



The Blue Coat School

POLICY FOR TRIPS, OUTINGS AND OFF-SITE VISITS: PRE-PREP

This Policy for Trips, Outings and Off-Site Visits was devised by the Head of Pre-Prep and the Head of Prep in consultation with colleagues in the school.

Date of Next Review: Michaelmas 2022

POLICY FOR TRIPS, OUTINGS AND OFF-SITE VISITS: PRE-PREP

I. INTRODUCTION

1.1

The Blue Coat School places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class and setting based work. They provide opportunities which cannot be provided in classrooms and on site and can extend the knowledge and understanding of the youngest pupils. All of the visits for this age group last no longer than a day. All of the accompanying adults are members of staff and have Enhanced DBS checks.

1.2

The Blue Coat School Policy for Trips, Outings and Off-site Visits: Pre-Prep applies to children in the EYFS (Nursery and Reception) and to those in Years 1 and 2.

1.3

The Blue Coat School Policy for Trips, Outings and Off-site Visits: Pre-Prep is available for parents on the school website and in the Pre-Prep Office.

2. VISITS

2.1 Supervision – walks around the school grounds including visits to Forest School and the Outdoor Classroom

2.1.1

Staffing ratios are maintained during all walks around the school grounds. At least one of the adults with a valid qualification in Paediatric First Aid will accompany EYFS children on walks around the school grounds including visits to Forest School and the Outdoor Classroom. Staff ensure that the children wear the appropriate protective clothing on such walks. The children are always briefed in advance by their Class Teacher or the Forest School leader about the visit and the expected standards of behaviour.

2.2 Supervision – trips, outings and off-site visits

2.2.1

Trips do not involve overnight stays but in the unlikely event of a trip involving an overnight stay, any adult accompanying the trip must have DBS clearance at enhanced level. Any adult who does not have an Enhanced DBS must not be given unsupervised contact with the children. The correct staffing ratios are maintained or exceeded in accordance with the risk assessment for the trip, outing or off-site visit. At least one member of the accompanying staff will have a valid Paediatric First Aid qualification and at least one member of the accompanying staff will have been trained in allergy awareness and be willing to administer an EpiPen or its equivalent in an emergency for all trips involving children in Pre-Prep, including those in Nursery and Reception.

2.2.2

In Pre-Prep the children are in classes of 20 or 21. In Nursery and Reception, the children are supervised by their Class Teacher and Teaching Assistant who holds a full and relevant Level 3 qualification as defined by the Department for Education. Additional members of staff including Teachers and Teaching Assistants will accompany the children on trips, outings and off-site visits. Staffing ratios are 1:5 for Nursery trips, outings and off-site visits. Staffing ratios for Reception trips, outings and off-site visits are at least 1:7. The children are counted at regular intervals throughout any trip, outing or off-site visit. The children are always briefed in advance about the visit and the expected standards of behaviour by their Class Teacher. The Year Group Leader is usually the designated Trip Organiser for the visit.

2.2.3

In Years 1 and 2 the children will be supervised by their Class Teacher, Teaching Assistant and an additional Teacher or Teaching Assistant on most trips, outings and off-site visits. For theatre visits the children will

usually be supervised by their Class Teacher and Teaching Assistant. The staff ensure that the children wear the appropriate protective clothing for trips, outings and off-site visits. The children are counted at regular intervals throughout any trip, outing or off-site visit. The children are always briefed in advance about the visit and the expected standards of behaviour by their Class Teacher. The Year Group Leader is usually the designated TO for the visit.

2.3 Visits – Nursery and Reception

2.3.1

The children are taken on walks round the school grounds for various activities including nature walks and also when using the school environment for activities linked to the EYFS Areas of Learning and Development. Each Nursery class has a dedicated Forest School afternoon every week for half a term and each Reception class has a dedicated Forest School afternoon each week. They are led in activities by a trained Forest School practitioner.

2.4.2

The Nursery and Reception children go to the School Chapel for services at intervals during the year. They also go to the School Hall for productions.

2.4.3

In the Trinity Term the Nursery children usually take part in an outing lasting all day as do the Reception children. The outings are linked to the work the children will be covering in class. Coaches with front-facing seats and seat belts are hired for the journeys for these outings.

2.4 Visits – Years 1 and 2

2.4.1

The children are taken on walks round the school grounds for various activities linked to different areas of the curriculum including visits to Forest School and the outdoor classroom.

2.4.2

Children in Years 1 and 2 go to Chapel for services during the year and they go to the School Hall for productions.

2.4.3

In the Lent or Trinity Term the children in Year 2 take part in an outing lasting all day and the Year 1 children take part in an outing lasting all day during the Trinity Term. The outings are linked to the work the children will be covering in class. Coaches with front-facing seats and seat belts are hired for the journeys for these outings.

2.4.4

Children in Years 1 and 2 might make visits to the local area as part of work on the school and its environs. Children are always fully supervised during these visits with the relevant staffing ratios.

2.4.5

Occasionally the children in Years 1 and 2 take part in local visits. For these visits the children might be transported in the school minibuses. The minibuses are driven by members of staff who have completed appropriate training.

3. INFORMATION AND CONSENT

3.1

Information about off-site visits and outings is given in advance detailing the cost and whether it involves an extension to the normal length of the school day. All visits and outings are optional. Written parental consent is required every time the children are taken on off-site visits and outings other than walks in the immediate vicinity of the school grounds. The children will not be taken on the off-site visit or outing without a Consent Form which includes emergency contact details and consent for emergency medical treatment. These forms are taken on the trip.

4. RISK ASSESSMENTS

4.1

All visits are thoroughly planned, and a risk assessment is carried out which includes an assessment of the safeguarding risks either from staff or from members of the public. A reconnaissance visit is made to all new venues. The risk assessment includes details of the modes of travel, possible hazard areas and precautions to minimise the risks, staffing ratios, medical and special needs of pupils and staff, and staff and school telephone contact details. Staff ratios are adjusted if necessary to ensure that adequate provision is made for the supervision of children with special educational needs, disabilities or medical needs. The risk assessment is reviewed before a repeat visit is made. The register is taken before the children leave school. The children are counted at regular intervals throughout the trip, prior to leaving the venue and on their return to school. The children remain under the supervision of the adults at all times. The children walk in pairs when by roads and in pairs or small groups during the visit. When walking by roads, one adult will be at the front, one in the middle and one at the back of small groups of children wherever possible. Children are reminded about basic road safety and of the expected standards of behaviour. Members of staff are responsible for ensuring that the children embark and disembark from the coaches in a safe place. If they consider the place to be unsafe, they must ask the coach driver to find a more suitable place. A member of staff will check that all the pupils are sitting properly and wearing seat belts on coaches and minibuses.

4.2

Further details about the procedures for conducting a Risk Assessment for an Off-Site Visit are given in Appendix I.

4.3 Lost or Uncollected Children

4.3.1

The procedures are structured to ensure that a child does not go missing; but in the event that a child is missing – either from school, or on a visit, the procedures set out in the Policy for Lost or Uncollected Children are followed.

4.4 First Aid

4.4.1

At least one member of staff on each coach or minibus on every trip, outing or off-site visit has a valid First Aid qualification. This qualification will be a Paediatric First Aid qualification for children in the EYFS. If the children are to be taken round the venue in class groups or smaller groups, then there will be a person with a valid First Aid/Paediatric First Aid qualification with each class or group. Each Class Teacher will have a First Aid kit. The required contents of the First Aid kit for trips, outings and off-site visits are listed in the school First Aid and Health Policy. At least one member of the accompanying staff on each coach or minibus will have been trained in allergy awareness and be willing to administer an Epipen or its equivalent in an emergency. All of the adults will have a mobile phone and the telephone numbers of all of the other adults on the trip, outing or off-site visit. The Class Teacher will take a list of emergency contact numbers for each child on the outing. Bottled water is also taken on trips, outings and off-site visits.

4.5 Delay

4.5.1

The Trip Organiser will ring the school if there is any delay, for example, because of heavy traffic. The Pre-Prep Office has copies of all permission slips and will phone the parents to warn them of a delay, if appropriate. The school iSAMS system might also be used to alert parents of a delayed return to school.

5. RESPONSIBILITIES

5.1 Role of the Educational Visits Co-ordinators (EVC)

5.1.1

The Head of Prep, Mr Robbie Newman, is the EVC for Pre-Prep and as such is responsible for approving all requests for trips, outings and off-site visits. He is responsible for ensuring that all the necessary

documentation has been completed correctly and for giving guidance on carrying out risk assessments and on permission slips. The EVC ensures that DBS checks are in place as necessary. The EVC is responsible for ensuring that all visits are evaluated after completion and records kept of incidents, accidents and near misses so that lessons can be learnt. The EVC undertook refresher training for this role in May 2021. This training is updated at least every five years. Pre-Prep children do not take part in adventure activities but if this were to be the case the EVC would follow the principles as set out in the Policy for Trips, Outings and Off-Site Visits (Prep).

5.2 Role of the Trips Organiser (TO)

5.2.1

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. The member of staff must have had previous experience of accompanying similar visits before organising a visit. The TO will have overall responsibility for the management of the visit and must recognise that whilst leading the visit s/he is representing the school. Therefore, the TO must ensure that all accompanying adults, whether school staff or adult volunteers, are fully briefed on their roles and responsibilities, and must ensure the overall maintenance of supervision, order and discipline at all times. The TO must be fully aware of the requirements of the relevant School policies including the Safeguarding and Child Protection Policy, Lost or Uncollected Children Policy and First Aid and Health Policy and must ensure that accompanying adults are also fully aware of the requirements of these policies. The TO must ensure that these are not compromised during the trip. The TO must make appropriate and adequate preparations for emergencies in conjunction with the EVC and ensure that all accompanying staff are familiar with these procedures.

5.2.2

The TO must liaise with the EVC and the Head of Pre-Prep as part of the planning process for the visit. The member of staff in charge must ensure that the staffing ratios and first aid requirements are correct for the visit as set out in Sections 2.2 and 4.4 above. The TO must ensure that a list of all of the children's particular medical or special needs is compiled and taken on the trip, together with a list of children's emergency contact details.

5.2.3

If there is more than one coach for the trip, then the TO is responsible for checking that all of the children are in the coaches and ready for the journey before the coaches depart.

5.2.4

Residential trips are not normally held for Pre-Prep children. If a residential trip were to be organised, the TO must arrange a meeting for parents of participating children at which questions can be asked or matters raised, if appropriate. At this meeting parental concerns can be addressed and the code of conduct for children during the trip should be re-iterated. Parents will also be reminded of the need to complete the Consent Form detailing emergency contacts and the need to give information regarding medical requirements requiring signed parental permission, such as the administration of medicines.

5.3 The role of accompanying adults

5.3.1

Accompanying adults must recognise that they act as employees whenever visits take place. They have a responsibility for maintaining order and discipline, safeguarding the health, well-being and safety of the young people in their care, and informing the visit leader of any relevant incidents affecting, or likely to affect, group members.

5.3.2

As well as the general responsibilities for all adult trip members, mentioned above, those who are volunteers and who are not employees at The Blue Coat School must understand and agree to the expectations of them during the trip, recognise the limits of their responsibilities, follow instructions from staff and raise concerns for young people's welfare with the TO.

6. PERSONAL LIABILITY AND INSURANCE

6.1

Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. The November 2018 DfE Guidance “Health and Safety on Educational Visits” provides useful guidance for all staff in charge of visits.

6.2

Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that The Blue Coat School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the School’s guidelines. The Blue Coat School has £10 million of Employers’ Liability Insurance and £20 million of public liability insurance. The TO must ensure that any trip fulfils the requirements of the School’s insurers.

6.3

The children in Pre-Prep are not transported on school business in private cars belonging to staff.

7. SCHOOL MINIBUSES

7.1

The children in Nursery are not transported in the school minibuses. Children in Reception may be transported in a school minibus on a local visit. The current transport regulations pertaining to the driving of minibuses are followed. No one is allowed to drive the school minibus unless s/he has successfully undertaken training as a minibus driver. At least one other member of staff with a valid Paediatric First Aid Qualification must accompany the children in the minibus. The school will arrange and fund courses in driving minibuses for all staff who are required to drive a minibus.

8. USE OF HIRED TRANSPORT

8.1

Coaches are hired for the year group outings and for other visits such as theatre trips when necessary. The school has a long-standing relationship with a local company that understands that all drivers must come from a list of named drivers, have current DBS disclosures, and carry mobile phones. It is a condition of booking that the names of the coach drivers are recorded by the Pre-Prep Secretary at the time that the hire arrangements are confirmed. All of the vehicles have front-facing seats that are fitted with seat belts.

9. PREPARATORY ARRANGEMENTS

9.1

The visits undertaken by the children in Pre-Prep are all reasonably local. Visits are planned in outline at least a term in advance. Parents are informed about visits in letters well in advance.

9.2 Actions for the Trip Organiser (TO)

9.2.1

Visits which need to be booked in advance, need transport booking or involve additional costs for parents should be organised a term in advance. Parents should be advised of the cost that the visit will incur. The Health Centre staff should be consulted about individual children’s special and medical needs and advice sought about any specific arrangements. The TO must ensure that a list of all of the children’s particular medical or special needs is compiled, together with a list of children’s emergency contact details.

9.2.2

At least one month before the trip, outing or off-site visit the parental consent form (see Appendix 2) should be sent out with a specified return date. All completed forms must be received within three days of departure. The form should be sent with an accompanying letter to parents outlining the details of the outing and any special clothing required. Health Centre staff should be informed that the travelling First Aid Kits will be required on the date of the visit. The bookings should all be confirmed, and the cheques

requisitioned from the Bursar's Office. The school caterer should be informed, and the bottled water and lunches should be ordered. The risk assessment should be finalised and approved by the Head of Prep. The names of the coach drivers booked for the trip should be confirmed with the coach company to ensure that they have a valid Enhanced DBS Disclosure. The drivers' mobile numbers should be ascertained and all the required details about the coaches should also be confirmed.

9.2.3

Prior to the visit the TO for the visit should ensure that the other members of staff participating in the visit have received a copy of the risk assessment, that they are aware of the role of the TO and understand the emergency procedures. The EVC, the Pre-Prep Secretary and all staff members participating in the visit should be issued with the following items, **which must be taken on the trip**:

- The itinerary (*including address, phone numbers etc of all locations to be visited*).
- Lists of all the pupils for whom they are primarily responsible and any medical or special needs of those pupils.
- Mobile number of the TO, the relevant school phone numbers and the school Health Centre number.
- A copy of the risk assessment.
- Details of any required medication for the pupils and staff who will be taking part in the trip, outing or off-site visit. This includes Epipens/JEXTS (or equivalents) and inhalers.
- Location of local hospital.

9.2.4

The Pre-Prep Secretary and all Class Teachers participating in the visit should also be issued with copies of the parental consent forms for the children in their class. These must include details of each pupil's medical conditions and emergency contact details.

9.2.5

The Pre-Prep Secretary should also keep a record of the name of the driver(s).

9.2.6 The Day of Departure/ Day Prior to Departure

9.2.6.1

The children should be reminded by their Class Teacher or Key Person of the aims of the visit and the expected standards of behaviour. The TO should ensure that the First Aid packs are ready for the outing and that Health Centre staff have checked that the contents are adequate. They should ensure that all required medication is taken on the trip, outing or off-site visit, including Epipens/JEXTS (or equivalents) and inhalers and that there is at least one member of the accompanying staff who is trained to administer these. They should ensure that they take all of the documentation listed in 10.2.3 on the trip. They should ensure that the lunches and bottled water are ready.

9.2.7 During the visit

9.2.7.1

Primary responsibility for the safe conduct of the visit rests with the TO. He or she has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. S/he may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc.
- Checking that all pupils wear their seat belts.
- Enforcing expected standards of behaviour.
- Ensuring that any required medication is administered to the pupils at the appropriate time.
- Keeping account of all expenditure.
- Recording any accidents or near misses.

10. EMERGENCY PROCEDURES

10.1 Illness or Minor Injuries

10.1.1

If a pupil has a minor accident, First Aid should be administered by one of the qualified First Aiders on the trip, outing or off-site visit. If a pupil becomes ill, the TO, or another member of staff, will phone his or her parent's emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the TO will telephone the School Health Centre and seek advice.

10.2 Serious Injuries/Accidents

10.2.1

In the event of a serious accident resulting in the death or injury of one or more of the pupils and/or staff, the TO's (or another Class Teacher's) first priority would be to summon the emergency services, and to arrange for medical attention for the injured. At least one of the accompanying members of staff should accompany the injured pupil(s) to hospital and remain with the child/children until their parents arrive. The TO must ensure that the rest of the group is safe, secure and adequately supervised. If necessary, the TO would make the decision for the remaining group to return to school immediately.

10.2.2

The TO would then be responsible for ensuring that school staff are informed of the incident and resulting actions that have been taken. Follow-up communications should be maintained with the school until the group has returned to school. S/he would also need to arrange, if necessary, for the parents of the uninjured children to be contacted on their emergency contact numbers. It might be necessary for parents to be asked to collect their children from either the venue or the school, depending upon the circumstances. The school Bursar would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and the actions taken.

10.2.3

At The Blue Coat School, depending on the nature of the incident, the families of the injured and the families of those who are unhurt would be informed as swiftly as possible. It is recognised that in an era of instant communications, it may not be possible for members of staff to be the first to break the news. Nevertheless, a member of staff will speak personally to the parents of any pupil who has suffered some injury or mishap. Mass communication methods such as SMS, email, messages on the school website and local radio will be used for communicating with those whose children are not affected.

10.2.4

Where possible, communication with the media should be left to the Headmaster. The TO should refer the media to the school. If comment is unavoidable, it should be factual and calm, and no attempt should be made to cover gaps in knowledge.

10.2.5

Further details about managing incidents and accidents on trips, outings and off-site visits are given in the school First Aid and Health Policy.

11. AFTER THE VISIT

11.1

Each TO should provide the EVC with a report of any accidents or near misses, on his or her return. Personal observations and lessons learned are always valuable. This report should be used to inform future Risk Assessments to the same or similar venues. The TO should return all school property and ensure that arrangements are made for any lost or damaged equipment to be replaced or repaired.

11.2

The TO must also complete the health form records of any First Aid that has been administered during the trip, outing or off-site visit, and complete records regarding the administration of any medication as set out

in the school First Aid and Health Policy. He or she must also ensure that all medication is returned to the appropriate place.

11.3

Each TO must ensure that all other accidents and injuries are reported in the Pupil Accident Book or in the Accident Book (adults) as set out in the school First Aid and Health Policy. This Policy also sets out those accidents and incident that must be reported to comply with 'Reporting accidents and incidents at work: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013'.

11.4

The TO is responsible for producing a schedule of all expenditure on the trip.

11.5

The TO is responsible for ensuring that lists prepared for the trip, such as children's contact details and information about children's medical or special needs are shredded after the trip.

11.6

The TO is responsible for ensuring that the EVC is provided with an evaluation of the visit after its completion which includes records of incidents, accidents and near misses.

12. REPORT FOR GOVERNORS

12.1

The Headmaster's termly report to the Governors always contains an account of all residential school trips that have taken place since the last meeting.

13. RELATED POLICIES, MONITORING AND POLICY REVIEW

13.1

This policy should be read in conjunction with other related policies, including: the Safeguarding and Child Protection Policy, the Policy for Lost or Uncollected Children, the First Aid and Health Policy, School Minibus Policy and the Behaviour Management and Exclusions Policy.

13.2

This Policy will be reviewed annually in the Michaelmas Term. It will be presented to the Governors' Safeguarding, Health and Safety Committee for approval. The minutes of the meeting will be presented to the Governors.

APPENDIX I

I. Risk Assessments

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the probability and severity of the outcome (e.g. loss of life, destruction of property)
- Precautions are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits and insurance).

2. Procedure

A risk assessment pro forma (see next page) must be completed prior to the trip, outing or off-site visit by considering the following questions in turn:

- What are the identified hazards? – E.g. a child getting lost or run over, a traffic accident, a child falling over, sun burn, getting cold or wet on an outing.
- Who might be affected by the hazards? – Children, staff, volunteers, school property, school reputation. Children with SENs will need to be considered separately.
- What is the potential harm? – E.g. injury,
- Likelihood – the likelihood of the identified hazard/risk is then rated as High (red), Medium (amber) or Low (green)
- What safety measures and precautions will reduce the potential impact of the hazard? Examples include: using a higher staff ratio on all outings than are used inside the school, ensuring that one member of the party is qualified in Paediatric First Aid, frequent head counts, a clear missing child policy that is known to all, taking a First Aid kit and water, asking parents to send appropriate protective clothing to mitigate impact of weather, sound preparation in advance, including briefing all of the accompanying adults on their respective roles. Emergency procedures should be rehearsed in advance with the accompanying staff.
- Likelihood (after precautions) – the likelihood of the identified hazard/risk is then rated again as High (red), Medium (amber) or Low (green)

All residual High Risks must be removed prior to the Trip, Outing or Off-Site Visit.

Every risk assessment is checked and approved by the Head of Prep, who has overall responsibility for risk assessments in Pre-Prep. The EVC also checks risk assessments prior to trips, outings or off-site visits.

3. Risk Assessment Pro-Forma

Activity/Event: Pre-Prep Outing to			Assessment By:			 The Blue Coat School			
Date Completed:			Date of Activity/Event:						
Identified Hazard	Who is at risk	Potential harm	Likelihood			Precautions in place	Likelihood (after precautions)		
			High	Medium	Low		High	Medium	Low
Residual high risks must be removed before commencing the activity									
Supporting documents (Please list any supporting documents here) Trips, Outings and off-Site Visits (Pre-Prep); First Aid and Health Policy; Minibus Policy; Lost or Uncollected Children Policy; Completed Parental Consent Forms									
Location Details:									
Staff Information (including details of those First Aid trained and those willing to administer emergency medication)									
Pupil Information (including specific medical information)									
Useful contact information (e.g. Phone numbers for Trip Leader, BCS key staff, coach company, nearest hospital, venue)									
Timings of the day:									
Risk Assessment Review:									

4. Risk Assessment Pro-Forma – Example of some hazards/risks

Activity/Event: Pre-Prep Outing to			Assessment By:			 The Blue Coat School			
Date Completed:			Date of Activity/Event:						
Identified Hazard	Who is at risk	Potential harm	Likelihood			Precautions in place	Likelihood (after precautions)		
			High	Medium	Low		High	Medium	Low
Coach stuck in traffic	Children, staff, volunteers	Dehydration (hot weather) Cold Parental concern about late arrival		X		Bottled water carried on coaches Well-equipped coaches from reputable company Phones carried by staff and children's contact numbers			X
Tripping, falling on uneven surfaces, stairs, etc	Children, staff, volunteers	Injury		X		First Aid kits taken At least one member of staff with Paediatric First Aid qualification on outing Staff have mobile phones to summon emergency help			X
Child going missing whilst on outing	Children	Possible abduction Distress to child and subsequently to staff		X		Children briefed prior to outing Staff ratios increased to (specify number) Regular and frequent 'head counts' throughout outing and especially at transitional periods Staff have mobile phones Reconnaissance visit made prior to outing to identify potential risk areas and staff briefed Staff are aware of procedures in the school Lost or Uncollected Children Policy			X
Residual high risks must be removed before commencing the activity									
Supporting documents (Please list any supporting documents here)									

APPENDIX 2



The Blue Coat School

Founded by the Church of England in 1722

Please return to
[Pre-Prep Office]

By [insert date]

PARENTAL CONSENT FOR A SCHOOL OUTING

Pupil Name: **Form:**

[Year Group] visit to **On**

Trip Organiser

Departing athours from the School. Returning to the School athours

Nature of Activity:

Maximum number of pupils [], who will be accompanied by [] members of the Pre-Prep staff

Transport:

Coach to and from

We only book coaches fitted with seat belts, from a company well known to us, whose drivers have been cleared with the DBS

Estimated Cost [] [To be added to your bill for the next term]

Medical Information

Any allergies or sensitivities to food, pets or to insect stings:

Any chronic or recurring medical conditions needing regular or occasional medication or treatment with details of medication:

Are you aware of any reasons why your child cannot take part in any of the activities as described, and/or does s/he require any special arrangements to be made for this event? If so, please describe them briefly below:

Does he/she suffer from travel sickness? Yes No

If yes, and medication will be required during the day, please complete a medication consent form (available from Mrs Arch or the Health Centre).

CONSENT TO EMERGENCY TREATMENT

Child's Name: _____ (Please print)

I/ We authorise the Trip Organiser, or an authorised deputy acting on his/her behalf to *consent* on the advice of an appropriately qualified medical specialist to *my/our child receiving emergency dental, medical treatment, including general anaesthetic, blood transfusion and surgical procedure* under the NHS if he/she is unable to contact me/us at the time.

Signature of both parents: _____
or Guardian

Emergency Contact Details for the period covered by the visit:

NAME: Tel. no: Mobile:

Email: Work no:

NAME: Tel. no: Mobile:

Email: Work no:

FAMILY DOCTOR: Tel. no:

Behaviour code:

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given by a member of staff or by an Instructor at the venue at all times.

Signed: Signed:

Print Name: Print Name:

Date: Date:

Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned