

Perrott Hill

Guidelines for Educational Visits and Activities



The Board of Directors has charged the Proprietor with day-to-day responsibility for the governance of the School. Ultimate responsibility for the governance of the School rests individually and collectively with Board of Directors.

The Proprietor chairs a Board of Governors acting in an advisory capacity in support of good governance.

The guidelines herein apply to EYFS and boarding, as well as to the School as a whole.

It is imperative that they are read in conjunction with the Risk Assessment Policy.

Perrott Hill is aware that the greatest influence on risk reduction is a capable teacher, who:

- Diligently plans and organises an educational visit.
- Can deploy assisting staff and impress upon them the responsibility of their role.
- Knows his or her limitations and works within them.
- Has the ability to supervise and control a group in a range of out of regular school situations.
- Has the ability to identify a changing or a potentially dangerous situation and revise a planned programme as necessary (termed 'ongoing risk assessment')

The School adopts the Department for Education's 'Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies' (2014) as its standard document, providing both guidance and an interpretation of health and safety law on the matter of educational visits. This document is supported by 'School trips and outdoor learning activities: Tackling the health and safety myths' (2011) (HSE). Earlier publications that can give further context and guidance include: 'Standards for Adventure' (2002) (DfES), 'Group Safety at Water Margins' (2008) (DfES) and 'Health and Safety on Educational Visits (2018) (DfES).

As an employer the Board of Directors of Perrott Hill is ultimately responsible for the safety of staff and pupils while they undertake educational visits. The day-to-management of this safety is delegated, via the Head, to the Deputy Head as the EVC.

DEFINITIONS

VISIT. The term visit or educational visit refers to any journey or activity organised by or for the school for a group of its pupils, students or members that takes place off the premises.

ACTIVITY. Throughout this document the term activity includes any curricular academic study, lesson, lecture, extra-curricular activity, sport, outdoor and adventurous activity or recreational activity.

Perrott Hill

Guidelines for Educational Visits and Activities



EDUCATIONAL VISITS CO-ORDINATOR (EVC). This is the person who is designated with the role of co-ordinating educational visits and ensuring the necessary records is up to date and approving the visit. This role is held by the Deputy Head.

LEADER. The visit leader is the staff member in charge of and responsible for all aspects of the safety, conduct, supervision and organisation of all pupils and staff attending the visit. Every visit must have a leader who, although they may receive advice from more senior staff, retains command. The leader should monitor all services provided to the group and receive satisfactory responses on any issue they judge to be unsafe or, if necessary, withdraw the group from the activity.

ASSISTANT LEADER. Assistant leaders operate under the leader's direction. They may be other staff members or, where appropriate, volunteers. Assistant leaders may, at times, be delegated responsibility for all or part of the group. Where an assistant is the senior qualified leader for a particular activity (e.g. they are the qualified pool lifeguard) they hold visit leader's responsibility for that particular activity.

PROVIDER. A provider is any individual or organisation that offers a service giving either access to premises (e.g. theatre, museum, castle or farm) or staffing of an activity (e.g. ski instruction, sports coaching or staffing of music/drama).

EDUCATIONAL VISITS CO-ORDINATOR (EVC).

The EVC is responsible for checking the relevant risk assessments for each visit, and the subsequent activities.

The EVC must ensure that all visits, which include trips of an additional or high risk, are correctly managed and that all the processes outlined in this document are undertaken and that the leader's technical abilities are appropriate.

The EVC should ensure copies of the 'Permission to Organise a School Visit' form and all supporting documents are retained and that parental consent has been granted.

The EVC should ensure that an annual record of school visits is maintained.

The EVC will monitor records of school educational visits and the processes undertaken.

CATEGORIES OF RISK

CATEGORY A ~ NORMAL RISK

Perrott Hill

Guidelines for Educational Visits and Activities



These are activities that present no significant risk beyond those of everyday life. Some of these activities still expose participants to appreciable risk and, for example, crossing a road or any activity near water will present risks to an inexperienced and unsupervised person. These activities include: -

- Visits to local places of religious worship, museums, farms, zoos, sports centres, towns or villages.
- Attractions that are specifically designed for use by groups and where the owners are responsible for the procedures and safety of those attending and accountable to the Health and Safety Executive. Examples include: theme parks and adventure playgrounds
- Swimming pool visits under the auspices of qualified instructors, supervisors or lifeguards.
- Taking groups as passengers on any public transport including licensed passenger craft, ferries, aircraft, railways, buses or coaches.
- Inter-school sports matches and events.
- Field studies in environments presenting no technical hazards including pond studies where the supervisor could effect a rescue from the bank or by wading and small streams where the depth is nowhere deeper than 15cm (rule of Wellington boot).
- Activities such as walking in a parkland or non-remote country area with no technical hazards.

CATEGORY B ~ ADDITIONAL RISK

These are activities or visits to locations with a higher risk. Safe supervision will require the leader to have some specific knowledge and abilities that need to be assessed. This will be by having additional qualifications and/or verifiable experience.

These activities include: -

- Walking or field studies in non-remote country where technical hazards exist eg. where there are cliffs or quarries of any height, areas of steeply sloping ground, or natural water features (rivers, ponds or lakes) that would present a significant hazard if a participant fell in.
- Cycling either on road, or off-road on gentle tracks and trails that can be safely accomplished by participants with limited personal skill.
- Camping

CATEGORY C ~ HIGH RISK

These are the highest risk activities and include:

Perrott Hill

Guidelines for Educational Visits and Activities



- Walking and trekking activities on any open moor (at any altitude) or land above 600 metres where it is possible to become more than 30 minutes walking time from the nearest transport or refuge.
- Any activity on or in open water (for instance sailing, sea swimming, windsurfing, kayaking or surfing). This also includes river study fieldwork where flowing rivers deeper than 15cm are practically investigated.
- Caving (except guided visits to public areas of show caves).
- Climbing including gorge walking with technical descents or ascents.
- High Ropes Courses.
- Skiing including supervising skiing sessions at ski resorts or at artificial ski slopes.
- Horse riding.
- Off road cycling on any open moor or land above 600 metres, or where there are significant terrain hazards.

APPROVAL & ASSESSMENT OF VISITS

REQUIREMENTS FOR ALL VISITS

In the first instance prospective visit leaders should apply for approval of any visit by completing and submitting the Permission to Organise a School Visit form (See appendix). They should receive outline approval before confirming any booking.

In deciding if a visit application merits approval the school will consider the following: -

- There are clear and justifiable objectives for the visit.
- The visit leader is sufficiently responsible and capable of taking charge of the particular visit.
- Parental notification and a check on Parental consent have been undertaken (See Consent Form in appendix).
- Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate.
- All transport arrangements have been adequately assessed
- All catering arrangements have been adequately assessed
- All insurance requirements have been adequately assessed including a check being made to ensure any provider has suitable public liability insurance.
- All medical requirements for individuals involved have been adequately assessed
- The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. (Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources; where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced)

Perrott Hill

Guidelines for Educational Visits and Activities



- Written risk assessments and control measures to control the risks must be produced.
- An emergency procedure is in place, which includes means by which the group can contact Perrott Hill.

After the visit: -

- Evaluation after the event is an important aid to planning future visits and the 'Trip Evaluation' form must be completed, unless the trip was a familiar one run on previous occasions and with no additional features of note this time around.
- Any accidents must be reported, and an accident form (available from surgery) must be completed and submitted to the Bursar.
- Any 'Near Misses' must be reported to the Bursar.

FURTHER REQUIREMENTS FOR ADDITIONAL OR HIGH RISK ACTIVITIES

The visit leader will need to demonstrate sufficient leadership experience and ability in the activity concerned. This will be by holding the appropriate National Governing Body (NGB) award and/or holding verifiable logged training and experience.

The EVC will approve satisfactory applications within two weeks of receipt. Applications requiring investigation or rectification of an incomplete application may take longer. The visit must not take place until approval has been received.

APPROVING VISITS INVOLVING A PROVIDER

In most cases, Perrott Hill requires all providers and establishments to have public liability cover and providers' credentials will be attained by the trip leader and checked by the EVC.

ASSESSING PROVIDERS OF NORMAL RISK ACTIVITIES

For visits to establishments or organisations open to the public dealing with normal risk activities it can be expected that the organisation is responsible for risk assessing the operation of its activity and that appropriate public liability is in place. These establishments are usually easy to identify and include many that charge an entrance fee.

Where the school is staffing all or part of the activity at these establishments, e.g. supervising study groups within a museum, self-guiding a group at a castle or around an open farm, then the leader is responsible for risk assessment and the production of control measures to ensure the safety and welfare of the group.

Perrott Hill

Guidelines for Educational Visits and Activities



Special care should be taken where arrangements are made to visit an organisation that is not designed for, or does not normally take, visiting groups or school parties. Examples include visits to working farms, factories and other industrial sites often offered on a voluntary basis. The risk assessments and control measures for these visits will need strategies for dealing with the increased risk. Typically, this will include tighter supervision and a higher staff to participant ratio than visits to organisations designed for public access. In addition, confirmation of public liability insurance must be obtained from the provider.

ASSESSING PROVIDERS OF ADDITIONAL OR HIGH RISK ACTIVITIES

- A number of visits take place to establishments that offer activities that have either additional or high risks associated with them. These visits are usually staffed by the provider organisation.
- The quality of provision must be assessed before using a provider.
- UK establishments holding an AALA (Adventure Activities Licensing Authority) licence may issue a risk management declaration and other providers may give written details of their procedures in promotional material or booking conditions. These should be included/attached to the specific risk assessment.
- Care must be taken to check that foreign providers are operating acceptably safe procedures. Some protection can be gained from using a UK company or agent who although not required to operate UK procedures abroad is aware of the UK requirements and works to provide equivalent conditions.
- Any provider must be able to answer for the standards of any subcontractor that they use.
- Leaders must ensure clear arrangements exist as to when the provider's staff will or will not be supervising the participants. Arrangements for any handover of responsibility, such as mealtimes, recreational periods or at the start or end of activity sessions must be unambiguous and understood by all.
- If the organisation visited is also offering residential accommodation, then this facility should also be assessed as suitable (see below).

ASSESSING PROVIDERS OF RESIDENTIAL ACCOMMODATION

When undertaking a visit that involves a residential stay the suitability of the accommodation must be risk assessed.

In assessing the accommodation some issues may be identified where the provider either does not provide the ideal level of service or a nearby hazard may be identified. In these instances, the leader must risk assess and be able to provide suitable alternative arrangements or control measures. Where risks are deemed controllable by the briefing of the participants, parents must be notified and understand the risks. For example, if staying at a hotel that has an unfenced outdoor swimming pool in the grounds, students

Perrott Hill

Guidelines for Educational Visits and Activities



on a visit may be deemed old enough and responsible enough to obey a rule that no-one must go into the pool area except during organised sessions, at designated times, with a lifeguard on duty.

Some tour operators offer packages where the accommodation is not determined until the last moment or a tour operator may attempt to change the booking after the organisation and payment has been made. This is not suitable for school visits and leaders must not accept this type of booking as the agent or operator may know very little about the accommodation and cannot satisfactorily provide details in advance.

If circumstances arise where a group find themselves in the situation where the operator or agent insists they have a genuine need to make a last minute alteration this will only be possible if the alternative arrangements can be satisfactorily assessed. An assessment undertaken at the last moment may not be possible or may identify risks that the leader cannot suitably control. This may result in last minute cancellation of the visit.

APPROVAL FOR RESIDENTIAL, FOREIGN & PROVIDER STAFFED VISITS

- For provider staffed additional or high risk activities, residential visits and visits outside the borders of the UK, appropriate EVC approval that the procedures have been satisfactorily undertaken is required.
- Permission to Organise a School Visit forms must show that all the necessary checks on providers are complete and detail how any issues identified will be satisfactorily controlled.
- Where, on a visit that is generally externally staffed, the accompanying staff will be supervising any additional risk or high risk activity this element will also require EVC approval that the staff are suitably qualified and experienced.

RISK ASSESSMENT AND CONTROL MEASURES

- Thorough and comprehensive risk assessment is the keystone to effective health and safety management. Unless proper consideration is given to potential risks when planning a visit, it is not possible to anticipate danger and control risks. All elements of a visit must be risk assessed leading to the production of control measures or precautions that reduce the risks to an acceptably safe level and minimise or prevent harm. This process is a legal requirement.
- Risk assessment will need to consider the overall suitability of the visit for the proposed participants.

TERMINOLOGY

A *hazard* is anything that could cause harm and everyday examples include steep slopes in the countryside and interaction between pedestrians and road vehicles.

Perrott Hill

Guidelines for Educational Visits and Activities



A **risk** is the chance that the hazard will cause harm. Running down a steep slope considerably increases the chance of tripping and falling. Undisciplined behaviour and lack of care while getting off a coach increases the chance of a child stepping into the path of a moving vehicle.

Injury or harm results from the failure to control risks by reducing to a safe level or completely eliminating the hazard.

A COMPREHENSIVE RISK ASSESSMENT SHOULD:

- Identify any significant hazards
- Identify who might be affected (taking into account age, special needs, ability etc).
- Establish what precautions are necessary to reduce and control risk to acceptable level (e.g. high supervision ratio, safe operating procedure).
- Inform staff and pupils of the risks and the precautions to be followed.
- Review the adequacy of the assessment throughout the event and revise as necessary.

THERE ARE 3 TYPES OF RISK ASSESSMENT:

Generic Risk Assessments which result in procedures which can be applied in a typical situation.

Site or Group Specific Risk Assessments that result in control measures relevant to a particular site, group or specific individuals within a group.

On-going Risk Assessments that are undertaken continually by a skilled leader and results in control measures being changed when conditions are found to be outside the expected parameters.

See Appendix for sample risk assessment

- For a site-specific or group specific risk assessment to be valid it must be undertaken by someone with relevant experience and ability.
- The control measures produced after risk assessment may include procedures for the staff or rules for the participants on which they will need briefing and which should be appropriate for their age and ability to follow.
- For normal risk activities capable member(s) of staff with experience of the age and ability of the participants concerned and previous experience of educational visits are suitable persons to undertake the process. For additional risk or high risk activities additional training and experience are required
- Risk assessment should be recorded. Copies should be submitted to the EVC before the trip takes place and, once signed by the EVC copies should be filed in the office, submitted to the relevant staff and taken by the leader on the visit.

Perrott Hill

Guidelines for Educational Visits and Activities



- The findings of any risk assessments, control measures, precautions or rules must be clearly understood and adhered to by all staff. Where parents and other persons are used as volunteers this may be achieved by giving a briefing to the pupils in the presence of the assistant leaders.
- Control measures should not be relaxed during a visit. If considered too restrictive they may be reviewed after the visit and amended for future use. However, ongoing risk assessment during the visit may result in the leader introducing more stringent, safer procedures or abandoning certain activities.
- In some instances, it may be good practice to introduce participants to undertaking the risk assessment themselves. However, in order for these assessments to be valid an experienced leader capable of ensuring they are complete must supervise the process. Responsibility for the development of risk assessments cannot be transferred to the participants.

OTHER VISIT CONSIDERATIONS

PARENTAL NOTIFICATION AND CONSENT

Once permission to organise a trip has been granted parents must be informed about the visit details. This will always involve a letter to parents and for some visits, will require a parental briefing meeting.

PARTICIPANTS' MEDICAL DETAILS

- Medical information will be required for all participants undertaking a visit.
- The medical details should be logged just prior to the visit in order to ensure they are up to date. However, it will be necessary to obtain information about major medical conditions well in advance of the visit (Insurers may require additional premiums before accepting certain medical conditions and providers have been known to refuse participants unless they have medical reassurance that they are fit to take part and reassurance from their public liability insurers).
- It is important that wherever possible participants are not prevented from participating in visits due to medical problems or a disability. Unless justifiable under the terms of the Disability Discrimination Act 1995 such an action would be illegal.
- Staff must be aware of any participants attending while undergoing a course of medication. These medications may need to be collected by staff to ensure they are not misused and are taken as prescribed.

HOME CONTACT FOR VISITS EXTENDING BEYOND THE SCHOOL DAY

Perrott Hill

Guidelines for Educational Visits and Activities



- All details are kept in school, so, in an emergency, the leader can telephone the school who will then provide them with the necessary information, or will forward the message.

RETURN OF PARTICIPANTS TO PARENTAL CARE

When a group returns from a visit, leaders must ensure that pupils are returned to the care of their parents or the person with parental responsibility (this will involve signing the pupils out on the school Tick Off List)

STAFFING RATIOS

The staffing ratio for schools will vary with each activity and the age and ability of the participants. The final ratio will be identified by the risk assessment.

A basic guide is: -

1 adult to 6 participants for up to, and including, Year 3

1 adult to every 12 participants in Years 4 to 6

1 adult to every 17 participants in Years 7 onwards

Very young children and those with special needs may need a higher staff ratio.

- School Residential Visits. For school residential visits it is recommended that male and female staff should supervise a mixed group.
- For school visits outside the UK there must always be a minimum of two school staff. For larger groups, exceeding 30 participants, there should be a minimum of three staff and the additional staff may include volunteers.
- Where a provider will be providing suitable staff to assist with pastoral care and emergency cover at night, such as at the County Outdoor Education Centres, these staff can contribute to staff ratios.
- School Residential Visits. For residential visits where the school staff will have sole responsibility for supervising participants outside the activity sessions or where staff are leading the study or activity sessions themselves the guideline minimum ratio is one staff member to 10 participants. For larger groups this may allow staff to have short periods of free time (downtime) while retaining the guide ratio of staff remaining on duty.

USE OF VOLUNTEERS

Volunteer adults such as parents may be suitable assistants for many visits and with younger participants may be necessary to achieve a safe staff ratio.

Perrott Hill

Guidelines for Educational Visits and Activities



Where a volunteer adult is relied upon as a key staff member (rather than an assistant leader/helper) they must be clearly informed of their duties and prepared to accept them.

For day visits a Disclosure and Barring Service (DBS) Disclosure will not be required for participants' parents who assist on an occasional basis. However, they must never have sole charge of any participant or group of participants and must remain under the supervision of a staff member at all times.

The leader must satisfy themselves of the suitability of all volunteer assistant staff.

Any adult who is not the parent of a current participant must undergo DBS disclosure at enhanced level before being used as an assistant staff member. This is to ensure that all participants are protected from child abuse.

Before accompanying any residential visit, all adults, including parents, and directors/governors, must be subject to a DBS disclosure at enhanced level.

People under 18 cannot be used as staff but may assist on visits.

STAFF ACCOMPANIED BY THEIR OWN CHILDREN

- Children of persons staffing the visit should only be included if they are of similar age and/or ability as the other participants. Even so it should be realised that a staff member who is also acting as a parent may have divided loyalties and demands upon their time, especially in an emergency. Staffing ratios will need to be adjusted where this is the case.
- Staff cannot adequately fulfil their duties if their own child's needs for supervision or support are significantly different from those in the group. In this instance staff should not include their children on the visit.

INSURANCE

All insurance requirements must be checked by the Bursar. This will include public liability, personal insurance, health insurance, travel insurance, motor insurance and any changes to policy that specific activities will require.

EMERGENCY PLANNING

- In all cases, the leader must contact the school if there is a problem with routine or if an unsuitable situation develops.
- In the case of a major disaster, such as a fatality, the leader will contact the Head or Chair of the Board of Directors immediately. Please refer to Crisis Management Policy.

Perrott Hill

Guidelines for Educational Visits and Activities



CHARGING AND COSTS

- The cost to parents must accurately reflect the costs incurred in providing the visit.
- The Draft budget must be checked by the Bursar before the trip goes ahead.
- Accounts must be submitted to the Bursar on completion of the trip.

CONTINGENCY FUNDS

For residential and foreign visits, it is prudent to set the charge high enough to include a contingency fund.

TRANSPORT USED ON EDUCATIONAL VISITS

- Staff driving minibuses require school authorisation and must have undergone testing with one of the school's qualified drivers.
- When considering taking a minibus abroad it must be realised that additional rules are in force and that these exceed the requirements for taking a private car abroad.
- Within the EU minibuses carrying 10 persons or more (including the driver) come under regulations that cover international bus and coach journeys. Full details must be understood before travelling abroad and helpful advice can be found at www.minibusclub.co.uk

VOLUNTEER DRIVERS

- Where transport is to be provided by parents, volunteering to use their private vehicles, pupils' parents must be informed and consent to this travel. An adult volunteer driver must never travel with any single participant who is not his or her own child. Cars of volunteer drivers must be taxed, insured and maintained to the current legally required standard (it is the responsibility of the Leader and the volunteer driver to ensure that these demands are met).
- Where a volunteer will be regularly driving pupils they must be subject to a DBS declaration and further consideration should be given to their suitability.

RECREATIONAL AND FREE TIME (DOWNTIME) ON VISITS

- All recreational time (downtime) and other periods, e.g. while travelling, must be risk assessed and control measures produced. This will include organisation of any free time that is remotely supervised by staff. This is most likely to result in rules as to where participants can and cannot go, what they can and cannot do, what time they must return and who they must be with (e.g. in threes or using body systems).

Perrott Hill

Guidelines for Educational Visits and Activities



It may also involve a logbook for participants to record the time when they leave and return to their base.

- The leader and staff retain responsibility during any periods of remote supervision. The control measures must include participants being judged old enough and responsible enough to obey the instructions, participants knowing where a duty staff member can always be contacted and may involve staff patrolling to ensure rules are being obeyed. Where any participant demonstrates they are not responsible enough, they must not be allowed remotely supervised time.
- At the end of all such periods the group must be counted to ensure that all the participants have returned. This is also important during rest breaks while travelling and before going to bed at the end of a day.

FIRST AID

Before undertaking any visit, the risk assessment should address the issue of what level of first aid will be needed.

A first aid kit should be available and every adult on the visit should know how to call the emergency services.

Perrott Hill

Guidelines for Educational Visits and Activities



APPENDIX

Sample Parental Consent Form

Perrott Hill consent form for school trips and off-site activities

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

(Name) _____

- To take part in school trips and other activities that take place off school premises; and
- To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

The trips and activities covered by this consent include;

- all off-site activities for pupils from Nursery through to Year 8
- all visits (including residential trips) which take place during the school day holidays or over a weekend
- adventure activities at any time
- off-site sporting fixtures

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical and dietary information

Perrott Hill
Guidelines for Educational Visits and Activities



Details of any medical condition/medication and any dietary conditions (in addition to those already held by the school).

*It is imperative that you inform the school of any changes to your child's medical details as and when they occur.

Medical information

.....
.....

Dietary information

.....
.....

Signed.....

Date.....

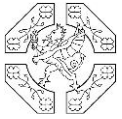
Perrott Hill

Guidelines for Educational Visits and Activities



Perrott Hill

Guidelines for Educational Visits and Activities



Sample Risk Assessment Form

Risk Assessment for:

Organised / Led by:

Risk = Likelihood x Severity

SEVERITY	Likely (5)	Probable (4)	Possible (3)	Remote (2)	Improbable (1)
Fatal / severe (5)	High risk 25	High risk 20	High risk 15	Medium risk 10	Low risk 5
Significant injury (Hospital) (4)	High risk 20	High risk 16	Medium risk 12	Medium risk 8	Low risk 4
Minor injury (Doctor/Matron) (3)	High risk 15	Medium risk 12	Medium risk 9	Low risk 6	Low risk 3
First Aid only (2)	Medium risk 10	Medium risk 8	Low risk 6	Low risk 4	Low risk 2
Damage only (1)	Low risk 5	Low risk 4	Low risk 3	Low risk 2	Low risk 1

Perrott Hill Guidelines for Educational Visits and Activities



<i>Nature of potential risks / hazards</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk Before control</i>	<i>Risk control measure</i>	<i>Risk with control</i>	<i>Staff responsible</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk With control</i>
							2	5	10
							2	4	8

Risk Assessment completed by: -

Name: Signatures: Date:

Risk Assessment checked by:-

Name: Signature: Date:

Perrott Hill

Guidelines for Educational Visits and Activities



Sample Permission Form

PERROTT HILL - OUT OF SCHOOL VISIT FORM **STAGE 1 - SEEKING APPROVAL FOR PROPOSED VISIT**

This form must be approved by the Educational Visits Coordinator (Deputy Head) and a copy kept in the school office.

TRIP ORGANISED BY

Name:	Position:
-------	-----------

OBJECTIVE OF VISIT

PLACE(S) TO BE VISITED

NUMBER OF PUPILS ON THE TRIP

Male:	Female:	Total:
Children/ Classes involved:		

STAFF ON THE VISIT

Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:

DEPARTURE AND RETURN

Departure date:	Departure time:
Return date:	Return time:

TRANSPORT REQUIREMENT

Is transport required?		
Please specify your requirements		

INSURANCE / FINANCE (please consult bursar regarding any financial matters, including billing)

Will the school insurance cover be adequate (check insurance requirements with the bursar)	Yes	No
What is the cost per child of the VISIT?		

Perrott Hill Guidelines for Educational Visits and Activities



I request approval for the proposed visit detailed above.

Name: _____ Signature _____

Date: _____

Approval for the planning of the above school visit	is given	not given
Comments:		
Educational Visits Coordinator	Signature:	Date:

Perrott Hill

Guidelines for Educational Visits and Activities



PERROTT HILL: OUT-OF-SCHOOL VISIT FORM

STAGE 2 - PARENTAL CONSENT & INFORMING OTHER STAFF CONCERNED

To be completed once stage one has been completed and approval has been granted

- This form must be approved by the Educational Visits Coordinator (Deputy Head) and the Head. A copy of all documents must also be filed in the school office.
- The leader must ensure that copies of all documentation are taken on the visit.
- You are required to submit a report and evaluation of the visit to the Educational Visits Coordinator including details of any incidents as soon as possible on return, but not later than two weeks thereafter (Stage 3 - Out Of School Trip Feedback Form).

RISK ASSESSMENT

Has a comprehensive risk assessment been completed and attached?	Yes	No
--	-----	----

PARENTAL CONSENT

Has a check been made to ensure that all parents have given their consent?	Yes	No
--	-----	----

PARENTAL NOTIFICATION

Have all parents been notified of the arrangements in place for the trip and given an opportunity to withdraw their consent?	Yes	No
Details of arrangements in place for children whose parents have not given consent for them to attend the trip and children concerned.	Children concerned:	

PUPILS WITH SPECIFIC NEEDS, MEDICAL OR OTHERWISE

Name:	Requirements:
Name:	Requirements:
Name:	Requirements:
Name:	Requirements:
Name:	Requirements:

CATERING REQUIREMENTS

Perrott Hill

Guidelines for Educational Visits and Activities



Chef's signature:	Date:

BURSARIAL DETAILS

How will the Trip be charged?		
Are parents are aware of the charging details?	Yes	No
Have all Insurance details have been checked by the Bursar (include any changes to normal policy)		
Bursar's signature:	Date:	

EMERGENCY CONTACTS

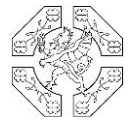
Headmaster	Bursar	Deputy Head
Name: Alex McCullough	Name: William Robertson	Name: Will Silk
Day phone: 01460 72051 (241 Broomcroft) Direct: 01460 279495	Day phone: 01460 72051	Day phone: 01460 72051
Night phone: n/a	Night phone: n/a	Night phone: n/a
Mobile phone: 07919343666	Mobile phone: 07799 040123	Mobile phone: 07905 093068

BENEFITS OF THE VISIT

What are the benefits of the visit?	
-------------------------------------	--

Perrott Hill

Guidelines for Educational Visits and Activities



FINAL APPROVAL

Approval for the above school visit to go ahead:	is given	not given
Comments:		
Educational Visits Coordinator	Signature:	Date:
Head	Signature:	Date:

Perrott Hill
Guidelines for Educational Visits and Activities



PERROTT HILL: OUT-OF-SCHOOL VISIT FORM

STAGE 3-EVALUATION OF THE VISIT
To be completed once the visit has been completed

STAFFING - Was the level of adult supervision sufficient? Yes/No/Comments

--

TRIP OBJECTIVES - Was the trip a success? Yes/No/Comments

--

Would you recommend it to others?

Please comment on both positive and negative aspects.

Positive	Negative
----------	----------

RISK ASSESSMENT - Were any aspects of the visit insufficiently risk assessed?

Please include details.

--

TRANSPORT - Please comment on reliability, quality etc. of any transport provided by out of school agencies.

--

ACCIDENTS/NEAR MISSES

Please record details of any incidents.

Name	Incident:
Name:	Incident:
Name:	Incident:

CATERING

Were the catering needs sufficiently met?

Please note any future improvements / suggestions.

--

Perrott Hill

Guidelines for Educational Visits and Activities



ADVICE TO THOSE CONSIDERING THIS TRIP

Please note any suggestions to help future trips run smoothly e.g. best route, where to park mini-buses, places to avoid, toilet provision

Visit leader _____

Signature _____

Date _____

EVC _____

Signature _____

Date _____