



## St Peter's Anglican/Methodist V.C Primary School Educational Visits Policy

<b>School Address</b>	Bank Road Pilning South Gloucestershire BS35 4JG
<b>School Contact Number</b>	01454 631137

This policy is supplemental to the School's Health & Safety policy and applies to all educational staff, pupils and volunteers.

In addition to the schools Educational Visits Policy, the Employer expects staff and others to follow the standards of the [Outdoor Education Advisors Panel National](#) (OEAP). Any deviation from these standards will be covered by a detailed risk assessment.

### 1. Introduction

Educational visits are considered to be a valuable part of a pupil's education and the school is committed to providing a learning experience through varied, well planned, managed and conducted visits off the school site. Visits will

- Enrich the learning experience of all pupil's
- Support the curriculum
- Expand teaching and learning strategies available to staff
- Enhance the social development of all pupil's

### 2. Definition of a Visit

For the purpose of this policy, a visit may include an excursion off site for the day or half day, this may include outdoor pursuit activities, a residential stay for a night or more, time spent overseas or a longer expedition in the UK.

### 3. Definition of roles within the school

The Executive Headteacher must approve all proposed visits prior to arrangements being made.

**The Executive Headteacher** will be aware of their responsibilities and the responsibilities of others when schools organise visits. See [OEAP](#) for further guidance.

**Educational Visits Coordinator (EVC)** – It is good practice to appoint an EVC but where one is not nominated, by default, this role rests with the Executive Headteacher. The EVC needs to be competent, ideally have experience of leading school visits or being suitably qualified. See [OEAP](#) for further guidance.

**VISIT LEADERSHIP TEAM** – This will comprise of all adults on a visit who share the responsibility for supervision. All should be well briefed by the Visit Leader to be clear about their roles and tasks allocated to them.

- **Visit Leader** – Responsible for the visit and who will have overall responsibility for the safety and conduct of participants and the **Visit Leadership Team**.
- **Assistant Leader** – Provides support to the Visit Leader and is capable of taking over from the Visit Leader when necessary
- **Activity Leader** – Responsible for the management, supervision and safe conduct of the group taking part in a specific activity within a visit.
- **Helper** – An adult who has an agreed role during the visit but is none of the above e.g. an inexperienced member of staff, a parent etc.

## 4. Competence/Induction/Training

Staff and volunteers participating in any educational visit are aware of the extent of their duty of care and are competent to carry out their defined roles and responsibilities. This is particularly important for both newly qualified and newly appointed staff and the school will ensure that training for educational visits is provided. An assessment of the training requirements for staff and volunteers will be carried out and appropriate training completed where required. This will include Visit Leader and EVC training.

## 5. Planning a visit

The following steps will be followed for staff wishing to plan a visit:

**a) INITIAL PROPOSAL & HAZARD RATING** - The person proposing a visit will provide the details to the Executive Headteacher by email. They will decide whether it will proceed to the formal planning stage.

Some visits may be [overseas](#) and will need specific considerations. A check will be made on the Foreign and Commonwealth Office website [www.fco.gov.uk](http://www.fco.gov.uk) and their advice will be followed. The school will keep on checking updates at regular intervals and immediately prior to leaving.

**b) INITIAL APPROVAL** – *The Executive Headteacher* will assess the information provided and decide whether the visit:

- a) conforms to the type of educational visit the school undertakes and
- b) is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the visit will not be approved.

If Approval is given then an individual will be appointed as the **VISIT LEADER** for the visit and the visit given a risk assessment classification. The risk assessment classification will be High, Medium or Low. This is based on the following:

**High Risk** - Visits overseas and/or involving adventurous activities

**Medium Risk** - Other residential visits.

**Low Risk** - Short duration visits in the local vicinity or regular visits. This would include visits to local shops, park etc

### c) CHECKLIST/ RISK ASSESSMENT -

The appropriate visit checklist/risk assessment, either local/day (**Appendix 1**) or residential (**Appendix 2**) will be completed by the **VISIT LEADER**. This will include, or have attached, all relevant information about the trip and may involve the **VISIT LEADER** undertaking a preliminary visit to the venue. Where an [external](#)

provider and facilities are used, the school will take advantage of any national schemes that provide assurances of safety and quality of provision e.g. there should be no need to seek assurances from adventure activity providers who hold the Learning Outside the Classroom (LOtC) Quality badge (covers both quality and safety of all activities provided) See link <http://lotcqualitybadge.org.uk/>. Where a provider does not hold such accreditation, a **PROVIDER STATEMENT FORM (Appendix 3)** will be sent to them asking for relevant information.

Risk assessments will be proportionate to the risks involved and most low risk visits will need no specific risk assessment e.g. local places of worship, a library, forest schools or where the risks are routine and controlled by a service provider e.g. visits to the swimming pool. A general risk assessment has been completed to cover all such low risk visits which will be regularly checked to ensure the precautions remain suitable.

Throughout the visit, dynamic/ongoing risk assessing will take place if/when required.

**d) FORMAL APPROVAL OF VISIT** - Once completed, the Risk Assessment Form will be submitted to the **Executive Headteacher and School Business Manager**, together with any supporting paperwork. They will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

**e) PARENTAL INTEREST/CONSENT** – Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and form part of a pupil's education. However, parents should be told where their child will be at all times and of any extra safety measures required. A 'one-off' consent form which parents can sign when a pupil enrolls at the school can be found in **Appendix 4**. This will cover the pupil's participation in adventure activities, off-site sporting fixtures outside the school day and residential visits.

Specific individual written consent is usually only requested for activities that need a higher level of risk management or those that take place outside of school hours e.g. visits abroad and some visits involving third party provision (for example an outdoor education centre) where the provider requires their own consent forms to be signed.

Provided sufficient interest is indicated then the process will move to the next step

**f) CONFIRMATION OF VENUES ETC.** - This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and [adult supervisors](#) confirmed.

**g) LETTER TO PARENTS** – A letter will be sent to parents/guardians explaining in detail what the trip aims to achieve and what they will need to provide, e.g. packed lunch, appropriate clothing etc. It will also indicate whether they will need to contribute towards the funding of the trip and the likely cost. (refer to 6 for further details)

**h) BRIEFING OF PUPILS** - Pupils must know what to expect and what is expected of them and this will include codes of behaviour conduct implemented by the school.

**i) SAFEGUARDING** – It is the responsibility of all staff and adults to safeguard and promote the welfare of pupils during any school visit and any risks will be considered during the planning process.

**j) INCLUSION** - The principles of inclusion will be promoted and addressed ensuring:

- an entitlement to participate.
- accessibility through adaptation or modification, including the provision of auxiliary aids and services.
- integration through participation with peers.

**k) EMERGENCY PROCEDURES AND INCIDENT REPORTING** - Details relating to emergency provision will be finalised and will include 24/7 access cover at base. The emergency contact will have access to all details of the visit, including medical and next-of-kin information regarding staff and pupils. All accidents/incidents will be reported as in accordance with the schools H&S policy.

**l) Plan B** – There are contingency plans in place which have been discussed and thought through at the initial proposal stage to deal with changing circumstances during any visit.

**m) THE VISIT** - The visit takes place. Some visits may be subject to monitoring by the EVC

**n) DEBRIEF & EVALUATION** - Staff and pupils involved will be asked to comment on the visit highlighting where things worked out positively and identifying any concerns.

## **6. Charging policy**

The school's Charging and Remissions Policy will be followed

## **7. Insurance**

Insurance cover will be checked for all school visits. Further advice can be obtained from the schools insurance provider

## **8. Approval and review**

The policy will be reviewed regularly and updated to remain current and in line with good practice.

## **Policy Agreed:**

At the meeting of the Full Governing Body on 12 January 2026

Next review will be January 2027

## LOCAL/DAY EDUCATIONAL VISIT CHECKLIST/RISK ASSESSMENT

## ST PETER'S ANGLICAN METHODIST PRIMARY SCHOOL

**1 – DESCRIPTION OF EDUCATIONAL VISIT**

**This form should be completed for all visits apart from residential visits which require more detail (appendix 2). The completed providers Statement should be attached to this form, if applicable.**

Date \_\_\_\_\_  
 Type of Trip: (local, adventurous): \_\_\_\_\_  
 Venue/Place \_\_\_\_\_  
 Duration of Trip: \_\_\_\_\_  
 Pupils to Attend: \_\_\_\_\_ Boys \_\_\_\_\_ Girls : Total : \_\_\_\_\_  
 Name of Visit Leader \_\_\_\_\_  
 Name of Assistant Leaders \_\_\_\_\_

Other Competent Adults Attending:

_____	_____
_____	_____
_____	_____

Educational Aims of Trip

_____	_____
_____	_____
_____	_____

**2 - ITINERARY (attached)**

This will need to include dates, times and details of what is to take place. This will include arrival, departure times, mode of transport and duration at a location or undertaking an activity.

**3 – HAZARDS – (something with the potential to cause harm)**

The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

**4 - CONTROL MEASURES NEEDED TO REDUCE HAZARDS**

The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed

#### 4.1 - Activities

**Details are required on any activity which may be undertaken and full information needs to be provided to parents.**

4.1.2 - Activities – Higher risk (Canoeing, Skiing etc.)	Yes	No
a) (UK) Is the centre registered with the Adventure Activities Licensing Authority ( <a href="#">AALA</a> ) or <a href="#">LOtC</a> ? If Yes give reference number and what licensed for : _____		
b) For any adventurous activity, whether in the UK or abroad, has guidance from the OEAP and 'Safe Practice in PE', produced by AFPE, been followed?		

4.1.3 – PROVIDER STATEMENT	Yes	No
Many control measures will be met if the provider being used holds the LOtC quality badge. Where this is not held, the provider statement should be completed. Details of the badge and a list of holders can be found at <a href="http://www.lotcqualitybadge.org.uk">www.lotcqualitybadge.org.uk</a>		
a) A check has been made to confirm that the provider holds the LOtC quality badge (If provider holds badge, do not complete b-e)		
b) Has a Provider Statement been completed?		
c) Have all relevant questions been answered?		
d) Have any queries been addressed?		
e) Is the provider statement completed and attached to this form?		

4.1.4 - Activities - Lower risk (Shopping, Sightseeing etc.)	Yes	No
a) Have you identified the location where these activities will take place?		
b) Have you identified if the area is known to have a problem with crime?		
c) Have you identified whether there are any special weather conditions required for the activity?		
d) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?		
e) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with <ul style="list-style-type: none"> <li>Emergency contact details?</li> <li>Location of member of staff?</li> <li>Information on how to contact emergency services?</li> </ul>		

<b>4.2 - Insurance</b>	<b>Yes</b>	<b>No</b>
a) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming? (If Yes the same insurance arrangements will apply as for a normal school day.)		
b) If applicable, does the provider hold public liability insurance, which will be current during the proposed visit and which covers all directly provided and sub-contracted activity? If yes, what is the indemnity limit?		

<b>4.3 - Parents/Guardians</b>	<b>Yes</b>	<b>No</b>
Have parents/guardians been informed of the a) educational aims of visit? b) itinerary and both organised and ad hoc activities? c) clothing etc. is required? d) need to inform staff of any medical/dietary needs of their child? e) insurance arrangements in place for the trip?		

<b>4.4 - Personal Needs</b>	<b>Yes</b>	<b>No</b>
Have pupils been notified a) what clothing they will need? b) what footwear is required? c) if a packed lunch is required? d) if they will need money? e) the itinerary?		

<b>4.5 - Security</b>	<b>Yes</b>	<b>No</b>
There are many aspects of security and these will vary depending on the type and duration of trip. The following need to be considered		
a) Have pupils been advised of how to summon assistance?		
b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?		
c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?		

<b>4.6 - Staffing &amp; Supervision</b>	<b>Yes</b>	<b>No</b>
(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)		
a) What is the level of competent adults to pupils?      Adults      Pupils = Ratio      :		

b) Does the trip comprise a mixed sex group?		
c) If yes to b), are there competent adults of each sex present?		
d) Are there any pupils with special or medical needs?		
e) If yes have all staff been informed of relevant details?		
f) Have all staff/volunteers going on trip had Police clearance?		

<b>4.7 - Transport</b>		
There are many possible means of transport to a venue. The following is a guide to some of the different types.		
<b>4.7.1 - Transport - Hired (This will usually be some form of motor vehicle)</b>	<b>Yes</b>	<b>No</b>
a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance?		
b) Is the vehicle fitted with seatbelts?		
c) Is there one seat for each of the party?		

<b>4.7.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)</b>	<b>Yes</b>	<b>No</b>
a) Have the tickets been booked in advance?		
b) Is the party to be sat together?		
c) Does the party have all the necessary paperwork for travel abroad?		
<ul style="list-style-type: none"> <li>• Passports &amp; Visa's if necessary</li> <li>• European Health Insurance Card (EHIC).</li> </ul>		

<b>4.7.3 - Transport - School Minibus</b>	<b>Yes</b>	<b>No</b>
a) Does the minibus have a valid and current section 19 permit which is it displayed in the vehicle?		
b) Is the driver MiDAS trained?		
c) Does the driver have a D1 category entitlement on their driving license? (this allows them to drive a minibus with up to 16 seats)		
d) Is the use and operation of the minibus in line with the Council Policy?		

<b>4.8 - Emergency Arrangements</b>	<b>Yes</b>	<b>No</b>
<b>a) Emergency Contact List –</b> In the event of an emergency or accident, have contact details including senior management phone numbers been provided?		
<b>b) First Aid -</b> Is there <ul style="list-style-type: none"> <li>• a qualified first aider in the party?</li> <li>• an appointed person in the party?</li> </ul> NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.		
<b>c) Medical Needs -</b> have staff been <ul style="list-style-type: none"> <li>• made aware of those in the party with medical needs?</li> </ul>		



<ul style="list-style-type: none"> <li>provided, where appropriate, with a copy of the health care plan?</li> <li>informed where the medication is kept?</li> <li>trained, where appropriate, to administer the medication?</li> <li>advised, whether non prescription medication can be provided to individual pupils?</li> </ul>		
d) <b>Notification to Parents</b> - In the event of an accident or incident have arrangements been made for <ul style="list-style-type: none"> <li>Someone in the party to contact the parent(s)/designated person who will then contact parents?</li> </ul>		
e) <b>Arrangements for sending someone home</b> - In the event of misbehaviour or injury have arrangements been established for sending someone home?		
f) <b>Emergency Plan</b> - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for <ul style="list-style-type: none"> <li>Staff?</li> <li>Pupils?</li> <li>Parents?</li> </ul>		

Signed \_\_\_\_\_

Date \_\_\_\_\_

Review \_\_\_\_\_

## RESIDENTIAL EDUCATIONAL VISIT CHECKLIST/RISK ASSESSMENT

## ST PETER'S ANGLICAN METHODIST PRIMARY SCHOOL

**1 - DESCRIPTION OF SCHOOL VISIT****The completed providers Statement should be attached to this form**

Date \_\_\_\_\_

Type of Trip: (residential, foreign, adventurous): \_\_\_\_\_

Type of venue \_\_\_\_\_

Name and address of venue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_

Duration of Trip: \_\_\_\_\_

Year Group (s) \_\_\_\_\_

Pupils to Attend: \_\_\_\_\_ Boys \_\_\_\_\_ Girls : Total : \_\_\_\_\_

Name of Visit Leader \_\_\_\_\_

Name of Assistant Leaders \_\_\_\_\_

Other Competent Adults Attending:

\_\_\_\_\_

\_\_\_\_\_

Educational Aims of Trip

\_\_\_\_\_

\_\_\_\_\_

***It is generally recommended that a pre visit inspection take place or that you make contact with someone who has stayed at the facility recently.***

A plan of the sleeping accommodation and emergency exits is useful, as is a brochure, so that parents and pupils get an appreciation of the type of facilities available.

**2 - DETAILED ITINERARY (attached)**

This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration at a location or undertaking an activity.

**3 – HAZARDS – (something with the potential to cause harm)**

The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

#### 4 - CONTROL MEASURES NEEDED TO REDUCE HAZARDS

The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed.

#### 4.2 - Activities

**Details are required on any activity which may be undertaken and full information needs to be provided to parents.**

##### 4.2.1 - Activities – Higher risk (Canoeing, Skiing etc.)

Yes No

a) (UK) Is the centre registered with the Adventure Activities Licensing Authority ([AALA](#)) or [LOtC](#)?

If Yes give reference number and what licensed for : \_\_\_\_\_  
What is Quality Badge expiry date? \_\_\_\_\_

b) For any adventurous activity, whether in the UK or abroad, has [guidance from OEAP](#) and 'Safe Practice in PE', produced by AFPE, been followed?

c) For activities/ adventurous activities abroad,  
i) Have checks been made on the standard of provision offered?  
ii) What makes the provider competent? \_\_\_\_\_  
iii) Is evidence attached?

##### 4.2.2 – Provider Statement

Yes No

Many control measures will be met if the provider being used holds the LOtC quality badge. Where this is not held, the provider statement should be completed and attached to this form. Details of the badge and a list of holders can be found at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

a) A check has been made to confirm that the provider holds the LOtC quality badge (If provider holds badge, do not complete b-e)

b) Has a Provider Statement been completed?

c) Have all relevant questions been answered?

d) Have all queries been addressed?

e) Is the provider statement completed and attached to this form?

##### 4.2.3 - Activities - Lower risk (Shopping, Sightseeing etc.)

Yes No

a) Have you identified the location where these activities will take place?

b) Have you identified if the area is known to have a problem with crime?

c) Have you identified whether there are any special weather conditions required for the activity?

d) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?

e) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with  
• Emergency contact details?  
• Location of member of staff?  
• Information on how to contact emergency services?

f) If pupils are abroad have they been briefed on local customs?

<b>4.4 - Insurance</b>	<b>Yes</b>	<b>No</b>
a) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming? (If Yes the same insurance arrangements will apply as for a normal school day.)		
b) Does the trip involve an overnight stay or travel abroad? (If Yes, check cover with insurance provider)		
<b>4.5 - Parents/Guardians</b>	<b>Yes</b>	<b>No</b>
Have parents/guardians been informed of the a) educational aims of visit? b) itinerary and both organised and ad hoc activities? c) clothing etc. is required? d) need to inform staff of any medical/dietary needs of their child? e) insurance arrangements in place for the trip?		
<b>4.6 - Personal Needs</b>	<b>Yes</b>	<b>No</b>
Have pupils been notified a) what clothing they will need? b) what footwear is required? c) if a packed lunch is required? d) if they will need money? e) the itinerary? f) about sun protection?		
<b>4.7 - Security</b>	<b>Yes</b>	<b>No</b>
a) Have pupils been advised of how to summon assistance?		
b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?		
c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?		
<b>4.8 - Staffing &amp; Supervision</b>	<b>Yes</b>	<b>No</b>
(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)		
a) What is the level of competent adults to pupils?      Adults      Pupils = Ratio      :		
b) Does the trip comprise a mixed sex group?		
c) If yes to b), are there competent adults of each sex present?		
d) Are there any pupils with special or medical needs?		
e) If yes have all staff been informed of relevant details?		
f) Have all staff/volunteers going on trip had DBS check in accordance with government guidance?		

<b>5.9 - Transport</b>		
There are many possible means of transport to a venue. The following is a guide to some of the different types.		
<b>5.9.1 - Transport - Hired (This will usually be some form of motor vehicle)</b>	<b>Yes</b>	<b>No</b>
a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance?		
b) Is the vehicle fitted with seatbelts?		
c) Is there one seat for each of the party?		
<b>5.9.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)</b>	<b>Yes</b>	<b>No</b>
a) Have the tickets been booked in advance?		
b) Is the party to be sat together?		
c) Does the party have all the necessary paperwork for travel abroad: <ul style="list-style-type: none"> <li>• Passports &amp; Visa's if necessary</li> <li>• European Health Insurance Card (EHIC).</li> </ul>		
<b>5.9.3 - Transport - School Minibus</b>	<b>Yes</b>	<b>No</b>
a) Does the minibus have a valid and current section 19 permit which is it displayed in the vehicle?		
b) Is the driver MIDAS trained?		
c) Does the driver have a D1 category entitlement on their driving license? (this allows them to drive a minibus with up to 16 seats)		
d) Is the use and operation of the minibus in line with the Council Policy?		
<b>5.10 - Emergency Arrangements</b>	<b>Yes</b>	<b>No</b>
a) <b>Emergency Contact List –</b> In the event of an emergency or accident, have contact details including senior management phone numbers been provided?		
b) <b>First Aid</b> - Is there <ul style="list-style-type: none"> <li>• a qualified first aider in the party?</li> <li>• an appointed person in the party?</li> </ul> NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.		
c) <b>Fire Arrangements at accommodation –</b> On arrival have staff been informed to <ul style="list-style-type: none"> <li>• check fire escapes are accessible?</li> <li>• check location of assembly point?</li> <li>• advise group of fire procedures?</li> </ul>		
d) <b>Medical Needs</b> - have staff been <ul style="list-style-type: none"> <li>• made aware of those in the party with medical needs?</li> <li>• provided, where appropriate, with a copy of the health care plan?</li> <li>• informed where the medication is kept?</li> <li>• trained, where appropriate, to administer the medication?</li> <li>• advised, whether non prescription medication can be provided to individual pupils?</li> </ul>		
e) <b>Notification to Parents</b> - In the event of an accident or incident have arrangements been made for <ul style="list-style-type: none"> <li>• Someone in the party to contact the parent(s)/designated person who will then contact parents?</li> </ul>		

f) <b>Arrangements for sending someone home</b> - In the event of misbehaviour or injury have arrangements been established for sending someone home?		
g) <b>Emergency Plan</b> - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for <ul style="list-style-type: none"> <li>• Staff?</li> <li>• Pupils?</li> <li>• Parents?</li> </ul>		

6 - Specific Considerations	Yes	No
<b>6.1 – Exchanges and Home Stays.</b> Homestays require careful planning to ensure everyone involved is clear about their responsibilities and the supervision arrangements See current OEAP advice <a href="#">Exchanges and Home Stays</a>		
<b>6.2 – Foreign and Commonwealth Office(FCO) Travel Advice</b> – When planning a visit to countries that are further afield, check the FCO website <a href="http://www.fco.gov.uk">www.fco.gov.uk</a> in the early stages of visit planning, at regular intervals and immediately prior to leaving.		
<b>6.3 - Age of Consent</b> - Pupils and parents should be made aware of the differing ages of consent that apply in different countries. This information must therefore be obtained well in advance of the trip. The expectation is that pupils on school trips will conform to the legal position in force in this country rather than in the country visited.		
<b>6.4 - Alcohol</b> - No alcohol is to offered or consumed by any pupils of any age whilst in the care of the school, except in he case of visits to foreign countries where appreciation of the culture of the country would include the pupils sampling local wines. In such cases the consent of the parent(s)/guardian(s) of the child must be obtained in writing.		
<b>6.5 - Body/Ear Piercing and Tattooing</b> - Pupils and parents are to be informed that the school does not allow pupils who are under loco parentis to have ears/bodies pierced or permanent tattoos. This should be viewed as a serious disciplinary issue which will result in pupils being sent home early.		

Signed \_\_\_\_\_

Date \_\_\_\_\_

Review \_\_\_\_\_

## Appendix 3

### Provider Statement

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

Details of the badge and a list of holders can be found at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

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

#### PART 1: To be completed by the Visit Organiser

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

#### PART 2: To be completed by the Provider

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

##### SECTION A

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

2. Health, Safety and Emergency Policies		Yes/No/NA
2.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
2.2	Do you have accident & emergency procedures in place, with records available for inspection?	

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

## SECTION B

To be completed if the visit includes adventurous activities or field studies		
<b>7. Adventure Activities Licensing Authority (AALA) Licence</b>		
<b>7.1</b>	<b>AALA Reference number</b>	
	<b>Date of expiry.</b>	
<b>7.2</b>	<b>Does the Licence held cover all planned activities, which are in the scope of AALA licensing?</b>	
<b>8. Activity Management</b>		



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

## SECTION C

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

## SECTION D – EXPEDITIONS

To be completed for overseas expeditions		
<b>10. EXPEDITIONS</b>		
		<b>Yes/No/NA</b>
10.1	Do you agree to provide sufficient written information and assurances	

	specific to the expedition, as required by the establishment and its employing body?	
--	--	--

## **SECTION E – ACCREDITATION**

### **11. Details of any accreditations held by the Provider**

--

### **CONFIRMATION**

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

Signed:

Date:

Name:

Position in organisation:

Name of Provider:

Address of Provider:

Tel:

Fax:

Email:

Website:

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

## Appendix 4 - Consent form for school trips and other off-site activities



Executive Head Teacher: Mr Paul Smith

Bank Road, Pilning, South Gloucestershire,  
BS35 4JG

Tel: (01454) 631137

Email: [office@stpetersprimary.co.uk](mailto:office@stpetersprimary.co.uk)

Website: [www.stpetersprimary.co.uk](http://www.stpetersprimary.co.uk)

### CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES DURING THE NORMAL SCHOOL DAY

Child's name: .....

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

- 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:**

- Written parental consent will not be requested from you for the majority of off-site activities offered by the school.
- The trips and activities covered by this consent include;
  - off-site activities at other schools and venues.
  - off-site sporting fixtures during the normal school day.
  - visiting the village and surrounding area on foot.
  - Visits to local churches and buildings
- 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.
- This written consent will cover the child's participation in any of these types of activities throughout their time at the school.
- Some school trips will only be able to take place with a parental voluntary contribution. This information will be provided in a letter before the activity takes place.

Please complete and sign the attached School Trip Consent and Important Information form if you agree to the above. This form will be used for each school activity that takes place off school premises. If any information changes in the future please notify school so that the form can be updated.

**Signed**..... **Date**.....