The Blue Coat School

EDUCATIONAL VISITS POLICY

PRE-PREP

Approved by the Governors' Safeguarding, Health and Safety Committee on _____

Signed: _____

(H Andrews – Chair of Safeguarding, Health and Safety Committee)

This Policy for Educational Visits Pre-Prep was devised by the Head of Prep in consultation with the Senior Leadership Team.

Date of Next Review: Michaelmas 2027

POLICY FOR EDUCATIONAL VISITS PRE-PREP

1. INTRODUCTION

1.1
The Blue Coat School places great value on educational visits for all pupils, including our youngest children. These experiences enrich the curriculum, complement classroom and setting-based learning, and provide valuable opportunities beyond the school environment that broaden pupils' knowledge and understanding, as well as their personal development. All of the visits for this age group last no longer than a day.

1.2
This policy sets out the approach of The Blue Coat School to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff when it comes to visits.

1.3
The Blue Coat School Policy for Educational Visits Pre-Prep applies to children in the EYFS (Nursery and Reception) and to those in Years 1 and 2.

1.4
The Blue Coat School Policy for Educational Visits Pre-Prep is available for parents on the school website.

2. LEGISLATION AND GUIDANCE

2.1
This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

Equality Act 2010
SEND Code of Practice
Keeping Children Safe in Education 2026

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

3. INFORMATION AND PARENTAL CONSENT

3.1

- Parents/carers will be given appropriate information about the visit in advance, including its purpose, destination, date and timings, transport arrangements, any cost, and any specific clothing, equipment or other requirements.
- Parents/carers will be given the opportunity to withdraw their child from a visit.
- Written parental consent will be obtained for Nursery-age children before an educational visit.
- For pupils over Nursery age, specific written consent is not normally required for routine educational visits that form part of the curriculum.
- Written consent will be obtained for visits requiring a higher level of risk assessment, visits outside normal school hours, or where the school considers specific consent appropriate.
- Where written consent is required, pupils can not participate unless the appropriate consent has been obtained.
- Up-to-date emergency contact and relevant medical information will be accessible to staff throughout the visit.

4. RISK ASSESSMENTS

4.1

- All visits will be planned in advance and subject to a suitable and sufficient risk assessment, including consideration of health and safety and safeguarding risks.
- A reconnaissance visit should normally be undertaken for new venues. Where this is not practicable, the TO will obtain sufficient information from the venue or provider to assess and manage the risks effectively.
- Risk assessments will consider, as applicable, travel and transport arrangements, identified hazards and control measures, staffing and supervision ratios, individual medical, allergy and SEND needs, safeguarding considerations, and emergency and school contact arrangements.
- The TO will ensure that all identified control measures are implemented and communicated to relevant staff before the visit takes place.
- Staffing and supervision arrangements will be increased or adapted where the risk assessment or individual needs of pupils require it.
- Risk assessments for repeat visits will be reviewed before each visit and updated to reflect any changes, incidents, near misses or lessons learned from previous visits.
- All risk assessments will be reviewed and approved by the EVC and presented to the Senior Leadership Team as part of the visit approval process.
- Completed and approved risk assessments will be retained and accessible to relevant staff in the Shared Google Drive under *Whole School Risk Assessments*.
- The TO and accompanying staff will continually monitor risks throughout the visit and modify, suspend or stop an activity where circumstances change or risks can no longer be adequately controlled.

4.2

Further details about the procedures for conducting a Risk Assessment for an Educational Visit are given in Appendix 1.

5. RESPONSIBILITIES

5.1 Role of the Headmaster

The Headmaster is responsible for:

- Working with the EVC and Senior Leadership Team to consider and approve educational visits, with final authority for visits of less than 24 hours.
- Working with the EVC, Senior Leadership Team and Governing Board to consider and approve residential visits of more than 24 hours.
- Ensuring that the EVC and other staff involved in educational visits have received appropriate training and guidance to fulfil their responsibilities.

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

The Head of Prep and Second Master, Mr Robbie Newman, is the Educational Visits Coordinator (EVC). He undertook EVC refresher training in April 2024, with training updated at least every three years. He is supported, as necessary, by Mr Simon Gregory, who completed EVC training in December 2024.

The role of the EVC is to:

- Support and advise the Headmaster and Senior Leadership Team in the approval of educational visits, and the Governing Board where appropriate.
- Assess the competence and suitability of staff to lead visits and designate an appropriate Trip Organiser for each visit.
- Oversee and support the Trip Organiser in the planning and organisation of educational visits.

- Review and approve risk assessments, ensuring that appropriate control measures, staffing and supervision arrangements are in place.
- Assess the suitability of external providers, where applicable.
- Ensure that visits meet the requirements of the school's insurers.
- Ensure that appropriate safeguarding checks are in place where required.
- Ensure that all required documentation, consent and approvals are in place before the visit takes place.
- Ensure that visits are evaluated following completion and that lessons learned, including from accidents, incidents and near misses, are used to improve future planning and arrangements.

5.3 Role of the Trip Organiser (TO)

Every educational visit will have one member of staff designated as the Trip Organiser. The role of the Trip Organiser is to:

- Liaise with the EVC, Head of Pre-Prep, Deputy Head Pre-Prep, Pre-Prep Secretary and other relevant members of staff throughout the planning and preparation of the visit.
- Plan the visit in advance, taking account of the health, safety and safeguarding risks to pupils and staff.
- Obtain accurate and up-to-date information about the destination, activities and arrangements to inform the risk assessment.
- Consider the individual medical, allergy, SEND and other needs of pupils and coordinate any additional support required.
- Ensure that appropriate staffing ratios, supervision and First Aid provision are in place.
- Assign clear roles and responsibilities to accompanying staff and ensure they are competent to fulfil them.
- Ensure that relevant school policies, risk assessments and emergency procedures are understood and followed by accompanying staff.
- Ensure that parents/carers are provided with appropriate information about the visit and that any required consent is obtained.
- Brief staff and pupils on the arrangements, responsibilities and expected standards of behaviour before the visit.
- Take overall responsibility for the management, supervision and safe conduct of the visit.

5.4 Role of Supporting Staff

The role of supporting staff is to:

- Familiarise themselves with the purpose, itinerary and arrangements for the visit, including relevant risk assessments and emergency procedures.
- Understand and carry out the roles and responsibilities assigned to them by the Trip Organiser.
- Follow the instructions of the Trip Organiser and inform them promptly of any concerns or changes in circumstances.
- Maintain appropriate and effective supervision of pupils at all times, including regular checks that pupils in their care are accounted for.
- Be aware of the individual needs of pupils in their care, including any medical, SEND, behavioural or safeguarding needs relevant to the visit.
- Follow all relevant school policies and procedures, including those relating to safeguarding, First Aid, allergy safety, behaviour and lost or missing children.
- Promote and maintain appropriate standards of pupil behaviour and ensure pupils follow instructions and agreed expectations.
- Remain alert to changing circumstances or emerging risks and take appropriate action to protect the safety and wellbeing of pupils.
- Know what to do in an emergency and how to contact the Trip Organiser and other appropriate members of staff.

- Report any accident, incident, safeguarding concern, near miss or other significant issue to the Trip Organiser as soon as possible.
- Support the Trip Organiser in the safe and effective running of the visit and contribute to any post-visit evaluation where appropriate.

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.

Staff are not personally at risk of being sued if something goes wrong on a trip as long as you act reasonably and follow school procedures. The Department for Education (DfE) and the Health & Safety Executive (HSE) are very clear about this.

6.3
Children must not normally be transported on school business in private vehicles belonging to members of staff. In exceptional circumstances, where no reasonable or practicable alternative means of transport is available and where it is considered necessary for the welfare, safety or educational needs of the child, the Headmaster may authorise a member of staff to transport a child in their private vehicle. Before authorisation is given, the school must be satisfied that all appropriate licensing, insurance, vehicle safety, safeguarding, parental consent and record-keeping requirements have been met.

7. PROCEDURES FOR EDUCATIONAL VISITS

7.1 Planning and Approval

- Requests for trips should normally be made to the EVC at least one term in advance, allowing sufficient time for the proposed visit to be considered by the Headmaster and Senior Leadership Team before approval is granted.
- A decision on whether to grant approval may take into account cost, timing, educational purpose and value, potential disruption to the school, health and safety considerations, staffing ratios, inclusion and accessibility, and any other relevant factors.
- Occasionally, an educational opportunity may arise at shorter notice. In these circumstances, the EVC must be satisfied that all necessary planning, risk assessment and safeguarding requirements can be completed within the available timeframe before the visit is approved by the Headmaster.

7.2 Staffing and Supervision

The TO must ensure that:

- Staffing levels are appropriate to the visit and meet or exceed the following minimum staffing ratios:
    - Nursery – 1:5
    - Reception – 1:7
    - Years 1 and 2 – 1:10
- Staffing arrangements are reviewed as part of the risk assessment and increased or adapted where necessary, taking account of the nature and location of the visit, activities undertaken and the individual needs of pupils.
- For Nursery and Reception visits, staffing arrangements meet all applicable EYFS qualification and supervision requirements.
- At least one accompanying member of staff holds a current Paediatric First Aid qualification.
- For EYFS pupils, a member of staff holding a current full Paediatric First Aid qualification is present whenever children are eating.

- Staffing is deployed so that appropriate First Aid provision is maintained throughout the visit, including where pupils travel in separate vehicles or divide into separate groups.
- Appropriate provision is made for pupils with allergies or other medical needs, including ensuring that staff with the necessary training and competence are available to respond in an emergency.
- All accompanying staff are suitable and competent to undertake their allocated responsibilities and have received any specific training required for the visit or activity.
- All supervising adults have an Enhanced DBS check.
- Accompanying staff have an appropriate means of communicating with the TO and other members of the visit team throughout the visit.

7.3 Visit Preparation

The TO must ensure that:

- The visit and any required transport are booked in sufficient time.
- Where coaches are used, an appropriate transport provider is selected and relevant transport, insurance and safeguarding requirements are confirmed. Coaches must be fitted with seat belts.
- School minibuses used for educational visits do not exceed their permitted passenger capacity, including pupils and supervising staff. Drivers must be appropriately licensed, trained, insured and authorised by the school and must comply with the School Minibus Policy and current minibus driving requirements.
- The Health Centre is consulted regarding pupils' medical, allergy or additional needs and any specific arrangements required.
- The school caterer and Health Centre are informed of the visit and any lunches, drinking water and First Aid kits required are arranged.
- Up-to-date emergency contact, medical, allergy and additional-needs information for participating pupils is available to the TO throughout the visit, either in an appropriate secure form or through the school's approved information management system.
- The risk assessment is completed and approved by the EVC.

7.4 Parental Information and Consent

- The TO must ensure that parents/carers are provided with appropriate information about the visit and that any required consent is obtained in accordance with Section 3 of this policy.

7.5 Information and Staff Briefing

Before departure, the TO must ensure that all accompanying staff are briefed on the visit, including their roles and responsibilities, supervision arrangements, relevant risk assessments and emergency procedures.
The TO and accompanying staff must have access, as appropriate to their responsibilities, to:

- The itinerary and relevant contact details for the locations being visited.
- Details of the pupils for whom they are responsible, including relevant medical, allergy or additional needs.
- The TO's mobile number and relevant school and Health Centre contact details.
- The risk assessment and emergency procedures.
- Details of required medication, including adrenaline auto-injectors and inhalers.
- Information necessary to access emergency medical assistance, where appropriate.

The Pre-Prep Secretary must retain appropriate information at school, including pupil emergency contact and medical information, parental consent where required, the itinerary and transport details.

7.6 On or Before the Day of Departure

The TO must ensure that:

- Pupils are briefed on the purpose of the visit and expected standards of behaviour.
- First Aid kits have been checked and are taken on the visit.

- All required medication is available and appropriately trained staff are present to administer it where necessary.
- All required documentation and emergency information is available and accessible to relevant staff.
- Any required lunches and drinking water are ready.
- A register or head count is completed immediately before departure, and all pupils and accompanying adults are accounted for.
- Pupils are clothed appropriately for the visit and have the necessary equipment, where required.
- The weather forecast is checked in the lead-up to the visit. Where necessary, parents are informed of any changes to clothing requirements or other arrangements to ensure that children are appropriately prepared for the expected weather conditions.

7.7 During the Visit

The TO and accompanying staff must continually monitor risks throughout the visit and adapt, suspend or stop an activity where circumstances change or risks can no longer be adequately controlled.

The TO retains overall responsibility for the safe conduct of the visit and may amend the itinerary, suspend activities, or cancel planned activities where circumstances require. Where appropriate, such decisions may be made following communication with a senior member of staff at school.

Specific duties may be delegated to accompanying staff, but the TO retains overall responsibility for ensuring that:

- Appropriate arrangements must be in place for regularly checking that all pupils are present and accounted for, including headcounts at appropriate points during the visit and particularly before departure, following transitions and before leaving a venue. Where appropriate, the TO should establish clear meeting or rendezvous points and ensure that pupils know what to do and whom to contact if they become separated from the group.
- Seat belts are worn where provided.
- Appropriate supervision and standards of behaviour are maintained throughout the visit.
- Required medication is available, administered and recorded in accordance with the school's First Aid and Health Policy.
- Any accidents, incidents, safeguarding concerns or near misses are appropriately managed, recorded and reported.
- Any expenditure requiring a record is appropriately accounted for.
- The school is informed of any significant delay so that parents/carers can be updated as appropriate.

7.8 Following the Visit

Following the visit, the TO must:

- Ensure that all accidents, injuries, First Aid and administration of medication have been recorded and reported in accordance with the school's First Aid and Health Policy.
- Report any significant accident, incident, safeguarding concern or near miss to the EVC as soon as practicable so that appropriate follow-up action can be taken and lessons learned.
- Ensure that any medication is returned to its designated location or appropriate person.
- Return all school property and equipment and report any items that have been lost or damaged.
- Provide a record of expenditure associated with the visit, where required.
- Ensure that any confidential or personal information prepared specifically for the visit is securely disposed of when no longer required.

The EVC must:

- Ensure that visits are evaluated following completion, where appropriate, and that any accidents, incidents, safeguarding concerns, near misses or other significant issues are reviewed.
- Ensure that lessons learned are used to inform future planning, risk assessments and arrangements for the same or similar visits.

8. EMERGENCY PROCEDURES

8.1 Illness, Allergic Reaction or Minor Injuries

In the event of illness, allergic reaction or a minor injury on an educational visit:

- A suitably qualified First Aider must provide appropriate First Aid.
- If a pupil becomes unwell and needs to leave the visit, following communication with a senior member of staff, the TO or another member of staff must contact the pupil's parent/carer using the emergency contact details provided and arrange collection.
- In the event of a child suffering an allergic reaction, the procedures set out in the Allergy Safety Policy are followed.
- If the parent/carer or emergency contact cannot be reached, the TO must contact a senior member of staff for advice. In the meantime, the pupil must remain appropriately supervised by a member of staff in a suitable and safe space. The TO should deploy staff as necessary to ensure appropriate supervision of both the pupil and the wider group is maintained.
- Any accident, injury or significant illness must be recorded and reported in accordance with the school's First Aid and Health Policy.

8.2 Serious Injury or Accident

In the event of a serious injury or accident, the TO and accompanying staff must:

- Call the emergency services immediately and ensure appropriate medical attention is provided.
- In consultation with a senior member of staff, ensure that at least one member of staff accompanies any pupil taken to hospital and remains with them until their parent/carer arrives.
- Ensure the remainder of the group is safe, accounted for and appropriately supervised.
- Contact a senior member of staff as soon as possible and provide details of the incident, those involved, the action taken and any assistance required.
- Decide, in consultation with a senior member of staff, whether the visit should continue or whether the group should return to school.
- Follow instructions from a senior member of staff regarding communication with parents/carers.
- Ensure that a full written record is made of the incident, including any injuries, actions taken and relevant timings.
- Ensure that any subsequent reporting requirements are completed in accordance with the school's First Aid and Health Policy.
- Consult with the Bursar regarding any circumstances that may require notification to the school's insurers. Any formal notification to, or liaison with, the school's insurers should be undertaken by the Bursar.

8.3 Missing Child

If a child is found to be missing during an educational visit, the TO and accompanying staff must:

- Immediately establish which child is missing, their last known location and when they were last seen, and conduct a head count to ensure all other pupils are accounted for.
- Ensure the remaining pupils are safe, appropriately supervised and kept together.
- Begin an immediate and systematic search of the surrounding area and inform the venue or activity provider, where appropriate.
- Contact a senior member of staff immediately and keep the school informed of developments.
- Contact the Police without delay if the child cannot be located promptly, taking account of the circumstances and level of risk.
- Follow the school's Lost or Uncollected Children Policy, including arrangements for notifying parents/carers and any relevant external agencies.
- Once the child is found, ensure their immediate welfare and safety and inform the school promptly.

- Ensure the incident is fully recorded, reported and reviewed, with any lessons learned incorporated into future risk assessments and visit arrangements.

8.4 Safeguarding Concerns

- Any safeguarding concern arising during an educational visit must be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.
- Where there is an immediate risk of harm, staff must take appropriate action to protect the child and contact the emergency services where necessary.
- The TO must ensure that the school is informed as soon as practicable and that any instructions from the Designated Safeguarding Lead or other appropriate senior member of staff are followed.

8.5 Communication with Parents/Carers

Following a serious incident:

- The school will seek to inform the parents/carers of any pupil directly involved as soon as possible.
- Wherever possible, parents/carers of an injured or affected pupil will be contacted personally by an appropriate member of staff.
- The school will determine how and when information is communicated to the parents/carers of other pupils.
- Staff must not independently send group messages, emails, social media posts or other communications about a serious incident unless authorised to do so.
- Staff should be mindful that information may circulate through pupils, parents/carers or social media before formal school communications can be issued.

8.6 Communication with the Media

- All media enquiries must be referred to the Headmaster or another person authorised by the school.
- Staff must not provide statements, opinions or information to the media unless authorised to do so.
- If an immediate response is unavoidable, staff should provide only essential factual information and must not speculate or attempt to answer questions where the facts are unknown.

Further guidance on responding to and reporting accidents and incidents is contained in the school's First Aid and Health Policy. Emergency procedures relating to safeguarding and missing children should also be read in conjunction with the school's Safeguarding and Child Protection Policy, Allergy Safety Policy and Lost or Uncollected Children Policy.

9. REPORT FOR GOVERNORS

9.1

An annual co-curricular report, including trips and visits, is given to the Governors in the Trinity Term at a meeting of the Teaching, Learning and Curriculum Committee.

10. RELATED POLICIES, MONITORING AND POLICY REVIEW

10.1

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, the Allergy Safety Policy, School Minibus Policy and the Behaviour Management and Exclusions Policy.

10.2

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 1

1. Risk Assessments

A risk assessment is a systematic process for identifying significant hazards associated with an educational visit, considering who may be harmed and how, and determining the measures required to manage the risks appropriately.

For the purposes of educational visits:

- A **hazard** is anything with the potential to cause harm.
- A **risk** considers both the likelihood of harm occurring and the potential severity of that harm.
- **Control measures** are the actions or arrangements put in place to eliminate a hazard or reduce the associated risk.
- **Residual risk** is the level of risk remaining after appropriate control measures have been applied.

Risk assessments should be proportionate to the nature and complexity of the visit and focus on significant risks rather than everyday risks that are adequately managed through normal school procedures.

2. Procedure

The Trip Organiser must complete the Educational Visit Risk Assessment before the visit and consider the following:

- **What are the significant hazards?**
  Identify hazards associated with the journey, venue, activities and environment, including any relevant safeguarding risks.
- **Who might be harmed and how?**
  Consider pupils, staff and volunteers, paying particular attention to individual medical, allergy, SEND or other needs that may require additional or different control measures.
- **What could happen and how serious could the consequences be?**
  Consider the potential harm arising from each identified hazard.
- **What is the initial level of risk?**
  Assess the likelihood and severity of harm before additional control measures are applied, using the school's risk-rating system.
- **What control measures are required?**
  Identify the measures necessary to eliminate the hazard where reasonably practicable or reduce the risk to an acceptable level. These may include, for example, appropriate staffing and supervision, First Aid provision, staff briefings, head counts, transport arrangements, individual medical arrangements, appropriate clothing or equipment, and emergency procedures.
- **What is the residual level of risk?**
  Reassess the likelihood and severity of harm after the identified control measures have been applied.

Where the residual risk remains **High**, the visit or activity must not proceed in its proposed form. Further control measures must be introduced to reduce the risk to an acceptable level, or the activity must be modified or cancelled.

The TO must ensure that all identified control measures are communicated to relevant staff and implemented before and during the visit.

The completed risk assessment must be submitted to the **EVC for review and approval** before the visit takes place.

Risk assessments for repeat visits must be reviewed before each visit and updated where there have been changes, incidents, near misses or lessons learned from previous visits.

Risk assessment is an ongoing process. The TO and accompanying staff must continue to monitor risks throughout the visit and adapt, suspend or stop an activity if circumstances change or risks can no longer be adequately controlled.

3. Risk Assessment Pro-Forma

Activity/Event: Pre-Prep Outing to ….			Assessment By:			The Blue Coat School			
Date Completed:			Date of Activity/Event:						
			Likelihood				Likelihood (after precautions)		
Identified Hazard	Who is at risk	Potential harm	High	Medium	Low	Precautions in place	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; Allergy Safety 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:						
			Likelihood				Likelihood (after precautions)		
Identified Hazard	Who is at risk	Potential harm	High	Medium	Low	Precautions in place	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

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 at ……hours from the School. Returning to the School at …….hours

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 parent/s or person/s with parental responsibility:

_____ _____

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/We understand that my/our child will be subject to the normal school rules of behaviour throughout the visit. I/We 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.

Signature of parent/s or person/s with parental responsibility:

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