



## **Educational Trips & Visits Policy (applies to EYFS)**

### **PART 1: GENERAL INFORMATION**

#### **INTRODUCTION**

At St Edward's, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Most are directly related to the curriculum; however, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to your child's development and education in the broadest sense of the word.

#### **RESIDENTIAL VISITS**

We take our Year 3 and 4 pupils on an overnight trip locally and pupils in Years 5 and 6 attend a week-long residential trip in the Summer Term. This is most often booked in the UK, but can also be combined with a sports trip overseas.

#### **INFORMATION ON PLANNED TRIPS AND ACTIVITIES**

The calendar on the school's website lists the trips and visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures. Parents will always be notified in advance:

- If their child has been selected for a sports team, via the team sheet that is uploaded to the Sports Fixtures page on our school website. We very much welcome family and friends at all our matches, both home and away.
- If your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site. We will always seek your permission if the visit involves an extra charge in excess of £30, a late return to school or collection from another place, such as a theatre.
- We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group or cohort. For residentials, parents who opt for these trips are always invited into the school for a briefing before their child departs on a trip or visit that involves an overnight stay, either in the UK or overseas, or on a day trip abroad, which is likely to involve a very early departure and a late return.

SAFETY

Safety is top priority for us. We expect you to support the school in ensuring that your child follows the instructions, given either by a member of staff or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early at their parents’ expense if they decline to follow reasonable instructions given for their own safety (or do not follow the school’s behaviour code of conduct).

**St Edward’s Residential Trip Code of Conduct**

- General conduct should be considerate to other users.
- Excessive noise and abusive language are examples of inconsiderate behaviour.
- Buildings, equipment and installations should be treated with due care and respect. Costs for damage will be charged to those responsible.
- Pupils must not wander off without an adult.
- Pupils must not enter accommodation occupied by other groups or areas designated private or restricted.
- Pupils will not enter the rooms occupied by the opposite sex.
- There will be no excessive noise after lights out.
- Pupils will show good listening skills and follow instructions at all times.
- Pupils will be polite to all adults they have contact with.
- Pupils must not access the internet without permission
- Teachers should be informed of all gadgets or expensive items taken on the trip, but pupils are responsible for looking after them
- Mobile phones containing a SIM card are not to be taken.
- Pupils must follow the country code:
  - Enjoy the countryside and respect its life and work.
  - Do not drop litter.
  - Respect farm animals as well as wild flora and fauna.
  - Keep to public paths when crossing the countryside.
  - Fasten gates if they were closed on your arrival.
  - Use gates and stiles to cross fences, hedges and walls.
  - Leave the countryside as you found it.

I agree to the above.

Child’s name .....

Signed (by child).....

I have discussed the above with my child and understand that serious breaches of compliance will result in a parent being called to collect their child from the site.

#### Procedures:

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities, for example Woodland experiences, library trips, seeing 'people who help us' in their workplace and trips to the park.
- Risk assessments for each trip are carried out by the school and obtained from the facility that we are attending.
- Parents are made aware of all outings and will be informed of any cost implications.
- Named children are assigned to individual staff and adult helpers.
- A trip form must be completed with the following information ([Trip Booking Forms](#)):
  - date of trip, venue and transportation requests, names of staff attending trip, trip leader and contact details, time of departure and return, cost implications, qualifications of activity leaders (Adventure Activities Licensing Regulations 2004), venue license (LOtC), risk assessment for trip and venue, Critical Incident procedure and Lead.
- Staff take their mobile phones on trips and a medical kit, sick bucket, water and spare clothing, parent contact details and medical and allergy lists. The amount of equipment will vary and be consistent with the venue (see [Mobile Phone Policy](#)).
- Staff will take a list of children taken out of school and will count children in and out of transport and venues.
- Records are kept of the vehicles used to transport specific children.
- Staff may not take children in their personal cars unaccompanied.

## **PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS**

### **INTRODUCTION**

We have a large number of trips, out of school activities and visits at St Edward's, which are an important part of our educational ethos. We expect that every member of staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements. To make this possible, we set reasonable timetables, with plenty of non-contact time, as we do not want this important function to become burdensome. We always welcome suggestions from staff for new trips.

### **ROLE OF THE EDUCATION VISITS COORDINATOR**

Miss Elwood is our Education Visits Coordinator (EVC). She assists the group leader in the process of organising visits, working with the Deputy Head Academic to ensure that they are spread through the different age groups, and the school year (although there is inevitably a concentration during the last part of the summer term, when assessments have finished and the weather is at its best). Once a trip has gone through Miss Elwood she will bring it to the Headteacher for final approval. She helps staff involved with organising tours, ensuring all necessary legal documentation, qualifications and licenses are in place, risk assessments are current and accurate and with the checking of parental consent forms. She keeps records of all previous visits (which can be borrowed). She also keeps reports of any accidents or near misses and ensures that trip evaluation forms are completed by the trip leader and drivers.

### **ROLE OF THE GROUP LEADER**

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. At St Edward's we arrange for the EVC to hold a support session with all potential Group Leaders, which covers practical guidance on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. With the exception of the very shortest visits, such as to our local library or museum, we expect all Group Leaders either to hold a valid Paediatric First Aid certificate themselves, or ensure that one of the other teachers accompanying the visit holds one. A Deputy Leader is nominated for all trips. S/He may not hold the qualifications of the Group Leader; but is nevertheless capable of taking over that role, if necessary.

### **USE OF PRIVATE CARS**

At St Edward's, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school mpv/minibus or privately-owned vehicle. The completed forms are held by the Transport Coordinator. Where a member of staff transports pupils in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. Pre-Prep children can only be transported in private cars that are

fitted with special child seats. Staff should not transport children unaccompanied and only as a last resort.

#### MPV AND SCHOOL MINIBUSES

No one is allowed to drive the school MPV (which has nine seats including driver) unless s/he holds a full current driving license (training is provided where required). For any mpv/minibus journey that involves EYFS children, there should always be a second member of staff. The school will arrange and fund Paediatric First Aid courses, and training in driving mpv/minibuses if requested for all staff who are involved in visits. At St Edward's, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school mpv/minibus or privately-owned vehicle. The completed forms are held by the Transport Coordinator. A minibus is a vehicle with more than nine seats and requires a Full D1 Licence and Drivers CPC Qualification Card and is also subject to Operator Licensing Requirements.

#### PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader "in loco parentis". The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Group Leaders. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that St Edward's, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

St Edward's Prep has Employers' Liability Insurance and Public Liability Insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays, but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the School Business Manager, whether or not the activity is covered by the school's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

St Edward's Prep's policy discourages staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school).

## PREPARING FOR A TRIP

The amount of advance preparation needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and walking back in time for school lunch. By contrast, a visit lasting a week or more to a country outside the UK, requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms. (Group Leaders may draw upon the EVC's stock of existing background material when planning regular repeat visits to familiar destinations, such as language exchanges).

The list that follows is designed to cover all the planning that a Group Leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible. *Text in italics indicates that the action may not be required (or the timescale may be shortened) for: trips within the school day, theatre and museum visits, sports fixtures, or day visits using school transport.*

### At least one term in advance

- Obtain advice from the EVC on suitable dates, precedents etc.
- Get approval from the Headteacher or SLT in their absence.
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number and age of participants with EVC.
- Calculate the staff to pupil ratio (see below).
- Prepare a draft itinerary.
- Decide mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the destination venue about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments.
- Prepare the risk assessment(s) (see below).
- *Check the school's insurance cover (see above) if the visit involves hazardous activities.*
- Find other members of staff who are willing to participate in the trip. It is desirable to have at least one member of staff who speaks the language of the country to be visited. We hope that Sports Coaches and Visiting Music Staff will participate in sports and music tours. They are also welcome to help with other visits. Office staff may assist with day trips and theatre visits. We do not usually encourage parents to accompany school visits, although we welcome them at all sports fixtures.
- *If parent volunteers participate: Arrange for any volunteers participating in the trip to obtain an enhanced DBS disclosure. (The Deputy Head BCO will make the necessary arrangements).*

- *If a legal requirement for families hosting overseas students is introduced – Arrange for host families to obtain enhanced DBS disclosures. (The Deputy Head BCO will make the necessary arrangements).*
- *Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.*
- *Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).*
- *Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants).*
- *Ascertain the medical and visa requirements.*
- *Establish when the deposits are required by tour operators/airlines/activity centre etc. and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff).*
- *Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office.*
- Prepare a written case, to be counter-signed by the EVC, seeking the Headteacher's approval.
- *[If necessary] Attend a First Aid and/or minibus driving course beforehand.*

### Staff/Pupil Ratios

The DCSF recommended staff to pupil ratios for visits and off-site activities is:

Ratio	Pupils' Year Group
1:6	Little Griffins & Reception (with a higher ratio for the under 4s and Little Griffins)
1:8	Years 1-6
1:8	All visits abroad

### The Risk Assessment

All Group Leaders at St Edward's are trained in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. The steps that they should follow are set out in the model risk assessment form that is part of DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)). This form can be downloaded and guides the user in:

- Identifying the potential hazards of the place being visited to include safeguarding risks to pupils (public places etc).
- Listing the groups of people that are especially at risk from the significant hazards.
- Listing existing controls or notifying where the information may be found.
- Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
- Carrying out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the

planning stage. Provided that he/she is satisfied, it will meet the requirements of St Edward's, for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. At St Edward's, the EVC maintains a dossier of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular visits.

After permission is granted for residential trips or trips costing in excess of £30 per pupil (at least ten weeks in advance)

- Write a *preliminary* letter to send to parents and guardians of the target age group, outlining the purpose of the trip, *the programme and* the expected *maximum* cost. Ask for *expressions of interest/acceptance*, together with a *deposit by a specific date/payment*. *Mention that parents will be invited to a briefing meeting within ten weeks of departure*. Explain any restrictions on numbers. At St Edward's, we expect that these letters should always be cleared in advance with the EVC.
- Brief the pupils about the visit, its dates and purpose.
- Ensure payment/*deposits have been received* with the Deputy Head BCO.
- Ensure the Deputy Head BCO has arranged for the Head Office to pay *deposits on hotels, flights, activity centre etc./the costs of tickets*.
- On exchanges: assign pupils to host families. Encourage an exchange of letters/emails/photographs etc.

At least three months in advance

- *Finalise the costs with travel company etc.*
- *Insist that all coaches are fitted with seat belts.*
- *Work out the cost for parents (including contingency to cover delays etc).*
- *Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.*
- *Arrange for the Deputy Head BCO to ensure parents are billed for the balance of the cost of the trip.*
- *Arrange for the Deputy Head BCO to ensure the balance is paid to the airline, hotel, travel company etc.*
- *Arrange for a school credit card to be issued for the duration of the visit.*
- *Arrange with Deputy Head BCO for loan of school trips mobile with pre-paid SIM card valid for the country to be visited to be available on a specific date.*
- *Brief and prepare the pupils in advance.*
- *Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).*

Six weeks in advance

- *Give the Deputy Head BCO details of requirements for foreign currency. Agree collection arrangements.*
- *Arrange meeting with parents to brief them on all aspects of the trip, including:*



- *The itinerary, including the meeting and collection points.*
  - *Contact details for the hotels/hostels/names and addresses of the host families.*
  - *The number of the school mobile phone issued to the Group Leader.*
  - *The money, kit and equipment that the pupils need. The dress code of the country.*
  - *The medical and visa requirements.*
  - *The expected standards of behavior, the potential risks of irresponsible behaviour and the ground rules for behaviour in host families' houses.*
  - *The ground rules on consumption of alcohol, tobacco and illegal substances.*
  - *Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.*
  - *Arrangements for handling illness and accidents and arrangements for informing parents in such circumstances.*
  - *Arrangements for communicating with parents in the event that the return is delayed.*
  - *The need to notify the school in the event of contact with an infectious disease within four weeks of traveling.*
  - *The reasons why a completed consent form is essential.*
  - *The need for a copy of each pupil's passport.*
- Send all parents a copy of the consent form (see annex) with specified return date
  - (If appropriate), arrange picnic lunch.
  - Brief pupils on expectations of standards of behaviour and cultural differences.
  - Arrange traveling first aid kit from the office.

### Two weeks in advance

- Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within three working days of departure.
- *Obtain photocopies of each pupil's passport.*
- *Check all tickets for accuracy. Store them in the school safe until collection.*
- *Ensure foreign currency has been ordered and is being held in the school safe.*
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff and emergency procedures.
- Prepare packs for the School Office, and for each member of staff, that contain the following information:
  - *The itinerary (including address, phone numbers etc. of all locations where the party is staying).*
  - *The Group Leader's mobile number/the school mobile.*
  - *Mobile numbers of all participating staff.*
  - *A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions).*
  - *Copies of all passports and travel documents.*
  - *Emergency contact numbers for the Headteacher/member of the SLT designated to be on-call.*

- *The address and contact details of the nearest British Consul.*
- *On exchanges, the names and contact details of the exchange school and the host families that are accommodating each pupil.*
- A copy of the tickets and travel insurance documents (including emergency contact details).
- A copy of the risk assessment.
- Location of local hospital.

#### The day prior to departure/the day of departure

- Collect tickets, *credit card, foreign currency from the safe.*
- Give trip information packs to designated school recipients and to other staff participants.
- *Give each pupil the names, addresses and phone numbers of their accommodation.*
- Remind pupils about the rendez-vous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behavior.
- *Remind pupils to bring passports and any necessary medication. Ask to see each passport.*
- Collect traveling first aid kit(s). Check contents.
- Collect packed lunch
- Collect school mobile and charger.

#### DURING THE VISIT OR ACTIVITY

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she will liaise with the partner school in the event of difficulties between a pupil and their host family. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups.
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after – or reminding pupils to look after – passports and valuables.
- Storing cash and tickets in the hotel safe.
- Keeping an account and receipts for all expenditure.

- Recording all accidents and near misses.

### ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill the Group Leader, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK. At St Edward's we expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

### EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Headteacher or on-call member of the SLT of what had happened would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headteacher are maintained. He/she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

At St Edward's, depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Headteacher. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

### DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office, or the Headteacher (out of school hours), who will in turn contact all the parents on their contact numbers via Complete-Ed to alert them to the delay and the revised time of arrival.

### ON RETURN

Each Group Leader is asked to provide the EVC with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group Leader should return all school property, together with a report of any lost or damaged property. *He or she should also:*

- *Instruct all pupils to delete their records of the school mobile [and of any staff mobiles].*
- *Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.*

### Expenditure

The Group Leader is responsible for returning any unused cash to the Deputy Head BCO. The school credit card should be returned, together with all related transaction vouchers. The Group Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

Signed:

Headteacher

Proprietor

Date:

Date: September 2024

Review date: September 2026

**A VERSION OF THIS POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE**

**ST EDWARD'S CONSENT FORM****NAME OF CHILD –**

<p><b>[Year           ] Visit to .....</b></p> <p>(The proposed itinerary is attached).</p> <p>Departing at .....hours on..... from [the school],</p> <p>And returning [to the school] at .....hours on .....</p> <p>Maximum number of pupils [   ], who will be accompanied by [   ] members of the teaching or medical staff, including both male and female staff.</p> <p><i>[Where a proposed visit is over-subscribed, places will be offered on a first-come basis].</i></p>
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<p><u>Type of accommodation:</u> (1) [Hotel in ... for ....nights]. Pupils will be accommodated in [ ] bedded rooms.</p> <p>(2) [Youth Hostel in .....for ....nights where there is simple dormitory accommodation].</p>
<p><u>Transport:</u></p> <p>(1) School to [   ] by coach /school minibus</p> <p>(2) Outward Flight No [   ] on [   ] hours on [   ], Air [   ] to [   ]</p> <p>(3) Coach to hotel</p> <p>(4) Inbound Flight No [   ] on [   ] hours on [   ], Air [   ] to [   ], arriving at [   ] hours.</p> <p><i>[Please note that although it is school policy always to book coaches fitted with seat belts, this is not always possible outside the UK.]</i></p>

**Medical Information**

Any allergies or sensitivities to food, medication, pets or to insect stings:
Any chronic or recurring medical conditions needing regular or occasional medication or treatment:
Do they suffer from travel sickness? If so, may we have your permission to give them a travel sickness tablet?
Do we have your permission to give them a prescription pain reliever, such as paracetamol?
To the best of your knowledge, have they been in contact with any infectious disease over the past four weeks? If so, please give brief details.
Do they suffer from any phobia which might make it unsafe for them to participate in any of the planned activities?
Date of last tetanus injection?

**CONSENT TO EMERGENCY TREATMENT**

I/ We authorise the Group Leader, or an authorised deputy acting on their behalf to *consent* on the advice of an appropriately qualified medical specialist to *my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure* [under the NHS]/[ under the school’s travel insurance cover] if they are unable to contact me/us time.

Signature of both parents: \_\_\_\_\_  
or Guardian

**Contact Details for the period covered by the trip:**

NAME:..... Tel .no:.....Mobile: .....

Email: ..... Work no:.....

NAME:..... Tel .no:.....Mobile: .....

Email. :..... Work no: .....

FAMILY DOCTOR:..... Tel .no:.....

Address: .....

**Behaviour code:**

I understand that my child will be subject to the normal school rules of behaviour throughout the visit. I agree to them following the guidance on health and safety given either by a member of staff [or by an Instructor at the Activity Centre] at all times. I accept that where their disregard for the code of behaviour either causes danger to themselves and to others, or offence to the local customs of [ ], or is a serious breach of school discipline, such as (but not confined to) smoking, drinking alcohol, using illegal drugs or sexual misconduct, that they may be sent home forthwith at your expense.

Signed: ..... Signed.....  
Name: ..... Name:.....  
Date: ..... Date: .....

*Please note that your child will not be allowed to participate in this visit unless this form is completed and returned to [ ] School by [ ] and returned to [ ] School by [ ]*