



Newtown C of E Primary School

EDUCATIONAL VISITS POLICY

Ratification Date:	February 2020	Signed: Mrs Emma Howlett (HEAD TEACHER) Mrs Janet Cane (CO-CHAIR OF GOVERNORS) Mrs Glyn Wright (CO-CHAIR OF GOVERNORS)
Reviewed	February 2024	Signed: Mrs Emma Howlett (Headteacher) Mrs Glyn Wright (Chair of Governors)
Reviewed	February 2026	Signed: Mrs Emma Howlett (Headteacher) Mrs Glyn Wright (Chair of Governors)
Next Review	February 2028	

School Vision

At Newtown C of E Primary School, our motto is enriched and sustained by our Christian values of **Love, Courage and Friendship**, rooted in the teachings of the Bible. We are guided by the call to *“love one another as I have loved you”* (John 13:34), *“be strong and courageous... for the Lord your God is with you wherever you go”* (Joshua 1:9), and *“a friend loves at all times”* (Proverbs 17:17).

As a school at the heart of an evolving community, we warmly welcome children and families from a wide range of backgrounds and experiences. We are enriched by the unique qualities each child brings and value the talents and perspectives that help us grow together.

We are an aspirational school serving our community. We seek to know, understand and celebrate every child, nurturing their individual strengths and talents. We prepare our children to become confident, responsible global citizens in an ever-changing world, guided by our core values of love, courage and friendship.

Through **Love**, we show kindness, compassion and generosity, building a community where everyone feels safe, welcomed and valued. Through **Courage**, we persevere, meet challenge with confidence, and stand up for what is right with honesty and grace. Through **Friendship**, we grow together — encouraging one another, celebrating each other’s gifts, and looking to the future with hope and aspiration.

We live out these values by:

- Being a caring, welcoming and inclusive Christian community where staff, pupils, parents and governors work together in a safe and supportive environment, inspired by *“Above all, love each other deeply”* (1 Peter 4:8)
- Promoting the welfare and dignity of every child, safeguarding them from harm — including physical, sexual and emotional abuse, neglect and bullying — in accordance

with statutory guidance in *Keeping Children Safe in Education* (Department for Education)

- Providing a rich, engaging curriculum that equips children with the knowledge, skills and character to become lifelong learners and responsible citizens, reflecting Christian teachings and British Values
- Building strong, positive partnerships with parents, the church and the wider community, and encouraging participation in local, national and global initiatives
- Fostering our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries, encouraging children to act with integrity, perseverance and kindness in all they do

At Newtown, we want every child to know they belong, are cherished, and are capable of great things. Through **Love, Courage and Friendship**, we grow minds, shape futures and journey together in hope.

Overview

As part of the broad balance of curriculum and learning arrangements of the school, opportunity is frequently taken to enrich and enhance this through outdoor learning, outdoor education and educational visits and ventures. All educational visits provide a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience.

We regard educational visits as an essential element of good teaching practice. We recognise that thorough planning and risk assessments of educational visits are crucial to ensure their success and safeguard children, teachers and volunteers. The visit is designed to provide a rich, learning experience for pupils in a safe, managed environment.

The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire County Council Outdoor Education, PE and Sport Service and their documentation and guidance.

The following guidelines support planning and implementation of educational visits at Newtown C of E Primary School.

We believe that there are several key outcomes from high quality outdoor education (in line with OEAP guidance):

- **Enjoyment and fulfilment:** children enjoy participating and adopt a positive attitude to challenge and adventure.
- **Confidence:** children gain personal confidence and self-esteem
- **Social awareness:** children develop their self-awareness and social skills; they appreciate the contributions and achievements of themselves and others.
- **Environmental awareness:** children become alive to the environment, natural and man-made, in which they live, and understand important concepts including sustainable development and conservation.
- **Activity skills:** young people have the opportunity of developing a range of skills

- **Personal qualities:** children demonstrate increased initiative, self-reliance, responsibility, independence, perseverance and commitment.
- **Key skills:** children develop and extend their skills of communication, problem solving, leadership and teamwork.
- **Health and fitness:** children learn to appreciate the benefits of physical exercise and activity and the lifelong value of participation in leisure activities
- **Motivation for learning:** children display an increased motivation and appetite for learning that contributes to raised levels of attainment and achievement in other aspects of their education
- **Broadening horizons:** children broaden their experiences and become open to a wider range of opportunities and life chances.

1. Roles and Responsibilities

Governors

Governors should provide support and challenge to ensure that:

- school policy is up to date and effective
- policies comply with Hampshire guidance, national guidance and advice from the Outdoor Education Advisors Panel (OEAP)
- training is up to date
- risk assessments are in place and effective

Headteacher

The headteacher will ensure that:

- Hampshire guidance, national guidance and advice from the Outdoor Education Advisors Panel (OEAP) is adhered to at all times
- the school policy is up to date and effective
- visits comply with guidance and are notified and submitted in advance
- risk assessments and suitable safeguarding arrangements are in place (including DBS checks)
- EVC and staff training is up to date and effective
- staff leading visits are competent and experienced, and are clear about their role and that of any accompanying adults, including volunteers
- arrangements for medical needs and any other inclusion considerations have been met
- transport and insurance arrangements are appropriate and meet requirements
- where the activity or visit involves a third party provider, appropriate checks have been made and assurances obtained; a clear contract is in place setting out what the contractor is to provide; the provider holds sufficient indemnity insurance
- emergency procedures and contacts are clear and in place.
- where charges are made, these are within legal and employer requirements; procedures are in place to account for finance of activities and visits
- Serious incidents are reported to HCC as required by their guidance

Educational Visits Coordinator (EVC)

The EVC will:

- be appointed by/be the Headteacher
- have appropriate training to fulfil the role, and have experience of leading educational visits
- keep the policy and guidance up to date
- support staff; be involved in the planning and management of visits, and monitor planning and delivery of visits; evaluate visits with staff
- oversee the necessary paperwork and risk assessments, ensuring they meet guidance requirements; will maintain records of visits (using EVOLVE)
- ensure the DFE and HCC guidance is adhered to, and keep abreast of advice from OEAP
- ensure medical and first aid issues are addressed
- ensure emergency procedures are in place, clear to all staff, and adhered to

Teachers/Visit leaders

Visit leaders will:

- seek approval to carry out the visit (see Appendix 1 for Educational Visits Proposal Form)
- be responsible for the planning, organisation and management of visits in line with school policy, in liaison with the EVC (see Appendix 2 for Educational Visits Checklist)
- organise transport in accordance with HCC requirements, in liaison with the finance assistant
- organise letters to parents and ensure suitable consent has been sought from parents, including emergency contact and medical requirements (see appendix 3 for forms)
- undertake a pre-visit to the venue; ensure necessary insurance and health and safety requirements are adhered to; ensure first aid requirements are in place.
- develop the risk assessment, in liaison with the EVC; ensure risk assessments are understood by all adults on the visit.
- brief all adults on the day of the trip with key information
- keep a register of all adults and pupils who attended, in order to follow checking in and out procedures
- report any accidents, incidents or near misses
- evaluate visits.

When working with third-party activity providers it is imperative that there is a clear handover before and after any activity led by provider. Should a provider run an activity in a way that causes concern, stop the activity at the first appropriate moment. Such an intervention should be done with sensitivity and discretion to ensure that it does not result in young people being put at greater risk.

Helpers/Volunteers

Helpers/Volunteers will be:

- subject to an appropriate vetting decision by the head teacher, EVC or the visit leader
- suitably competent and confident to be able to carry out the duties they are assigned.
- confident in their understanding of the role and responsibilities that they have been assigned and how these integrate with other staff.
- enabled to contribute to the evaluation of all aspects of the visit.

- appropriately briefed on:
 - relevant establishment and visit procedures.
 - group characteristics in the context of the visit.
 - nature and location of the activity.

Where the Helper is a parent (or otherwise in a close relationship with a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise group management, particularly if there is a serious incident. There is a probability that the Helper may be distracted by the needs of their own child, rather than looking to the needs of the whole group. This means that the Visit Leader should not assign a Helper to a leadership role which gives them a direct responsibility for their own child, other than where this is a risk managed part of the visit plan.

Parents

Parents will be:

- kept up to date with policy
- kept fully informed of all trips and visits. Information will include:
 - date, timings and venue
 - reason for visit
 - method of transport, if required
 - emergency contact
 - charges/voluntary contributions
 - clothing/footwear needed
 - money, food etc arrangements

Pupils

Pupils must:

- follow the instructions of the Visit Leader and other supporting adults;
- dress and behave sensibly and responsibly;
- know who to talk to/seek help from if they are worried or concerned;
- not undertake any task/action that they may endanger themselves or the group;
- sign and adhere to the behaviour contract (see appendix 4 for behaviour contract)

Any pupils whose behaviour may be considered to be a danger to themselves or to the group will not be permitted to attend.

2. Risk Assessment

A comprehensive risk assessment is carried out by the visit leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. Different types of trip require different types of risk assessment.

Type 1: All visits involving Adventure Activities, Residential Activities, Visits abroad, and self-led fieldwork or activities in rural environments containing significant natural hazards (Open Country – e.g. coastlines, cliff lines, rivers, canals, other significant water bodies and steep ground) require Local Authority approval and must be managed via EVOLVE.

For these types of visits, a risk assessment must be completed on the Hampshire County Council system – EVOLVE. EVOLVE is the web based off site and outdoor visits management system, which covers authorisation and approvals for all off site visits for schools across Hampshire. This must be completed at least 8 weeks before a visit and must be approved by the EVC, headteacher and the local authority before it can go ahead.

Type 2: Day visits of a bespoke, infrequent or irregular visits beyond walking distance from school (i.e. require transport) or beyond the school day, to locations (museums, galleries) that are not essentially hazardous in their own right. These include visits to cities (London, Portsmouth, etc.), theme parks, theatres etc require School (Head Teacher) Approval and could be managed via EVOLVE.

These risk assessments will include the following considerations:

- Identification of known/possible risks;
- Detail safety measures needed to reduce risks to an acceptable level;
- Emergency procedures;
- Acceptable ratios of adults to pupils for this visit.
- Additional measures needed for higher risk activities e.g. canoeing, skiing.

The Visit Leader and those adults supporting on site will continually reassess the risks throughout the visit and take appropriate action where required to ensure pupil/adult safety.

When assessing the risks consideration will be given to:

- The type of activity and the level at which it is being undertaken;
- The location;
- The competence, experience and qualifications of supervisory staff;
- The group members' age, competence, fitness and temperament;
- Pupils with special educational or medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing.

These risk assessments are to be authorised by the headteacher and/or EVC

See appendix 5 for risk assessment templates

Type 3: Frequent off site visits to very local areas (e.g. weekly or monthly church visits for worship, visits to other local schools for partnership learning, the use of immediate local woodlands, visits to parts of the local community, museums, sports fixtures. swimming lessons etc.) which have a very clear and stated curriculum focus require Head teacher sign off as part of the schools planning process, but do not have to be managed via EVOLVE.

To ensure the safety of all children and adults leaving the school site, Newtown C of E Primary School still risk assess these visits using the Hampshire risk assessment proforma (see appendix 5). For whole school visits (such as visiting the church), a whole school risk assessment is generated and updated by the EVC. For individual class visits, the visit leader will complete a risk assessment.

3. Pre-visit

The Visit Leader or nominated person will undertake a pre-visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit;
- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and pupils in the group;
- Ensure that the Visit Leader and/or participating adults are familiar with the area/venue.

Although unlikely to arise, in exceptional circumstances where it is not feasible to carry out an exploratory visit, contact will be made with the venue to seek assurance about the venue's appropriateness for the visiting group. This will include obtaining the venue's risk assessments for review.

4. First Aid

First Aid provision should be considered as essential when assessing the risks of a visit. A minimum of one member of school staff trained in first aid will accompany the visit. The Visit Leader will ascertain the first aid provision available from the site and report to the Head Teacher in order for an informed decision to be made regarding additional qualified school staff attendance. All adults supporting the visit will be advised how to contact emergency services and procedures for liaising with school should an emergency occur.

The minimum first-aid provision is:

- 2 suitably stocked first-aid boxes to be taken.
- A named person will be appointed to be in charge of first-aid arrangements.
- An emergency contact sheet will be included in information packs for school staff.

5. Supervision

In line with Hampshire guidance, the minimum ratio for children in EYFS is 1.6, Key Stage 1 is 1:8. For Key Stage 2 it is 1.12. These ratios do not include the centre staff. However, these ratios are simply a guide.

Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Each visit will be assessed individually through the school's risk assessment procedure for educational visits. Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents/guardians/volunteers may be used to supplement the supervision ratio. They will be carefully selected, fully vetted as detailed earlier and ideally they should be well known to the school and the pupil group.

All adult supervisors, including school staff and parent helpers must understand their specific roles and responsibilities at all times. In particular, all supervisors should be aware

of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should regularly establish rendezvous points and ensure all pupils know what to do if they become separated from the party. The Visit Leader should ensure all participating adults are aware of school's emergency situation protocols and their roles in implementing such protocols.

Mobile telephone numbers of the Visit Leader and all adults supporting the visit will be exchanged **prior** to commencing the visit.

It is important to have a sufficient ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- Sex, age and ability of group;
- Pupils with known special / additional needs;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, general and related to specific activities.

6. Photography

Newtown C.E. Primary School does not permit the use of personal mobile phones to video or photograph pupils whilst travelling to or on-site at educational visits. All video or photographs should be taken using equipment owned and issued by the school. Please note this includes data memory cards. Adults supporting the educational visit who will be using school's equipment will be required to read and sign school's ICT Acceptable Use Agreement prior to commencement of the visit. The Visit Leader will ensure written parent / guardian consent is obtained before taking / using photographic images of pupils.

See appendix 6 for photograph consent form

7. Preparing Pupils

Wherever possible, pupils will be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This may include considering health and safety issues.

Pupils must understand key safety information. This includes:

- The aims and objectives of the visit/activity;
- Background information about the place to be visited;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;

- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected;
- Who is responsible for the group;
- What to do if approached by a stranger;
- What to do if separated from the group;
- Emergency procedures;
- Rendezvous procedures.

8. Transport

All pupils should be made aware of basic safety rules including:

- To arrive on time and to wait in a safe place
- When crossing roads to get to the transport do so safely and listen to the adult's instructions;
- Not to rush towards the transport when it arrives;
- Seat belts must be worn and pupils must stay seated while travelling on transport; if pupils feel unwell while travelling they must tell a teacher or the person who is otherwise responsible for the group;
- Adults will sit throughout the coach so children have easy access in case of illness;
- Make sure their bags do not block aisles on the transport;
- They should never attempt to get on or off the transport whilst in transit;
- Only exit the vehicle when directed by an adult (unless in the case of an emergency where adult direction cannot be made);
- Never distract or disturb the driver;
- Stay clear of automatic doors/manual doors after boarding or leaving the transport;
- Child seats will be used as appropriate;

9. Pupils with special educational needs, medical needs or behaviour needs

Every effort will be made to accommodate the needs of all children whilst maintaining the safety of everyone on the visit.

During the trip:

- School policies on behaviour and safeguarding will be followed at all times.
- All children will be reminded of behaviour expectations and they will mirror those expected in school.
- Pupils will be reminded of safety procedures prior to all visits and the timetable of the day will be explained to them. It will be made clear who is the group and overall visit leader.

For pupils who have specific SEND, medical or behaviour needs, a risk assessment will be undertaken and all possible measures will be put in place to ensure the child is included in the school trip.

See appendix 7 for individual risk assessment.

Throughout the process, the Inclusion Leader and Behaviour & Welfare Manager will be involved to ensure the needs of children can be met wherever possible. Special attention will be given to appropriate supervision ratios and additional safety measures will be addressed at the planning stage.

10. Communicating with Parents/Guardians

Parents/ guardians need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil’s health and safety will be included in a letter to parents/guardians and at briefing meetings prior to each visit:

- Dates of the visit;
- Times of departure and return;
- Mode(s) of travel;
- Details of accommodation with security and supervisory arrangements on site;
- Names of the Visit Leader, staff and other accompanying adults;
- Visit’s learning objectives;
- Details of the activities planned and of how the assessed risks will be managed;
- Insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover, this may be Local Authority Insurance.
- Clothing and equipment to be taken;
- Limit on any monies to be taken;
- The information to be supplied by parents and details of what they will be asked to consent to.

APPENDIX 1 – Educational Visit Proposal Form

Trip Information	
Proposed Activity: Location:	DAY: DATE:
Lead Organiser:	
Is it a hazardous pursuit? Yes ☐ No ☐ Risk Assessment attached: Yes ☐ Letter attached to be sent to parents: Yes ☐	
Date of pre-visit:	
Purpose of visit:	
Classes Involved:	No of Pupils:
If in school time, will any pupils be left behind? Yes ☐ No ☐ If yes, please give reasons:	
Names of staff accompanying pupils	Names of other adults:
Transportation	
Mode of transport: Coach ☐ Minibus ☐ Cars (with business insurance) ☐ Walk ☐ Time of departure from school: Time of arrival back at school:	
Dress Code	
Recommended dress: (Please give reasons if not school uniform)	
Lunches	
Packed lunches to be eaten: On trip ☐ At school ☐ Not applicable: ☐	Please note all KS1 children will be provided with a packed lunch. The parental consent letter will ask for a choice of ham roll or cheese roll.

Costings and Provisional Bookings	
Approximate transportation cost :	Has transport been provisionally booked Yes ☐ No ☐
Approximate total activity cost: Entry charge (pupils): Entry charge (adults): Other charges:	Has activity been provisionally booked Yes ☐ No ☐
Total cost of offsite activity:	Pupil voluntary contribution: (Please note this cannot exceed £17 per pupil)
Lead Organiser Agreement	
As the lead organiser I have ensured the offsite activity is on the school Calendar: Yes ☐	
Please note: There should be no more than 3 offsite activities per pupil per year. This proposal adheres to this policy: Yes ☐	
I am responsible for ensuring all elements of risk stated in the attached risk assessment are minimised Yes ☐	
Signed by Lead Organiser	Signed by Budget Holder
Signed & authorised by Headteacher	Date of authorisation
For Office Use Only	
Transportation confirmed and booked: Yes ☐	Purchase order raised: Yes ☐ or Purchasing card payment: Yes ☐ Goods receipted: Yes ☐
Activity confirmed and booked: Yes ☐	Purchase order raised: Yes ☐ or Purchasing card payment: Yes ☐ Goods receipted: Yes ☐
No. of free school meals: (all KS1 children to be provided with packed lunch)	Booked with Kitchen: Yes ☐
Letter sent via Parent Mail: Yes ☐	Total income received from parents:

APPENDIX 2 – Educational Visits Checklist

Educational Visits Checklist – Newtown C of E Primary School

Before Visit		Done?
1.	Check ratios – children to adults. As for adult help and ensure adults going have DBS checks in place, if not obtain them. Take their mobile numbers.	
2.	Book visit and coach through the Senior Finance Assistant.	
3.	Pre visit. Carry out risk and accessibility assessments. Arrange transport for PD children (check coach has lift etc). Complete a pre-visit (4 weeks prior to the trip). At this point you will need to consider adult to child ratios and who you might take on the trip. This will need to take place in your PPA time.	
4.	Complete risk assessment and have it checked by the Headteacher (2 weeks prior to the trip).	
5.	Check adults' qualification eg is open country certificate required or adult with first aid needed?	
6.	Write in school diary date of trip.	
7.	Prepare letter to parents which informs educational outcomes of trip, dress and school, packed lunch, equipment needed, money and permission slip.	
8.	Chase up children who have not returned slip using reminder letter. Although the office staff will chase payments, please check on a weekly basis about those who have not paid. The office staff will give you a weekly list of payments.	
9.	Prepare list of children with medical needs eg inhalers, epi pens, piriton. Ensure all medicines in date etc. Ask parents with children who require epi pens to provide a pack to take.	
10.	Please check that any free school lunches have been ordered at least 2 weeks before the trip. All of KS1 are entitled to a free lunch - the lunch options will be noted on the permission slip.	
11.	Sort groups ensuring children with SEND/behavioural problems are assigned to an appropriate adult or split from others. If enough adults, visit leader to oversee and not have own group. Adult helpers should generally not be assigned to their own children's small group.	
12.	If going in smaller group ensure car is insured, MOT'd and booster seats in place.	
13.	Change your playground duty, dinner duty or assembly duty as necessary.	
14.	Prepare sick bucket for each coach and spare clothing.	
15.	Ensure each adult has a first aid kit (see office if you need extra packs) do a quick check of contents and take throw bags (if around water).	
16.	Ensure you have enough wrist bands for each child attending the trip.	
17.	Ensure you have enough high-visibility jackets for adults and if needed for the children	
18.	Get list of group with contact numbers.	
19.	Finalise plan for the day including timings etc.	
20.	Complete an information pack for each group adult with: The school mobile number The visit leader's mobile number A copy of the groups A copy of the risk assessment Information from the centre Itinerary Staff will need to hold a copy of contact details Medical information	
21.	Check mobile is fully charged – prepare your bag eg spare paper, pens, pencils if needed, don't forget your lunch!	
22.	Check digital camera/iPad charged and ready for use/remind office staff to charge school mobile.	

Day of Trip		Done?
1.	Inform parent helpers of timings for the day, meeting points etc, behaviour expectations and general rules eg don't buy their group ice-cream or go on the train!	
2.	Give all adults contact numbers (school and yours) and share mobile numbers.	
3.	Collect lunches from the kitchen	
4.	Collect school mobile from office	
5.	Collect First Aid Kit	
6.	Mark in register for visit = V	
7.	Go over expectations of behaviour with children.	
8.	Check all children have a lunch, equipment, clothing, medicines etc.	
9.	Give all participants an itinerary briefing and inform children of groups and what to do if separated.	
10.	Give office list of children who are going on which coach if class is to be split and make a note of the coach number plate copy for the visit leader.	
11.	If using parents to transport children get them to sign the transport sheet which outlines who they are taking etc.	
12.	Sit adults throughout the coach with one sitting by fire exit door at the back.	
13.	At the venue do a quick check before using public toilets.	
14.	Inform the school when you are on your way back to school and if you are likely to be late	
On return		Done?
1.	Return sick buckets and first aid kits. Inform the office if anything has been used and needs to be replaced.	
2.	Fill in the accident form/book if necessary. Give child bump head band if required.	
3.	Ensure all documentation and data is given to the office to either add to confidential waste or keep in line with the Hampshire Retention Policy.	

APPENDIX 3 – PARENTAL CONSENT FORMS

Personal Details of Participant

First Name: _____ Surname: _____ Mobile (if applicable) _____

Date of Birth: ____ / ____ / ____ Age: _____ Male / Female (delete as appropriate)

Address: _____

Post Code: _____

Next of Kin – name and address during the activity _____

Contact Numbers – Home: _____ Work: _____ Mobile: _____

Any special dietary requirements: _____

Medical Information

Name and address of participant's Doctor: _____

Telephone Number: _____ NHS Number (if known): _____

Has the participant had or have any of the following? *Where 'YES', please give specific details overleaf.*

Asthma or bronchitis	Yes	No	Allergies to any know medication	Yes	No
Heart condition	Yes	No	Other allergies (material, food, animal, plasters)	Yes	No
Fits, fainting or blackouts	Yes	No	Other illness, disability or special needs	Yes	No
Severe headaches	Yes	No	Travel sickness or sleepwalking	Yes	No
Diabetes	Yes	No	Regular medication	Yes	No

Is the participant receiving -

Support and/or treatment for mental health from their counsellor or Doctor? Yes No

Medical or surgical treatment of any kind from their Doctor or hospital? Yes No

Has the participant been given specific medical advice to follow in emergencies? Yes No

If the answer to any of these questions is Yes, please give details overleaf (including name and dosage of any medicines/tablets)

If it is considered necessary, do you consent to mild painkillers (Paracetamol) being administered? Yes No

If it is considered necessary, do you consent to hypo-allergenic sun screen being provided? Yes No

Has the participant received vaccination against Tetanus in the last 10 years? Yes No

Consent for the Visit

I confirm that I have parental responsibility for

He/she is in good health and I consent to him/her taking part in **ALL** activities set out in the visit information.
(Any variation to this should be noted overleaf).

I am aware that the travel insurance synopsis is available for viewing in school / the Establishment.

In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetics. In the event of any change to these details, illness or medical treatment occurring after the return of this form and prior to the activity, I will undertake to inform the group leader.

_____ Print name here

_____ Signed by person with parental responsibility for participants under 18 years of age.

Date: _____

Consent for programmed water sports and water related activities

(eg: kayak, canoe, sail, windsurf, rafting, etc.; or activities involving water eg: caving, gorge walking)

Please tick **ONE** of the boxes below as appropriate to confirm the water capability of your child.

Ticking A, B, C or D below **confirms your consent** to your child undertaking water activities within the programme provided. This information will be passed to the Provider by the school / college / establishment to allow appropriate adjustments or operating procedures for inclusive participation¹.

If, for any reason, you wish to withhold consent for any activity, this should be detailed in the space below.

☐ A) I confirm my child can swim 50m and is water confident

☐ C) I confirm my child is water confident and can swim, but I'm not sure how far. They have been in a pool or other water and can submerge their head without becoming distressed

☐ B) I confirm my child can swim 25m and is water confident

☐ D) I confirm my child is a non swimmer, and/or may not be confident in the water.

¹ As set out in HCC Registration information to providers.

Additional Consent, Medical or Special Needs Information

(Add additional sheets if required)

Signature: _____

Date: _____

GDPR Statement

By signing this form, I confirm my agreement to School / Establishment processing my / my child's personal data for the purpose of supervising and supporting my child on an educational visit. We do this to meet our professional responsibilities to look after you / your child.

This data may be shared with outdoor providers, doctors and other professionals to help us keep you / your child safe.

This data will be retained for one year, other than in the event of an accident/ incident, in line with HCC / School Retention Policy.

You have some legal rights in respect of the personal information we collect from you.

Please see our website Data Protection page for further details: www.hants.gov.uk/dataprotection



APPENDIX 4 – BEHAVIOUR CONTRACT



Newtown C of E Primary School Educational Visit Behaviour Contract

The purpose of this contract is to ensure that students and staff have an enjoyable and rewarding visit. It is important that students are well behaved at all times and are good ambassadors for our school.

As such, students are reminded that:

- The behaviour policy applies during all offsite activities (please see website for details) They should be polite and well-mannered at all times
- They should listen carefully to instructions given to them by staff and carry them out without question
- Members of staff must know where they are at all times. Therefore, if they wish to move around the site they must seek permission first
- On the coach, ferry, train or plane they should behave in a sensible and mature manner that respects the safety and property of others, and use seat belts at all times
- They should obey the rules of any centre, or those given by the members of staff in charge, particularly in relation to sleeping, eating and room allocations
- They must dress appropriately for the type of activity they are undertaking
- They must accept full responsibility for their own possessions and respect the possessions of others
- They must not engage in bad language, intimidation, harassment or bullying, including fighting or violent behaviour (including play fighting)
- In the case of absconding from site, police as well as parents will be called.

I have read and accept the above guidelines which apply to all school trips until such time as my son/daughter leaves Newtown C.E. Primary School or these guidelines are updated.
In addition, I understand that any serious misbehaviour could result in my son/daughter being sent home. This will be arranged by the school but parents must be available to receive the child and no refund will be given.

Parent/Carer

Name: _____ (please print)

Relationship: _____

Parent/Carer Signature: _____ Date _____

Student

Name: _____ (please print)

Student Signature: _____ Date _____

APPENDIX 5 – RISK ASSESSMENTS

RISK ASSESSMENT – Step 1

Answer all the generic questions **highlighting** the most appropriate answer (read down the columns), then complete the specific risk assessment form as needed.

	The activity is...	The participants ...	The activity leader ...	The environment is...	First aid and emergency support are...	Weather changes...
1	Within the everyday experiences of the individuals	Are very experienced with an appropriate level of understanding	Is very experienced in leading this activity and qualified at the appropriate level	A local, well known location – urban or rural with predictable hazards	Available at the activity site. Establishment staff have appropriate in-date qualifications	Will have no effect on the group
2	Outside the everyday experience of the individual but some tasks have familiar aspects	Are regularly exposed to the activity with an adequate level of understanding	Regularly participates in this type of activity but may have minimal qualifications and little leadership experience	Less well known – urban or rural with hazards that could change quickly	Available at the activity site. Establishment staff have minimal or lapsed first aid qualifications	Are appropriate to the activity. Any changes will have minimal effect but will not affect safety
3	Outside the everyday experience of the individual but competency has been achieved in training (Evidence of training will be required by EVC)	Have some exposure to the activity with experience at a recreational level and some understanding	Has had some exposure to the activity as a leader, is a recreational participant and may have only minimal qualifications in this activity	Relatively unfamiliar – potentially complex urban or rural; in the UK, Europe or US; industrial or residential	Available at the activity site. Establishment staff have generic competence	Could lead to problems if the group is not adequately prepared with training and equipment
4	Outside the everyday experience of the individual but training has been given (evidence of training will be required by EVC)	Have very occasional exposure to the activity with some experience at an introductory level and limited understanding	Has had very occasional experience to the activity as a leader, limited experience as a participant and has no qualifications	Within close proximity to water, cliffs, beaches, steep or high ground, or other novel hazardous topographical or environmental features	Not readily available at the activity site. Establishment staff have in-date First Aid qualifications (evidence will be required by EVC)	Could cause serious problems if the group has not achieved a level of competency in the activity or are not adequately equipped
5	Outside the experience of the individual with no training prior to the trip	Are absolute novices with no experience of the activity	Has no experience of the activity in a leadership capacity with some experience as a participant	Outside Europe or the US; wilderness, or an area classed as advanced by NGBs	Not readily available at the activity site. Establishment staff have no first aid qualifications	Could have serious repercussions for the group

Add up the total of your answers – **Highlight outcome**

6 – 10 LOW RISK	11 – 19 MEDIUM RISK Evidence will be required to show you have recognised the risk and made provision for control of risk	20 – 25 HIGH RISK Further discussion with EVC is required. Changes will need to be made to lower the overall risk	25 – 30 UNACCEPTABLE RISK Further discussion with Head teacher and EVC to establish why risk is unacceptable. Changes will need to be made to lower the risk
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RISK ASSESSMENT – Step 2

Site / Group / Activity specific Risk Assessment and Risk Management record

Outdoor Education, PE and DofE Service

Establishment:

Leader:

Location:

Other staff:

Group size:

Ratio:

Benefits (aims, objectives, intended outcomes...)	Who might be at risk? (Tick as appropriate)
	Participants __ Staff __ Volunteer Adults __ Others (specify) _____

Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk rating Outcome (H/M/L)
Site and its environment		
Group / special needs / accommodation / down time/ safeguarding		
Leader and activity arrangements		
Transport		
First aid arrangements		

Other factors E.g. Medical needs	
Alternative plans (Plan 'B' / Plan 'C')	
Emergency contacts – take the emergency action cards with you! Group details – ensure you have full details close to hand. Base contacts: 1) Name _____ No. _____ 2) Name _____ No. _____	
Ongoing risk management 1 Apply the control measures 2 Monitor how effective they are 3 Change, adapt, revise as required	Examples - monitor the weather - monitor water/river levels - monitor traffic on road - monitor conditions underfoot - monitor group and leaders response and motivation - monitor behaviour - assess group risk awareness in different environments - monitor the response of your supporting adults
Completed:	Date _____
Signed:	Head of establishment or EVC _____ Group leader _____

This document is based upon the HSE 5 Steps to Risk Assessment:

- 1) Identify the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide on precautions
- 4) Record your significant findings
- 5) Review your assessment and update if necessary



Using images of children

Multimedia consent form for use by Hampshire County Council schools

To **Name of the child's
parent or guardian:** _____

Name of child: _____

School: _____

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with data protection legislation, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 5 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the EEA and not be used for any other purpose than confirming your permission to use the material.

Please return the completed form to the school as soon as possible.

*Please circle your
answer*

1. May we use your child's photograph in printed publications that we produce for promotional purposes or on project display boards?	Yes / No
2. May we use your child's image on our website?	Yes / No
3. May we record your child's image on video or webcam?	Yes / No
4. Are you happy for your child to appear in the media	Yes / No
School to delete this question where social media not used.	
5. Are you happy for your child to appear on Social Media sites used by the school e.g. Twitter and Facebook - <i>Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.</i>	Yes / No

Conditions of use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent can be withdrawn at any time in writing.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

I have read and understood the conditions of use and give my consent for my child's image/s to be used as described above.

Your signature **Date**

Your name (in block capitals)

APPENDIX 7 – INDIVIDUAL RISK ASSESSMENT

Newtown School Trip Risk Assessment

Name of Child:	
Class:	
Name of Trip:	
Trip Dates:	
Is the trip residential:	

Identification of Risk		
Describe foreseeable risk		
Is the risk potential or actual		
List who is affected by risk		
Assessment of risk		Action as a Result
In which situations does risk usually occur?		
How likely is it that the risk will arise?		
If the risk arises, who is likely to be injured or hurt?		-
What kinds of injury or harm are likely to occur?		
How serious are the adverse outcomes?		

Activity	Risk Factor	Probability/impact of Risk	Management Plan
Public transport			
Sleeping away from home			
Unstructured time on site			
Contact with other schools			
Individual Activities			

NB: All activities are also covered by centres own risk assessment.

Probability of Risk		Impact of Actions	
Low	It is unlikely that a situation will occur.	Low	The situation can be managed by school staff with minimal disruption to the student of his/her peers
Medium	It is likely that a situation will occur.	Medium	The situation can be managed by school staff, but with certain disruption to peers.
High	It is highly likely that a situation will occur.	High	The situation cannot be managed by school staff, and external support is required.

Additional Management Strategies
-

Parent Signature:	Date:
Student Signature:	Date:
Teacher Signature:	Date: