

Name of Pupil.....

Class.....

Please sign and date the form below if you are happy for your child to:

- a) Take part in school trips and other activities that take place off school premises; and
- b) Be given first aid, urgent medical treatment or non-prescribed medicine during any school trip or activity. This includes applying sunscreen for trips during summer months from a sunscreen bottle which is clearly labelled with the child's name.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - o Visits to the local area e.g. parks, local shops, the church.
 - o Educational visits such as a trip to the zoo, aquarium, museum etc.
 - o Off-site sporting fixtures in the school day.
- The school will send you information about each trip or activity before it takes place by Dojo message or by letter.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school, for example, year-group visits to local amenities, as such activities are part of the school's curriculum and usually take place during the normal school day.

Food tasting

In addition, I give permission for my child to participate in food tasting activities related to the curriculum such as topic work, Food Technology and cooking.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above. Please note it is your responsibility to keep the school informed of any changes to the medical information.

Medical information

Details of any medical condition.....
.....

Medication my child should take during off-site visits.....
.....

Medication my child cannot take.....

Allergies:

Declaration

I have answered the questions above fully and the information provided is as accurate as far as I am aware.

Signed.....

Date.....

“CATEGORY OF ACTIVITY”

When assessing the most appropriate **category** in which to place an activity, account must be taken of various factors including:

- the ages and abilities of the children or young people involved
- the environment and site of the activity
- the prevailing or forecasted weather conditions
- the experience and qualifications of party leaders, supervisory staff, and
- any special needs of children or young people.

The lists of activities in the various categories below are by no means exhaustive and will be added to or interchanged as experience dictates.

Category ‘A’ comprises activities/events that present no significant risks beyond those that may be experienced in everyday living and moving around.

For example:

- visiting local libraries, museums, exhibitions, theatres, concerts
- attending musical/arts events, festivals – on same day events
- field study visits in environments presenting no technical hazards
- visits to local Swimming Pools where correct ratios of lifeguards are on duty
- farm visits
- zoological gardens, nature reserves and National Trust type properties
- access to off-site playing fields, sports facilities, ‘away’ fixtures, and
- local walks, surveys, census gathering exercises.

Category ‘B’ comprises activities and events that are considered during the **risk assessment** process to be of higher profile than those of Category ‘A’.

For example:

- orienteering in local parks or woodlands
- walking, jogging, cycling (on or off-road), in non-remote countryside
- ******local low-level camping trips where basic facilities are available on site
- field study work in non-remote upland or coastal areas
- team building/problem solving exercises, low level (up to a height of 1.25 m) rope courses and ‘assault’ course circuits
- visits to major cities in UK, visits to theme parks
- horse riding/pony trekking in non-remote areas, and
- sponsored walks & large-scale events where many people participate or watch.

NB ** Overnight camping trips which fall into Category ‘B’ will be notified to the competent persons on the notification form as they constitute a residential experience.

Category ‘C’ comprises activities/events that are potentially of a high-risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the **4 generic groupings** currently covered by the Adventure Activities Licensing Authority, although this may change in due course. These groupings are: climbing, caving, trekking and water-based activities.

For example:

- climbing plus abseiling, the use of artificial climbing structures
- caving plus mine exploration, cave diving
- trekking plus piste skiing & artificial dri-slope skiing, and water-based activities: canoeing, kayaking, sailing, off shore cruising windsurfing rafting, sub-aqua & snorkelling, water & jet skiing, paddle surfing, dragon boating gorge walking, and open water swimming.

St Michael's CE VC Primary School
School Trip Risk Assessment

Venue:

Date of trip

Aspects to assess L=low M=medium H=high P = pupils S = Staff/Helpers

1. People <i>What are the risks?</i>	Risk (LMH)	Who is affected?	Control Measures
Pupils Individual children eg diabetics Asthma etc Allergies behaviour		P=pupils S= staff	Care plans Medical equipment etc
Teachers			
Helpers Making sure they are aware of procedure and groups timetable			
2. Context			
Journey Coach Getting off coach at venue			
Site			
Seasonal aspects			
Other			
3. Organisation			
Class Organisation Ratio of adults:children Groups Specific children with 1:1			
Emergency procedure			
Other			

Assessed by:	Date:	Site visit date:
Approved by:	(Head/Deputy)	Date:

If risk is Medium, then additional control measures are required. If risk is high the activity

Provider Statement (produced by Integra)

This form is **NOT** required for providers that hold a valid Learning Outside the Classroom (LOtC) Quality Badge.

Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk

Organisers requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

PART 1: To be completed by the Visit Organiser

Name & address of Establishment (school/service)	
Email (or fax)	
Type of Visit/Activity:	
Name of Visit Organiser	
Name of Provider	
Date(s) of visit	

PART 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required.

SECTION A

To be completed for all types of visit		
1. Insurance		Yes/No/NA
1.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
1.2	If Yes, what is its indemnity limit?	£ M

2. Health, Safety and Emergency Policies		Yes/No/NA
2.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments,	

	which are available for inspection?	
2.2	Do you have accident & emergency procedures in place, with records available for inspection?	
2.3	Are there first aid arrangements in place?	
3. Vehicles		
3.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	
4. Staffing		
4.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
4.2	Are there regular opportunities for liaison between your staff and establishment staff?	
4.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
5. Accommodation		
5.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
5.2	Is the accommodation accessible including: <ul style="list-style-type: none"> • Suitable disabled toilet and washing facilities • Access to rooms via ramps, lift or stair lift • Accessible dining facilities 	
5.3	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
5.4	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
5.5	Are separate male and female sleeping accommodation and washing facilities provided?	
5.6	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
6. Sub-contracting		
6.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
6.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION B

To be completed if the visit includes adventurous activities or field studies		
7. Adventure Activities Licensing Authority (AALA) Licence		
7.1	AALA Reference number	
	Date of expiry.	
7.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
8. Activity Management		
To be completed about all activities		Yes/No/NA
8.1	Do you have a policy for staff recruitment, training and assessment, which	

	ensures that all staff with a responsibility for participants are competent to undertake their duties?	
8.2	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
8.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
8.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
8.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
8.6	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
8.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

SECTION C

To be completed by Tour Operators		
9. Tour Operators		
		Yes/No/NA
9.1	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.	
Details of any bonding (ATOL, ABTA etc)		

SECTION D – EXPEDITIONS

To be completed for overseas expeditions		
10. EXPEDITIONS		
		Yes/No/NA
10.1	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?	

SECTION E – ACCREDITATION

11. Details of any accreditations held by the Provider

CONFIRMATION

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

Signed:

Date:

Name:

Position in organisation:

Name of Provider:

Address of Provider:

Tel:

Fax:

Email:

Website:

Thank you for completing this form. Please return it to the Organiser at the establishment named in part 1.

**Sample wording for letter to parents
To be sent on letter headed paper.**

Year X Trip: Location

Dear Parents/Carers,

On, Year X will be visiting as part of their topic on The cost of the trip will be which will cover the cost of the coach as well as any entrance and workshop fees.

Please pay online at <https://login.schoolgateway.com>. Parental permission can also be given on-line.

In line with the school’s charging policy all contributions are regarded as voluntary. However, the trip will only go ahead if contributions cover the costs incurred. Children who are entitled to Pupil Premium Free School Meals are eligible for further support.

The children will be required to wear **school uniform** on the trip. In addition, children will need to bring a warm, waterproof coat, suitable footwear and a packed lunch with a **plastic** bottled drink. Please could you provide packed lunches in disposable containers so the children do not have to carry heavy bags or boxes with them during the visit.

Please can you ensure that your child arrives at school for so we can take the register before leaving school promptly at We will return to school for

We need a some parents to accompany the trip. If you would like to do so, please indicate on the form below. Please indicate if you have an up to date DBS check.

Please return the slip below by

Yours sincerely,

I give permission for my childin Class..... to visit

My child is eligible for Free School Meals (No payment required)		I would like a packed lunch provided by the school. (FSM children only)	
I am able to help on the trip		I have a current DBS check.	

Signed
Parent/Carer

Date.....

Trips/off-site visits including sports events: EMERGENCY NUMBERS and EMERGENCY PROCEDURES

When preparing for off-site trips type in your establishment details at the bottom, then copy and laminate this sheet. **If going abroad add the local emergency services number and you may wish to translate extra copies of this document into the language of the country you are visiting.** Take it with you along with medical and emergency contact details for your Pupil/Children/Young People and staff/volunteers. Copies of this sheet should be made and put on display in all vehicles being used and held by party **and** deputy party leaders who must travel in separate vehicles, if more than one, or at either end of a single vehicle. *(Tell the volunteers and children about the form in case it is you who are affected by an incident.)*

If a critical incident occurs:

- **First, ensure the safety and welfare** of all the members of your party, as far as you can in the circumstances.
- **Second, get Emergency attention. Call 999 (UK only) or 112 (EU).** Call and ask for help from Police, Fire, Ambulance, or Coastguard Services as required.
- **Third, RING the Risk Management and Reassurance Director, Delegated Services on the emergency only number:**

+44 07979 - 425 - 989

He will support you and liaise with your establishment to aid an appropriate response and support. Make sure you tell him your telephone number and location and if the emergency services are on their way.

After calling him act as follows:

- **Telephone and tell your Headteacher/Manager/EVC/Home Contact** (depending on time of day/day of week) all relevant details of the incident. They must activate your communication plan and will contact parent/carers as necessary.
- **Write down accurately all relevant facts**, times, witness details, and preserve any vital evidence. If you can; take photographs or video.
- **Make contact again with your establishment as** regularly as necessary, informing them of progress dealing with the incident and further information resulting from the incident. (Use e-mail, text etc if you are certain the receiver is acting on these.)

Please Note - most members of your party will have mobile phones or similar devices. *Ensure they do not contact anyone by speaking directly to, texting, forwarding photographs or moving images, using social media, etc, until official calls have been made.* This will aid clarity, avoids blocking telephone lines and helps with the response.

School contact details:

St Michael's Primary School
Ratcliffe Drive
Stoke Gifford
Bristol
BS34 8SG
Tel: 01454866781
admin@stmichaelssg.org.uk

United Kingdom
INCLU
DEPIC

Off-site, visits and trips including sports events notification form

Please send these completed forms **as word attachments to an email to** bill.crocker@delegatedservices.org Telephone: (+44) 07795 190 130

and
Claire Leheup of oysteroutdoors@gmail.com Telephone: (+44) 01275 795 827
at least **four weeks** prior to your residential and higher risk visits in the UK and **six weeks** prior to any overseas visits. Any issues can then be discussed and resolved in good time.

The notification process;

Low risk activities: e.g. everyday activities such as going to a post box, museums and local parks; local sports events and competitions unless the sport was inherently higher risk. No notification required to DS. However, internal records together with your own risk assessment process will be essential and formulated when agreeing the school's general health and safety policies and procedures.

Medium risk: e.g. activities which are more challenging and involve a higher level of risk, e.g. pony rides in the countryside outside Bristol, further distance travelled, mass participation events including major sports competitions. *I recommend you run these by us if they are new or substantially changed from when you last did them.* E-mail us an outline of the activity and we will offer our observations.

High risk: 'Category C' and residential trips, those of a higher risk and adventurous nature including overseas visits. Please complete notification form.

Complex trips require greater assessment so some of the questions may seem too detailed for minor trips. This form may help as an aide-memoire when doing basic planning – please visit <http://oeapng.info/> The Outdoor Education Adviser's Panel National Guidance for useful planning tools.

Major expeditions should have been discussed and planned even further in advance.

1. Establishment:

--

2. Title and Dates of trip:

Title: Depart day and date: Return day and date:

3. Objectives of Trip:

--

4. Establishment trip's contact name, phone number and email (Educational Visits Coordinator, or equivalent)

--

5. Establishment "24/7 home base" contact details for use in a crisis. This person/s will hold copies of consent and medical forms and a trip information pack.

a. Person and their job title 1. 2.	
b. Telephone/mobile/text/e-mail 1. 2.	

6. Location and venue details:

This is a table and you can expand the box sizes- if needed.

a. Name of the venue or location (or names if visiting more than one significant site).	
b. Address (or addresses), e-mail and telephone number(s).	
c. Post codes or equivalent if overseas.	
d. Does the venue have a LOtC badge so that provider questionnaires are not needed? Please give expiry date.	
e. If a LOtC badge is not held, do you have a current provider standards questionnaire for the venue? (<i>Please attach or explain why not?</i>)	
f. Has a pre-visit been undertaken?	
g. Ordnance Survey Map sheet number + grid reference(s) for wild terrain trips.	
For adventurous activities please fill in the section on this specific topic at the end of the form.	Please go to Section 12.
h. For foreign trips: Contact details for the British Embassy, Commission, Consulate or other support locally.	
i. What are the national/local languages, and will you have anyone with you who can communicate easily in the language in a crisis?	

7. Details of the group travelling.

a. Name of Visit/Party Leader			
b. Mobile number for Visit/Party Leader whilst on the trip			
c. Name of Deputy Visit/Party Leader			
d. Mobile number of Deputy Visit/Party leader whilst on the trip:			
e. Number of additional establishment staff: Number of volunteers (parents/carers)			
Total number of adults:			
f. Number of pupils/children/young people on the trip.	Girls=	Boys=	Total=
g. Key Stage/Year group/Age breakdown of group.			
h. Will staff or volunteers be doing the driving (or indeed other transport activities such as flying, boating)			
i. Are all the staff drivers etc., licensed, qualified, insured and medically fit? Check with Dept. for Education guidance and licensing bodies and on driver's licenses if unsure and in plenty of time.			
j. Is the venue accessible to all members of your party? (For example, means of escape in a fire)			

8. Transport.

a. Name and contact telephone number for the transport provider(s) please.	
b. If staff members are driving, have all legal requirements been met for the vehicle/s and are they fully conversant with daily checks, maintenance, breakdown etc. procedures?	
c. Do you have breakdown assistance cover and recovery for vehicles and all passengers?	

9. Risk assessment and other preparation.

a. Have all risk assessments been completed/ updated and made available for inspection?	
b. Have all adults in the group, and when practical all the pupils/ students contributed to the risk assessments and have they been, discussed with parents/carers?	
c. What first aid and medical assistance arrangements are there for the trip? Do you comply with EY framework where applicable?	
d. Has appropriate insurance cover for trip participants, vehicles and possessions been obtained?	
e. For overseas trips is this adequate for serious incidents involving repatriation to the UK?	
f. Have European Health Insurance Cards been obtained?	
g. Have you checked the Foreign and Commonwealth Office and NHS websites for updates on travel advice including vaccination?	

10. Safeguarding.

N.B. Confidential information should not be given here. Please discuss in person with Bill Crocker.

a. Have risk assessments been completed for individuals with specific	
---	--

needs and shared with appropriate staff?	
b. Have all adults been confirmed as having appropriate levels of vetting?	
c. Have you included your safeguarding plan for the trip in the risk assessment?	
d. Have you considered the implications of over use of mobile phones and other devices, especially in an emergency?	

11. Exchange visits, visits to family homes in the UK or overseas.

a. Are all addresses and family details in the exchange confirmed?	
b. Have appropriate policies been applied, e.g. OEAP National Guidance, your own, the LA if applicable?	
c. Have cultural and personal needs been accommodated?	

**12. a. Adventurous activities provided by independent organisations.
(Currently still regulated)**

Please ensure that you have discussed these with your outdoor activities' advisor

a. Name of activity provider.	
b. Address, web site and contact telephone details.	
c. AALA Licence number. (Plus other recognised certification when relevant)	
d. Has the activity provider confirmed all staff members have the necessary qualifications, up to date training and will be available for the group going?	

12. b. Outdoor and adventurous activities provided by your own establishment staff.

Activity	Staff qualified/ experienced to lead or teach this.	Paperwork on file to support staff qualifications and experience?
Insert cells as needed.		

13. Any other details you wish to add?

14. Summary of approval within the educational establishment.

	Name/Signature	Date
Seen and discussed by Party Leader.		
Seen and agreed by EVC or equivalent.		
Seen and approved by Educational Establishment Head/Principal		

Notification Approved by:

Date:

Thank you for volunteering to help our children on their educational visit. We believe that the involvement of parents and carers in children's education is vital and we encourage active participation in many ways.

Volunteers will be selected from a list of reliable helpers on a rolling programme so that all suitable volunteers have a chance to attend trips. The school retains a right not to invite a parent again if they have not fulfilled the responsibilities and followed the guidelines set out below on a previous trip.

The main duties of parent/volunteer helpers on school trips and visits are:

- To ensure the safety and security of the children.
- To engage with the children in order to enhance their learning experience.
- To help ensure that all children, including their own, participate fully and independently in all activities.

Volunteers are asked to adhere to the following guidelines to ensure the safety and well-being of all our children:

1. Volunteers are asked to read any briefing information which relates to the trip.
2. Volunteers should not leave their group/class at any time without notifying the teacher.
3. Volunteers who experience any difficulties with a child/children in their group should inform the class teacher as soon as possible.
4. We would prefer that you keep your mobile phone on silent/ vibrate whilst helping on a school trip, and avoid taking calls/texting whilst supporting the children.
5. Volunteers should not take any photographs of children during the visit on their own cameras or mobile phones and parents should not post any photographs of the trip on any social media sites.
6. Volunteers should not text or ring the parents of children who are on the trip. Any contact with parents will be made by a member of staff.
7. Volunteers who are not DBS checked cannot take children to the toilets or take charge of a group on their own
8. When walking in public places, volunteers should encourage children to walk in twos rather than a group. Children should walk as far away from the kerb as possible.
9. On the coach, children need to stay in their seat, their seatbelt must be fastened and they should not eat or drink unless given permission by the trip leader.
10. Please don't administer any First Aid unless you have been trained to do so. A member of staff from the school or the establishment being visited will be responsible for this.
11. It is school policy that children do not take money to purchase items in shops and volunteers are asked to refrain from purchasing items, or food and drink, for their own child/group.
12. Always encourage the children to do things for themselves. It is important that they are independent and although they need help and supervision, don't be tempted to do everything for them. Parents should not interfere with their own child's social interaction with their group and friends or their child's independence.
13. Parents who have not been invited as designated helpers on a trip cannot join the group without the prior agreement of the group leader and the Educational Visit Co-ordinator. This would contravene the risk assessment which has been agreed for the visit.
14. Volunteers cannot bring any siblings or additional children on a school trip.
15. We request that volunteers should not smoke or drink alcohol on any trip or visit. Should you require a smoke break, you will need to inform the trip leader so that your group can be supervised. We ask that you smoke out of sight of the school group.

Any questions, please speak to the trip leader or the Educational Visit Co-ordinator.

Please sign below to agree to the above terms:

Volunteer signature: _____ Date: _____