them.

6.2 The Trust's minibuses will be operated as per each school's mini bus policy (where applicable), with the Headteacher and Local Academy Council responsible for the management and use of vehicle. The Driver is responsible for the vehicle during a journey and must observe all legal requirements.

6.3 Where private cars are used for transport, the Headteacher is responsible for ensuring:

- suitability of driver;
- parents written agreement;
- appropriate licence, insurance, roadworthy and child restraints for vehicle;
- that each driver has been subject to DBS checks.

6.4 Transport arrangements will allow a seat for each member of the party and appropriate child restraints will be used, whether travelling by car, minibus or coach.

6.5 The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- food and refreshments
- accommodation
- external providers.

6.6 The Trust follows all legal requirements about charging for visits. Where the visit takes place in school time, no charge will be made to parents, but they will be asked for a voluntary

contribution. If the visit is not viable for financial reasons, it will not run and any money collected will be repaid. Where a visit takes place mostly out of school time, parents may be asked to pay.

7. Communication with parents/carers

7.1 The parents/carers of students taking part in an off-site activity will be provided with all appropriate information about the intended visit to make an informed decision.

7.2 Parents/carers must give their written consent, medical and contact details, before a child can be involved in any off-site educational visits. (If there is any question about parents providing this information, the Headteacher/Medical Conditions Co-ordinator will meet with them in order to assess the risks). Parents/Carers will be required to complete the Consent Form attached at **Appendix 3** on enrolment and annually thereafter at school.

7.3 Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage. Further detail can be found in the School Charging and Remissions Policy).

7.4 No child may be excluded from a visit taking place in school time because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle via letters sent home about intended visits.

7.5 The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

7.6 Where appropriate for residential, foreign or adventure activity visits, information meetings with parents will be arranged.

7.7 Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting students in certain circumstances.

7.8 Further guidance on the procedure for organising international/residential and day trips is attached at **Appendix 4**.

8. Students

8.1 Students should be briefed about aims, expectations and codes of conduct for all visits. Training and careful briefing on activities will be given, particularly for unfamiliar ones. Ongoing briefings are an important part of learning and safety and will always be provided whilst on the visit.

9. Further health and safety considerations

9.1 All adults accompanying a party must be made aware, by the Visit Leader, of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school office number, but where an activity extends beyond the normal working day the home telephone number/mobile telephone number of a designated emergency contact should be provided (template emergency cards are at appendix 5).

9.2 Before a group embarks on the visit, the Headteacher and emergency contact should be provided with a list of everyone, students and adults, travelling with the group, together with the emergency contact information for every individual, programme and timetable for the activity.

9.3 The safety of the group, and especially the students, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure their safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that students are both safe and well looked after at all times.

9.4 Prior to a visit, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the School/Trust, the Visit Leader should discuss with the Headteacher/lead for pastoral support the possibility of excluding that child from the activity.

9.5 Students whose medical/health complaints cause particular concern will be referred to their clinician, including their GP for appropriate guidance and advice. Every reasonable effort will be made to achieve inclusion for those students with medical/health complaints, subject to overall safety requirements.

10. Visit documentation

10.1 The documentation for educational visits must include the following where applicable to the visit. Template emergency cards are at appendix 5. Paper copies should be taken on the visit by the Visit Leader including:

- risk assessments;
- report on preliminary visit;
- general information;
- names, ages, contact details, consent and medical fitness forms, and other relevant details of **all** those going on the visit;
- Individual Healthcare Plans;
- travel schedule;
- accommodation plan;
- full plan of activities;
- contingency plan details;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- emergency contacts and procedures
- general communications information;
- guidance for group leaders;
- guidance for the emergency contact and Headteacher;
- first-aid arrangements;
- accident report forms.

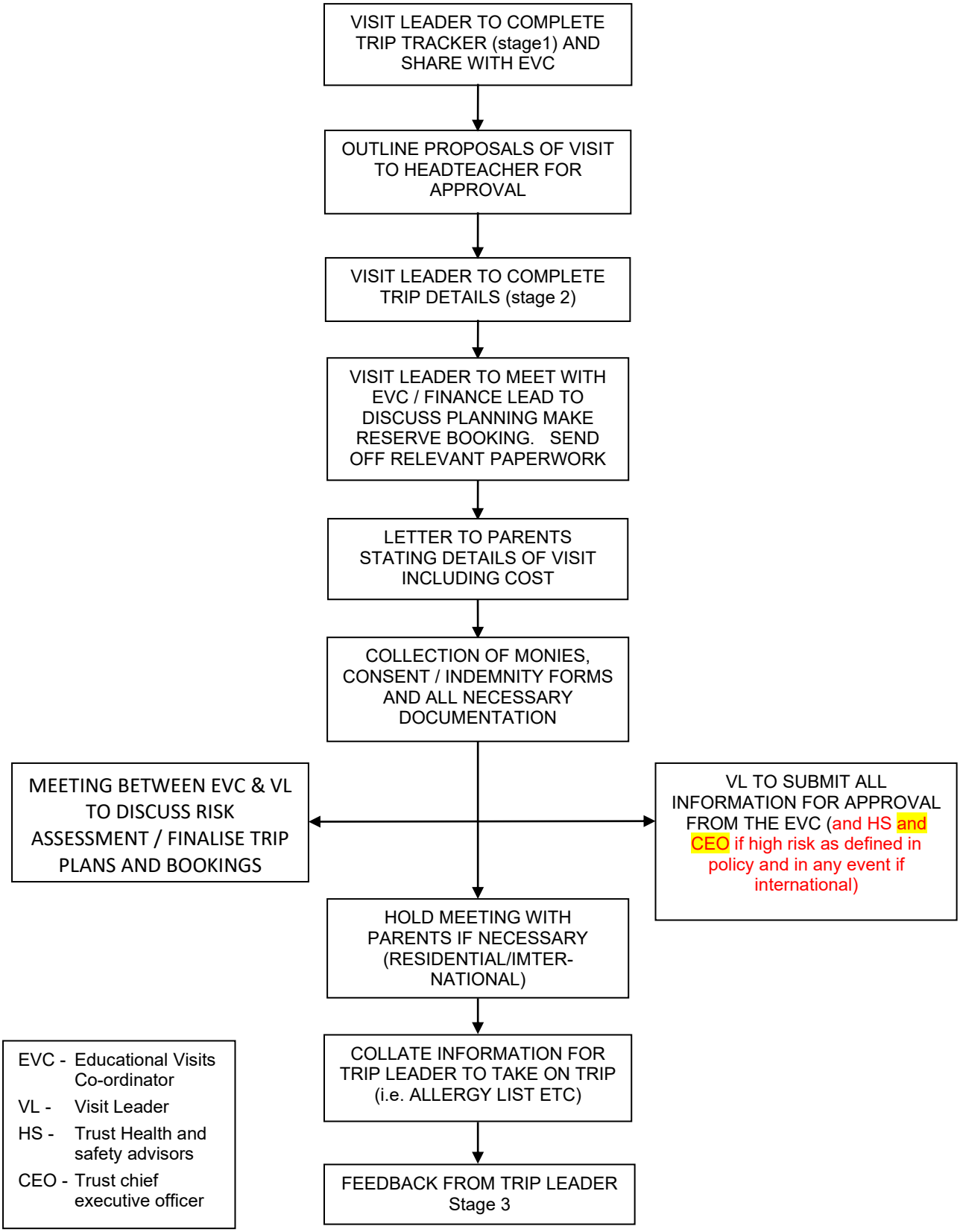
Appendix 1

EVC Check List

- ☑ I have attended EVC training as recommended/required by my employer's policy.
- ☑ My employer and my establishment have a policy for visits and learning outside the classroom.
- ☑ Staff induction and training needs are identified and addressed.
- ☑ Ensure visits are formally notified to and authorised by the Headteacher.
- ☑ Staff that lead visits meet necessary competence requirements.
- ☑ All adults including volunteers are vetted and those judged to be engaging in regulated activity are subject to enhanced Disclosure and Barring Service (DBS) checks with barred list check.
- ☑ There is an appropriate risk assessment which has been agreed.
- ☑ As EVC, I keep myself informed of the planning of visits through regular review of the trip tracker and meeting with the Visit Leader to discuss risk assessments and trip plans.
- ☑ There is a 'Plan B' when necessary.
- ☑ Preliminary visits have taken place if required.
- ☑ You have checked whether the venue has appropriate safety standards and liability insurance.
- ☑ Check whether the provider holds the LOtC Quality Badge or a similar local accreditation.
- ☑ The number and competence of leaders, staff and volunteers will ensure effective supervision.
- ☑ Medical, first aid and inclusion issues have been addressed.
- ☑ There is an establishment emergency response procedure, appropriate to the nature of visits undertaken, which is periodically tested.
- ☑ There is a designated 24/7 emergency contact, with access to all information and documentation relating to the visit.
- ☑ All staff and group members are aware of their roles and responsibilities and have read and understood the Off-site education policy.
- ☑ Information about the trip and possible risk factors has been shared with staff members and parents
- ☑ Those in parental authority have been appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers. Parents have been supplied with a checklist of the equipment, clothing and footwear needed for the trip
- ☑ The visit leader has sufficient funds and an effective means of communication in case of an emergency.
- ☑ Visits are debriefed and reviewed.
- ☑ Accidents and incidents are reported, learning is shared and RIDDOR requirements are met

Appendix 2

PLANNING FLOWCHART & APPROVAL TRIP TRACKER



TRIP TRACKER

Stage 1	
Trip name:	
Visit Leader name:	
Purpose of trip:	
Visit date:	
Curriculum relevance:	
Approval Details	
Dates Approved by Curriculum Timetable Lead *insert name*	
Trip approved by Headteacher/ Principal	
Trip approved by CEO if 'high risk' as defined in this policy	
Stage 2 -Trip Details	
Mobile numbers:	
Department/ Year group/ Focus	
Purpose of the trip/ outcome	
Destination:	
For Trips abroad only the necessary documentation for all staff and pupils, including passports, plane tickets and visas has been collated, advice sought from Health and Safety advisor and CEO approval sought	

Number of students:	
Number of PP/LAC – (+) %	
The need for specific provision, such as for those with SEND and medical condition has been assessed	
Age of students:	
Organising body if applicable NST/ University etc	
Coach required/ train tickets required. Foreign currency	
Transport: Transport booked / mini bus approved by *insert name* The suitability of the driver has been verified The driver is adequately insured for the use of the vehicle	
Costs Final costings have been confirmed and money collected, where necessary The trip has been funded in line with the Charging and Remissions Policy	

Safeguarding	
List of students	
Staff & volunteers going on the trip: A sufficient number of staff & voluntary helpers have been obtained Voluntary helpers working in regulated activity have undergone a DBS check	
Is this a high risk trip? e.g. city centre/ arena venue/ reduced phone signal/ overnight/ international/adventure/ water-based activities. Note additional measures & risk assessment update	
Risk assessments for the venue, transport and activities have been undertaken and advice sought from Health and Safety Advisor and CEO where high risk or international.	
Risk assessment read and discussed with staff & volunteers	
First aiders: The need for first aiders has been assessed and an appropriate first aider to pupil ratio is met	
A member of staff partaking on the trip has been appointed as the	

emergency contact	
Consent / Indemnity forms issued (date)	
All Consent / indemnity forms collected (date)	
Approved date/notes	
Identify children with Individual Healthcare Plans and liaise with the Medical Conditions Co-ordinator to risk assess and identify reasonable adjustments including where necessary with parents, pupils and relevant healthcare professional.	
Confirmation that the school's insurance arrangements adequately cover the trip and the activities involved	
You have checked whether the venue has appropriate safety standards and liability insurance. You have checked whether the provider holds the LOtC Quality Badge or a similar local accreditation and third party assurances are in place (where applicable)	
Additional Information	
Meeting with EVC to discuss risk assessment / finalise trip plans and bookings.	

Parental letter confirming arrangements sent and meeting arranged where appropriate	
Stage 3 - Trip Review/ Evaluation	
Did the trip go to plan?	
Any adjustments to trip? Please outline for future trips	
A record is kept of any incidents, accidents and near misses	
Any other comments	

SAFEGUARDING CONTACT INFORMATION

Designated Safeguarding Lead: *Insert name & contact details*

Deputy: *Insert name & contact details*

GENERAL ADVICE REGARDING TERROR THREAT

Given current circumstances it is important to remain vigilant at all times. To help protect yourself, students and the public in an emergency please familiarise yourself with the nationally approved Police guidance on how to stay safe, which we have summarised below:

- **RUN** – Run to a place of safety.
- **HIDE** – it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can and exit when it is safe to do so.
- **TELL** – Tell the police by calling 999.

WE MAINTAIN THAT ALL STAFF DEMONSTATE CONSISTENTLY HIGH STANDARDS OF PERSONAL AND PROFESSIONAL CONDUCT AT ALL TIMES

TRIP PLANNING CONTACT INFORMATION

Insert names and contact details

In order to give enough time to process a trip, this form will need to be completed at least two weeks* prior to departure.

All fully completed indemnity forms must be returned before the day of departure or the student will not be allowed to attend.

*Overnight and international trips will require notice of at least one term.

Appendix 3

Dear Parent(s)/Carer(s)

Annual Consent/Indemnity Form for School Trips and Activities

In an attempt to reduce the burden of bureaucracy for parents, carers and schools the Trust is introducing a new annual consent form to replace the multiple forms needed currently for school visits and off-site activities. This information will be requested at the beginning of every academic year so that our records are kept up to date. In order to do this we request that you complete and return the attached form as soon as possible. If at any time during the school year you realise that this detail needs amending, particularly concerning medical or contact arrangements, please contact (*insert name*) on (*insert telephone no*.) or e email (*insert e mail*).

Please note the following important information before completing the form below:

- The trips and activities covered by the consent form include:-
  - Off-site sporting activities during and outside the college day.
  - Any visit within the UK that is not residential.
  - Any visit within the UK that is not deemed to involve adventurous activities.
  - Music/drama activities outside the college day.
- The school will still send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school/college that you do not want your child to take part in any particular trip or activity.

Please complete and return the attached form if:

- You are happy for your child to take part in college trips and other activities that take place off the school premises but within the UK and do not involve either residential or hazardous activities.
- You are happy for your child to be given first aid or urgent medical or surgical treatment (including anaesthetic) as considered necessary by the medical authorities present as a result of an emergency, during any of the above college trips or activities.

Whilst we are trying to reduce the volume of paperwork going out to parents involving trips, if your child is involved in a trip or activity that is residential, involves hazardous activities or travel abroad then you will be asked to provide more detailed information relative to the individual trip.

Yours sincerely

Head Teacher

Annual Consent/Indemnity Form for School Trips and Activities

Name of student:..... **Form:** .....

Medical Information

Please provide details of any medical condition your child has, including regular medication needs, e.g. epilepsy/asthma/inhaler, diabetic/insulin/migraines etc. Please also provide the name, address and telephone number of your GP/Medical Centre.

Medical conditions .....

.....

.....

.....

Medication required (inc. dosage and frequency) .....

.....

Allergies (including food/medication).....

.....

.....

Dietary requirements.....

.....

Does your son/daughter suffer from travel sickness? .....

If so please detail any medication taken?.....

.....

Name, address and telephone number of G.P./Medical Centre.....

.....

.....

I give full permission for members of school staff to authorise emergency medical treatment in an emergency for my child and also to administer minor first aid if needed.

*Signed .....(Parent/Carer) Date:……

Annual Consent / Indemnity Form

I agree that:

1. I consent to my child participating in college trips and other activities that take place off the school premises, within the UK and do not involve either residential or hazardous activities. I also agree to his/her participation in any or all of the activities involved.

2. I acknowledge the need for obedience and responsible behaviour on his/her part.

3. It is my responsibility to inform the School of any changes to the details on this form.

4. I can inform the School if I do not want my child to take part in any particular college trip or activity.

5. I will inform the School if I have any concerns regarding any medical complaint or treatment needed which may affect my child's participation in future trips.

With reference to insurance cover my son/daughter will be covered for personal accident and loss, damage and theft of personal belongings through the school journey insurance (or RPA cover) taken out by the School[2].

Please supply contact telephone numbers where parents/carers may be reached in the event of an emergency.

Name/relationship	Home	Work	Mobile

Please sign to acknowledge your agreement and consent. If you have any reservations or queries in connection with any educational/recreational visit please contact the School.

I hereby sign the Annual Consent/Indemnity Form to give permission for my child to take part in visits and agree to the conditions in this agreement.

*Signed .....(Parent/Carer) Date:……

Please return the completed form to (*insert where*)

[2]*subject to limits and policy excess*

Appendix 4

PROCEDURE NOTE FOR INTERNATIONAL/RESIDENTIAL TRIPS

These summary guidelines should be read in-conjunction with the Off-Site Educational Visits Policy.

Teachers organising any trip must receive prior approval from (*insert name*) for the trip to take place. Competent staff to lead and help with the trips will also be approved at this stage which should include one First Aid trained person.

Educational Visit Co-Ordinator's Responsibilities (EVC)

In conjunction with the Teacher organising the trip, the EVC will ensure the following action is taken:

1. A letter to be sent to parents explaining the details of the trip i.e. venue, date, times of departure and arrival back and cost.

2. When the list of students going on the trip has been produced, the Visit Leader will seek approval for their attendance with advice from the Headteacher/ Pastoral Support Lead/Medical Conditions Co-ordinator **before** a letter is sent to parents with information about payment details and dates when monies need to be in for.

3. A spread sheet is produced with the students names, forms, payment details and paperwork received which is completed each time a payment is given in (also recorded is the date and method of payment) and the paperwork. Payment cards will also be produced at this stage for parents to pay in instalments.

4. Dependant on the time available before a trip takes place, a fortnightly catch-up meeting should take place between the Teacher organising the trip and the EVC to receive up-dates on outstanding payments, indemnity forms and travel arrangements.

5. All payments are processed on ParentPay which provides each student with a receipt and a payment record. The system also records receipt of indemnities, passports etc. and enables reports to be produced for each trip.

6. Before each trip takes place paperwork needs to be completed (a minimum of 2 months prior to the Trip in the case of international trips or 4 weeks in the case of UK residential trips). The EVC will complete the required forms electronically. The Visit Leader is required to complete these with the EVC. These are then sent to the Headteacher for authorisation.

7. In the case of residential or international trips a letter is sent to parents inviting them to a meeting to discuss final details. This is arranged approximately 3 weeks before the trip is to take place. A list is given to the Visit Leader and any outstanding indemnities, European Health Insurance Cards / Global Health Insurance Card, Passports or payments for collection at the meeting.

8. When EHIC / Global Health Insurance Card cards are collected the dates need to be checked to make sure they are still in date. If they are not a telephone call is carried out to parents informing them of this and the procedure they need to carry out in order to renew it. This must also be carried out on passports and a call to the countries Embassy needs to be made if there is less than 6 months left to run on the passport to ensure that this will be sufficient.

9. At least one member of the Senior Leadership Team will be designated to each international/residential trip in case of emergency.

10. Packs are produced for the designated SLT member(s) containing copies of the indemnity forms, next of kin details for the staff who are going on the trip along with a mobile phone number, spreadsheet of essential information regarding the students on the trip and any allergies or medication which the students may have. A pack is also produced for the teacher in charge containing the same information along with a copy of the School Journey Guidance and current insurance certificate.

11. Dependant on the activity taking place, an appropriate First Aid kit must be taken on all trips. The EVC should maintain a list of up-to-date First Aiders and send relevant reminders to staff, copy to the School Business Manager, when up-dates are required.

12. These guidelines have been produced as the Trust considers its responsibility for the safeguarding of children engaged on trips to be of paramount importance. Therefore, failure to adhere to these guidelines could lead to investigation and possible disciplinary action.

Appendix 5

Template Emergency Cards

Durham & Newcastle Diocesan Learning Trust

EMERGENCY CARD TRIP LEADER

Note the trip leader should have a fully charged phone with them at all times, together with a power bank if required for charging for longer trips.

Assess the situation:

Deal with immediate danger to self or other group members. Account for all members of the group.

Administer first aid:

Remember ABC priorities of airway, breathing, and circulation.

Be aware of blood contact

Make any casualties as comfortable as possible, but only move them if absolutely necessary (e.g. to maintain airway if unconscious)

Call emergency services:

Dial 999 for Ambulance, Police, Fire Brigade, Mountain Rescue or Coastguard as required. If abroad ring the relevant emergency services number [112 in Europe, 911 in North America]

Inform school:

- • School number [ ]
- My out of hours emergency contacts are –
    - Emergency contact 1- [Head Teacher details and contact telephone number]
    - Emergency contact 2 [name and contact telephone number]
- If you cannot get hold of your emergency contacts call:-
    - Paul Rickeard, the CEO of the Trust on 07469257525.
- Establish a contact point and identify a member of staff to liaise with the emergency services at the site.
- Ensure the use of Social Media, by the students, is managed effectively.
- Arrange for someone to travel with casualties to hospital.
- If abroad ring the British consulate or embassy.
- Stay in contact with the emergency contacts until the event is fully under control.
- Make arrangements for non-casualties to return to school/setting

DO NOT speak to individual parents or the press/media this will be done by emergency contacts with support of the central Trust team.

Keep records:

Keep a written account of all events/times/contacts and decisions taken to help you recall events afterwards. Keep receipts for any expenses as insurers will ask for these if you later need to claim anything back.

EMERGENCY CARD, EMERGENCY OUT OF HOURS CONTACT

For visits that take place/return outside normal establishment hours. This 'card' or equivalent must remain with the establishment emergency contact(s) at all times.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff. If you are the emergency home contact you should ensure you have a fully charged phone with you at all times.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number (s) at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required
- Keep in contact with the Visit Leader until the incident/accident is fully under control

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible, Ideally within 30 minutes;
- **You should also contact the Head Teacher (if this is not you) and immediately contact the CEO of the Trust** ;

• The Head Teacher should inform the CEO/COO so that they can contact the Diocesan communications team in all critical incident cases**. Do not contact or speak to the media before doing this.**

• The Head Teacher should assess the situation and decide whether to invoke the Business Continuity and Major Incident Management Plan.

• The Head Teacher should consider the appropriate time to contact the parents of the participants involved on the visit. **Do not do this without seeking advice and support** from the DNDLT Central Team in dealing with this.

- Keep a written account of all events/times/contacts following notification and remain on call so the Visit Leader can relay further information to you

Key central Trust contacts

Paul Rickeard	**CEO**	**07469257525**
Liane Atkin	**COO**	**07469257189**
Atlas advice line	**Citation Health and Safety Consultants**	**https://www.atlas-hub.co.uk/** **0345 844 48 48**