



CAMPBELL
COLLEGE

ESTD 1894

EDUCATIONAL VISITS POLICY [Staff Version]

Revised: August 2023
Next Revision: August 2025

Educational Visits Coordinator: Mrs M Debbadi

The College recognises the many benefits of educational visits, but also recognises and accepts that such visits may present challenges to the health and safety of pupils. Visits therefore need to be planned carefully with due regard to the welfare of staff and pupils on the trip.

1. **DEVELOPMENT OF POLICY**

This policy and our procedures have been developed in line with guidance from:

- DE Pastoral Care in Schools: Child Protection (1999)
- DFEE Health and Safety of pupils on Educational Visits (1999)
- DENI Document "Educational Visits: Best Practice", (2009)
- DENI 'ESAGS' - Advice for Governors: Educational Visits (2010)

The College may revise the policy at any time it considers necessary. The latest version will be available by contacting the College

2. **PRINCIPLES**

Campbell College recognises the value to pupils of educational visits. Pupils derive considerable benefit from taking part in educational visits. In particular, they have opportunities to participate in activities and gain from experiences not available on the College site alone. Such educational visits help pupils develop a wide range of valuable personal and social skills. Educational visits/trips may be for academic, sporting, cultural, creative or personal developmental reasons and make a significant contribution to the learning and development of those participating.

3. **AIM**

To create and establish a clear and coherent structure for the planning and evaluation of off-site visits, and to ensure that any risks to the health and safety of pupils are managed and kept to a minimum at all times

4. **LINKS WITH OTHER POLICIES**

This policy is one of the overall school policies and dovetails into the following:

- Positive Behaviour Policy
- Safeguarding and Child Protection Policy

5. ROLES AND RESPONSIBILITIES

Headmaster

- Approval in principle for the Educational Visit subject to accurate planning
- To be fully satisfied that the Educational Trip has been planned in line with this Policy
- Assess and approve the final Educational Visit proposal

Educational Visit Coordinator (EVC)

- Ensures that all the necessary forms and documentation have been completed
- Ensures that the required risk assessments have been completed and the management of risk considered
- Ensures that appropriate safety measures are in place and that staff training needs have been addressed by the group leader
- Ensures that:
 - The visit has an appointed and approved fully competent Group Leader
 - All adult members of the trip are properly vetted and child protection procedures are adhered to
 - The staff : pupil ratios are correct
 - The College has records of all members of the group including names, addresses, contact details, medical needs and family contact details
 - The College has all the necessary details and contact numbers of the Group Leader and accompanying adults.
 - Relevant checks have been undertaken if an external provider is to be used
 - An appropriate level of medical cover and insurance are in place

Group Leader

- Must have experience in supervising pupils of a similar age to those participating and where relevant must be suitably qualified and competent to supervise the activities on the visit
- **Before the trip**, the Group Leader should ensure:
 - The preparation of risk assessments in consultation with the EVC
 - That all payments required are obtained in advance and any necessary pre-payments are made
 - All the required documentation is in place **[Appendix 4]**
 - The correct leader : pupil ratios are in place and that all adults accompanying the trip are properly vetted in line with the Child Protection Policy
 - The Safeguarding procedures are understood by all participants and the necessary contact details are carried by staff
 - The parental permission forms are complete and all details of personal or medical needs are correctly recorded
 - Parents have the necessary information and contact details for the trip
 - There is sufficient First-Aid provision
 - They have local medical cover / hospital address and contact
 - Parents and participants are briefed in terms of the Code of Conduct for Educational Visits **[Appendix 1]** and know the consequences of breaching these standards
 - Accompanying staff are appropriately briefed on the educational visit staff code of conduct **[Appendix 2]** and safeguarding procedures
 - For category 4 and 5 visits, parents should be appropriately briefed **[Appendix 3]**
- **During the trip**, is responsible for
 - The supervision and conduct of the Educational Visit including the behaviour and discipline of the pupils as well as their health and safety
 - Carrying the necessary emergency contact numbers
 - To take immediate steps if there are unacceptable risks to the health and safety of any member of the group or any Safeguarding (Child Protection) concerns

Supervising Staff

- Will do their best to ensure the health and safe of all members of the group
- Comply with the instructions of the group leader and help with maintaining high standards of behaviour during the trip
- Speak to the Group Leader when any concerns exist regarding the health or safety of anyone on the trip
- To maintain standards of behaviour and discipline
- To provide the correct level of supervision throughout the visit/trip
- Set a good example by adhering to the code of conduct for staff

Parents/Guardians

- Complete the necessary permission slips and code of conduct agreement
- Provide clear information on their son's health and/or special needs including any medical needs
- Provide up to date contact details
- Attend any briefing sessions organised by the group leader
- Discuss the code of conduct with their son
- Be prepared to organise to have their son collected from the visit/trip at any stage should this be necessary or requested by the College.

6. SUPERVISION RATIOS

The final adult : pupil ratio should reflect the nature of the activities to be undertaken on the visit and the location of the visit.

Day Visits	1 adult to a maximum of 20 pupils
Residential (UK/Ireland)	1 adult to a maximum of 15 pupils
Abroad	1 adult to a maximum of 10 pupils

Where possible at least one supervisor should be qualified in first aid
For a residential trip, ideally one supervisor should be a male member of staff.

NOTE: The final adult : pupil ratio will depend on:

- Type of visit and the nature and location of the activities and accommodation
- Profile of the pupils: age, ability, competence, SEN and predicted behaviour of the group
- Competence and experience of supervising staff
- Requirements of the organisation / travel company
- Weather conditions and time of year

It is acceptable for residential trips to be accompanied by appropriately vetted approved adults at the discretion of the Headmaster. Ideally, they should be employees of the College.

7. CATEGORIES OF EDUCATIONAL VISITS

1	2	3	4	5
Recurring and one-off non-hazardous activities		Residential or hazardous visits		
Visits that take place on a regular basis	One-off day / evening excursions	Residential Visits in UK/Ireland	Residential Visits outside the UK/Ireland	Hazardous activities: residential or non-residential
Sporting Fixtures	Field Trips Theatre Trip Local Educational Visits Exhibition Trips	Visit to field centre School exchange Department Trip	Cultural Activities Foreign school visits	Activities such as Hill walking, mountain hiking, skiing, caving, water sports, horse riding, rowing, surfing, canoeing, sailing etc.,
Generic Risk assessments may be used	Full trip documentation should be provided			
4 weeks notification required		8 weeks notification required		
These trips can be authorised by the EVC on the condition that cover can be provided		These trips need to be authorised by the Headmaster		
			A briefing for parents <u>must</u> take place	

8. REGULAR VISITS/ GAMES FIXTURES

Risk assessment should be considered by all members of staff for the specific event/trip. For sports fixtures during the week, reception staff and teaching staff should be made aware of who is on the trip. It is acceptable to use generic risk assessments for regular visits.

9. RESIDENTIAL VISITS

Opportunities to stay away from the College overnight or for longer periods offer the opportunity for increased learning in many curriculum areas, including through DofE and CCF organisations.

- Where boys are taking part in a residential trip, ideally one member of staff should be male
- Pupils must be aware of how to contact a member of staff during the night
- The group members must be made aware of any health and safety consideration including fire procedures within the accommodation
- Pupils must know at each stage where to meet, or who to contact staff in the event of an emergency (or the event of getting lost)
- Parents must know how to contact their son, and how to contact a member of staff
- It is worth carrying photocopies of passports, and detail of the local Embassy if necessary, in the event of loss

10. **HOST FAMILIES**

- **For pupils staying with host families, they should know how to contact a member of staff (especially the Group Leader) easily at any time (this would usually be by phone)**

Vetting of host families abroad cannot be undertaken through the NI Access checking procedures, so the responsibility of vetting host families during exchange or home-stay visits rests with the organising company or the host school.

11. **RISK ASSESSMENT**

Educational visits cannot be entirely risk-free. The aim therefore is to contain risks within acceptable levels. Risk assessment comprises:

1. Identifying the hazards and who may be at risk
2. Evaluating the potential risk
3. Establishing additional safety and/or control measures
4. Disseminating information to all relevant persons and maintaining appropriate records.

The group leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during the visit and ensure that appropriate action is taken as necessary.

One approach to risk assessment using the scoring mechanism below.

(This is only guidance and professional judgement should be used as required)

POSSIBILITY OF OCCURRENCE	SCORE	CONSEQUENCE OF OUTCOME
Highly unlikely to occur	1	Slight Inconvenience
May occur but very rarely	2	Minor Injury requiring First-Aid
Does occur but very rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Serious injury leading to disability / fatality

LEVEL OF RISK = POSSIBILITY OF OCCURRENCE x CONSEQUENCE OF OUTCOME

The level of risk is a numerical score out of a maximum of 25

If the resulting score is 10 or more then active management of risk is required

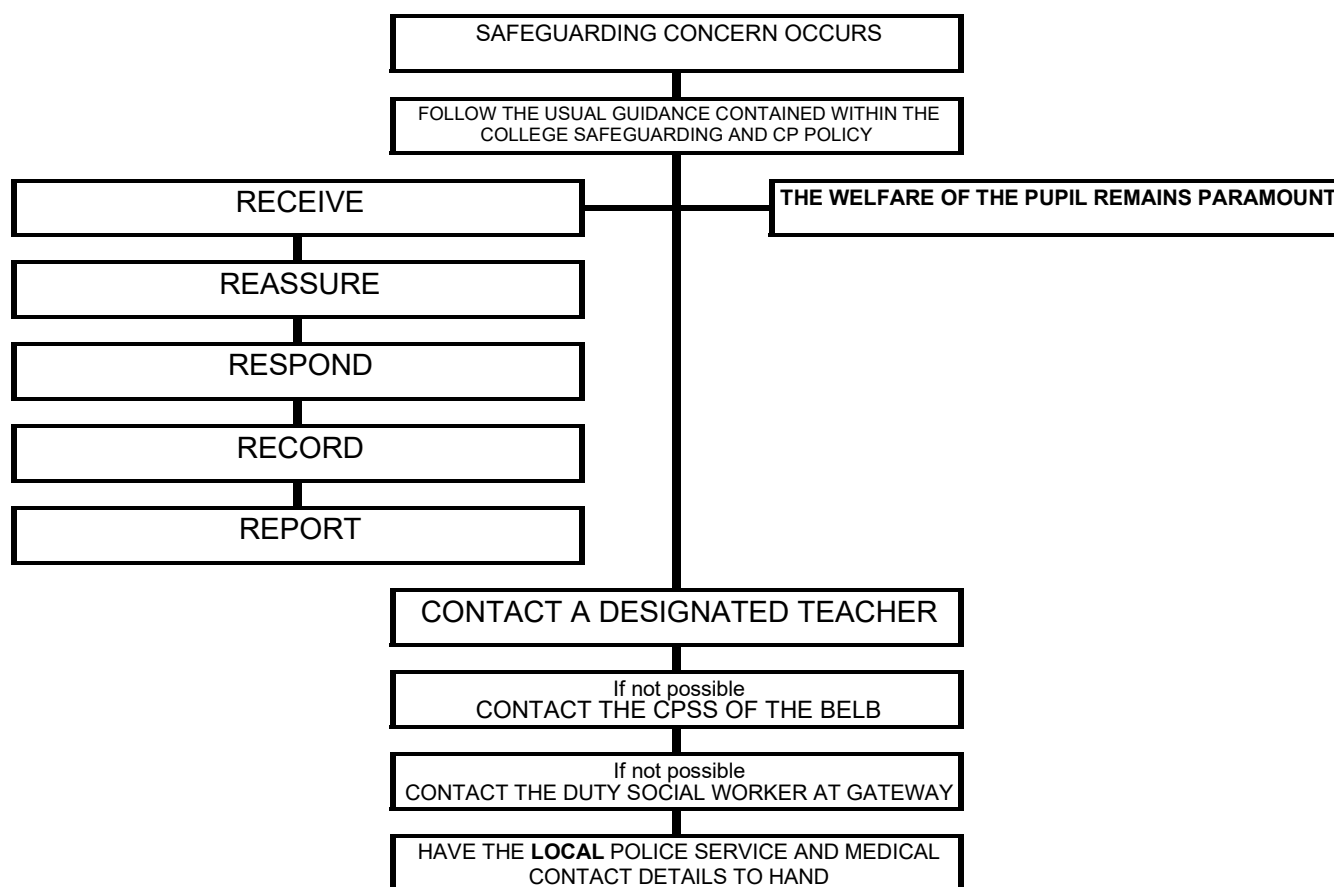
Advice on managing risk is available in the 'Risk Assessment' folder on C2k

If there are doubts whether the risk is manageable then the activity or activities should be changed. It is better to redesign or abandon the educational visit rather than expose participants to unacceptable risk.

12. SAFEGUARDING CONSIDERATIONS

- **The group leader will be responsible for ensuring the necessary safeguarding arrangements are in place and that the correct contact details are carried. and will deal with any safeguarding incidents that occur.**
- The pupil's welfare is paramount and this overrides all other considerations
- The pupils have a right to be heard, to be listened to and to be taken seriously
- Consideration should be given to pupils who have special educational needs who may be especially vulnerable
- **All staff and adults accompanying any visit must be suitably vetted.**
- All staff and adults should adhere to the Safeguarding (Child Protection) Policy of the College and the relevant Codes of Conduct (See Appendix 1 and 2)
- The Group Leader should ensure that they carry the emergency contact details:
 - The contact numbers of the designated teachers
 - The contact number for the Child Protection Support Services at the BELB
 - They will provide the necessary guidance when a DT cannot be contacted
 - Their service is open Mon-Friday 8:30am – 4:30pm
 - The number of Gateway (Social Services) in the circumstance when urgent action needs to be taken out of hours and a designated teacher cannot be contacted.
 - This is a 24 hour service and there will always be a duty social worker available
 - The number of the **local** police service and local emergency services (this needs to be found out of the trip is abroad)
- **In the event of pupils being placed with host families, pupils must know how to contact a member of staff at any point.**

Response to a safeguarding issue on a residential trip



13. **MEDICAL ARRANGEMENTS**

Medical problems and dietary requirements for all pupils and adults must be notified on the appropriate forms.

Staff should consult Matron before the trip to ensure they are aware of any medical requirements or issues of those attending.

College staff are not contractually required to administer medicines to pupils: this is a voluntary role. The College may consider certain medical needs to be beyond the reasonable care that staff can provide.

Parents must give written permission for the administration of medication. This permission must be with the Group Leader at all times. Parents are required to authorise, in writing, the leader in charge to sign on their behalf consent required for the purposes of medical and surgical procedures for situations where the delay in obtaining the parent's signature might endanger their son's health or safety.

First Aid boxes are available from the College Matron which may be taken on the Educational Visit.

14. **EMERGENCY / CONTINGENCY ARRANGEMENTS**

Establishing emergency procedures is an essential part of planning an educational visit. Everyone involved in the visit should be aware of the procedures that are to be followed in the event of an emergency.

Contingency Procedures

Procedures should be in place for such circumstances such as:

- Action to be taken if the trip has to be cancelled
- Action to be taken if a pupil has to be sent home
 - For reasons of health / injury
 - For conduct reasons

Emergency Procedures

Emergency Procedures must be established by the Group Leader and must be communicated to all members of the party. These include:

- The arrangements when a pupil is hurt or is ill
- A 'lost' procedure should be considered in advance by every member of the group which should include:
 - Action to be taken if separated from the group
 - Advice on how to seek help
 - Contact details of a member of staff

Emergency Contacts

Group Leaders must hold the contact numbers/addresses of

- Staff Participants
- Pupil Participants
- Parents of participants
- Designated Teachers / Child Protection Support Services / Social Services
- **Local** Medical contacts and Police Service
- Local Embassy in the event of a lost passport, or other critical issues.

15. **DOCUMENTATION**

Documentation to be given to Parents before the trip

1. **Parental Consent Form** (Form 3)
2. **The Pupil Code of Conduct**
3. **An Itinerary** for any residential trip (certain one day visits may need an itinerary if collection is after a school hours). This should include:
 - Departure time and drop-off location
 - Return time and collection location
 - The educational objectives
 - The name of the Group Leader
 - Details on how to contact the Group Leader in an Emergency
 - Details of transport (including times, flight numbers, travel company)
 - Details of accommodation
 - Details of all planned activities
 - It is best to be transparent about all hazardous activities

Documentation Required from Parents before the trip

- Parental Consent Form (Form 3) which contains the required contact and medical details
- **If a Parental Consent Form is not completed correctly or has not been returned a pupil will not be able to attend the trip. This responsibility lies solely with the parents**

Documentation to be left at College Front Office during the trip

1. Educational Visits and Trips – Organisation and Administration (Form 2)
2. Parental Consent Forms (Form 3)
3. Educational Visit Planning Checklist (Form 4)

All staff should be emailed the list of pupils participating on the trip

Documentation to be taken on the trip

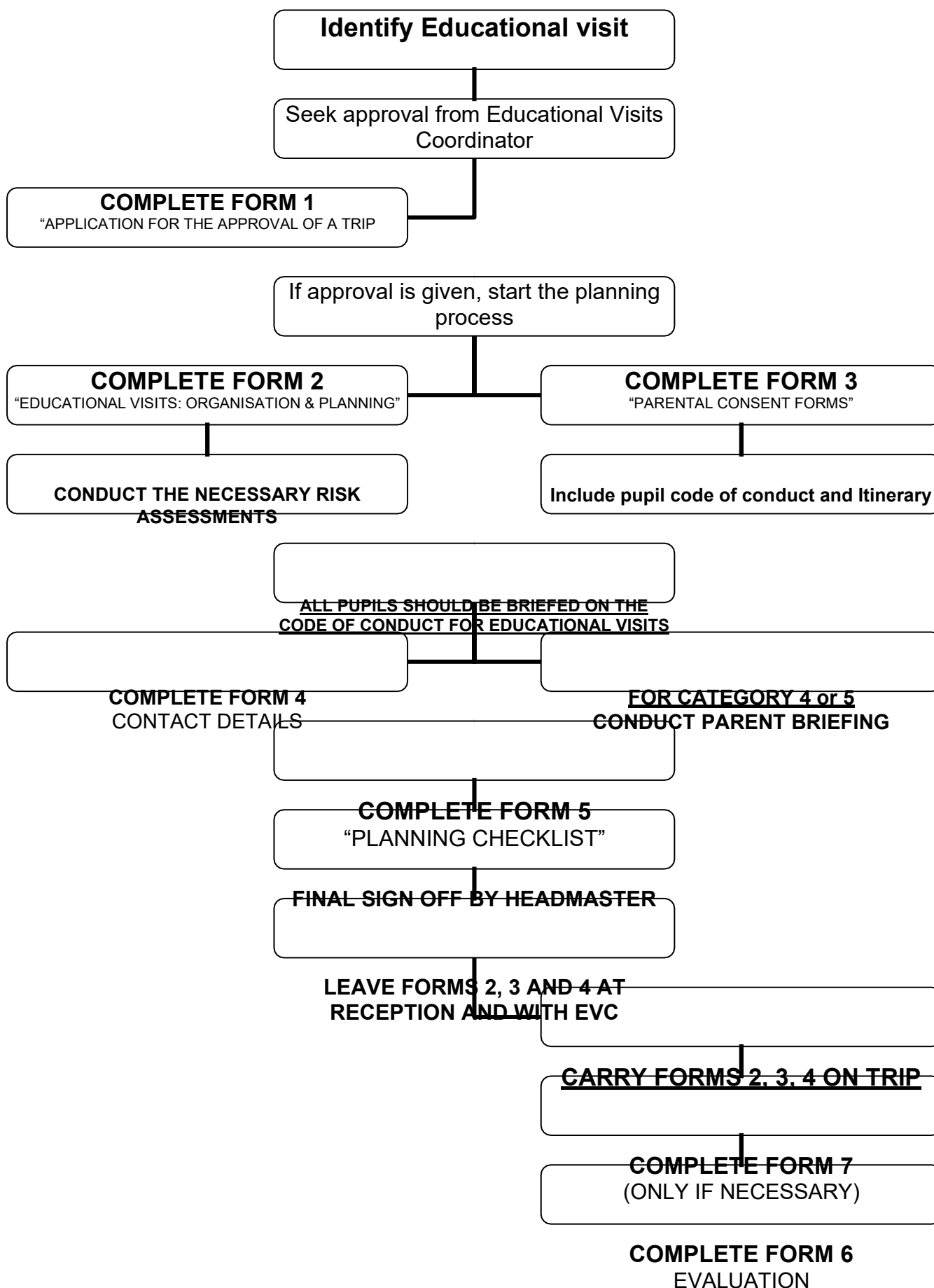
1. Educational Visits and Trips – Organisation and Administration (Form 2)
2. Parental Consent Forms (Form 3)
3. Pupil Contact Information (Form 5)
 - Copies of this form should be carried by all supervisors

It may also be worth carrying photocopies of passports in the event of loss.

Documentation to be completed after the trip

1. Evaluation form (Form 6)
2. Incident Form if necessary (Form 7)

16. PROCEDURES FOR PLANNING AN EDUCATIONAL VISIT/TRIP



APPENDIX 1

PUPIL CODE OF CONDUCT FOR EDUCATIONAL VISITS

Pupils who are participating in any extra-curricular activities/trips are ambassadors for the school and their parents. As such we have the following expectations:

Pupils are expected to:

- cooperate fully with all staff (teaching and supervisory) at all times;
- avoid taking unnecessary risks, and tell the group leader of anything that may hurt them or others within the group;
- take responsibility for their own property and respect that of others;
- behave with courtesy and consideration to all members of the party, as well as members of the public with whom they come into contact;
- keep clean and tidy any facilities that they use, including means of transport;
- report punctually for any activities, tours etc;
- refrain from smoking, drinking or taking illegal substances, or be knowingly near those who do;
- advise staff immediately about any problems or concerns experienced during the visit;
- adhere to the school rule regarding the appropriate use of cameras or mobile devices and seek consent from a member of staff to take photographs of staff or other pupils;
- dress sensibly and responsibly (especially when uniform is not required) being sensitive to local codes and customs;
- Maintain appropriate relationships with others that they may come into contact with.

In addition, for residential trips:

- treat accommodation and facilities appropriately. Damage caused or discovered must be reported to a member of staff at once;
- be aware of the health and safety regulations of the accommodation;
- adhere strictly to the deadlines for 'lights out' set by staff. All pupils must then remain in their rooms until the following morning
- follow the group leader's arrangements for contacting a member of staff after curfew;
- NOT enter a bedroom other than the one you have been assigned (unless permission has been given by a member of staff).

POSSIBLE SANCTIONS

- If there are concerns about a pupil's behaviour/work in school prior to the trip, the College reserves the right to withdraw permission for the pupil to attend;
- Pupils may be excluded from any activity (or all activities) and remain in the direct supervision of a member of staff;
- Pupils will cover the cost of any damage for which they are responsible;
- Parents will be contacted when a verbal warning has proven insufficient or the incident is serious;
- The College Policies will be implemented if required including disciplinary action
- **In serious cases of negative behaviour, or concerns over the welfare of a pupil, the pupil may be sent home early from the visit/trip and parents will be responsible for making the necessary arrangements and any costs arising.**
- **A pupil may be barred from subsequent educational visits.**

APPENDIX 2

STAFF CODE OF CONDUCT FOR EDUCATIONAL VISITS

Adult supervisors leading or accompanying a group of students are at all times bound by the College's Safeguarding Policy.

ALL supervisors must be vetted according to Safeguarding procedures.

Given the particular circumstances of educational visits, adult supervisors should note the following guidelines:

- The Group Leader and all Supervisors must familiarise themselves with the roles and responsibilities contained within this policy;
- As members of staff of Campbell College, staff are expected to act, and dress professionally at all times;
- Supervisors must discuss and agree supervisory duties with the Group Leader and carry out all duties for the duration of the trip;
- Supervisors must consider the welfare and safeguarding of pupils as paramount and should never leave them unsupervised;
- Supervisors must be aware of the Safeguarding procedures that apply on educational trips
- **Residential trips should ideally have at least one male member of staff attending;**
- Supervisors must ensure that their relationships with pupils are appropriate and should ensure that their conduct does not give rise to comment or speculation;
- If members of staff use their private car, they must have a valid UK driving licence and appropriate insurance (they may need to inform their insurance company that their car is being used for business). If pupils are travelling with a supervisor in a private car, their parents should be aware and one supervisor must not be driving fewer than 2 pupils at any one time;
- Supervisors who are driving pupils must uphold the driving laws of the land and ensure the safety of pupils at all times
- Supervisors should not enter the bedroom or sleeping accommodation of pupils unless accompanied by another supervisor, except in an emergency or when such action is completely unavoidable;
- Supervisors should avoid physical contact with pupils unless administering First Aid, or where contact is necessary in accordance with the Reasonable Force Policy;
- Supervisors must not smoke in the presence of pupils, and must not at any time consume alcohol;
- When taking photographs of a trip, be aware that some pupils may have opted not to have their photograph taken. Where possible, use a school camera, not a personal mobile phone camera. Images must be removed after the trip, and not stored on a personal device
- If an incident occurs during the trip where a supervisor feels that his/her actions may have been misconstrued, they should report the incident to the Group Leader immediately, and should on return discuss the incident with the Vice-Principal (Designated Teacher) as soon as possible.
- All incidents on the trip should be recorded on Form 7 and discussed with the Vice-Principal (Designated Teacher)

CONDUCTING BRIEFINGS

■ **PUPIL BRIEFING (All categories)**

- Dates and times of departure/return
- Location of pick-up and set-down
- **The Code of Conduct and the possible sanctions**
- Dress Codes / Consideration of local customs
- Health and Safety Considerations
 - What to do if feeling unwell
 - What to do if concerned or worried about something
 - Health and safety considerations (and if appropriate fire procedures)
 - How to contact a member of staff at any stage
 - Details of address and contact number of the accommodation / base
 - Security considerations e.g. through airports, baggage security, roads etc
 - Security of money or personal documents
 - **The importance of not taking risks**
- Safeguarding Considerations
 - Who to talk to if concerned or worried about something
 - When staying with a host family – how to contact a member of staff at any point

■ **PARENT BRIEFING (Possibly for category 3, definitely for category 4 or 5)**

Information provided to parents should include:

- Purpose of visit
- Dates and times of departure/return
- Location of pick-up and set-down
- Transport Arrangements and any particular transport details or codes
- Details of location and address of accommodation and contact number
- Any finances required and security arrangements
- Contact details of group leader (and other staff as necessary)
- Details of any insurance cover required or provided, and any limitations
- Medical cover / vaccinations required, and Medical cover provided
- Details of ALL planned activities including any that are hazardous
- Any specific equipment or clothing required
- **Agreed code of conduct for pupils and possible sanctions**
- Arrangements for supervision
- Emergency contact numbers
- Safeguarding Arrangements in place
 - For the trip
 - For when pupils are staying with host-families
- **Details of arrangements relating to any participant having to return home early**
 - For medical reasons
 - For conduct reasons
 - When it is necessary to stop the visit

APPENDIX 4:

DOCUMENTATION FOR EDUCATIONAL VISITS / TRIPS

Electronic copies of these forms are on the C2k network.

FORM	TITLE	DESIGNATION
1	APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS	
IF INITIAL PERMISSION IN GIVEN		
2	EDUCATIONAL VISITS AND TRIPS – ORGANISATION AND ADMINISTRATION	Copies of this form must be taken on the trip and a copy left at Reception and with the Educational Visits Coordinator
3	PARENTAL CONSENT FOR A SCHOOL VISIT	Copies of this form must be taken on the trip and a copy left at Reception and with the Educational Visits Coordinator
4	EDUCATIONAL VISIT PLANNING CHECKLIST	This is submitted to, and signed by EVC and Headmaster
TRIP IS CONFIRMED TO GO		
5	EMERGENCY CONTACT INFORMATION	This is carried by members of the trip/visit
TRIP DEPARTS		
6	EVALUATION FORM	
7	INCIDENT FORM	

APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS

This form must be completed by the Group Leader and returned to the EVC (Mr J McKinney)

School Group:	
Group Leader:	

The group leader should complete Form 1 immediately to gain initial approval and before any preparations are made. The group leader should obtain parental consent and complete remainder trip forms only once agreement has been given for the trip to take place.

JMcK should be informed of any subsequent changes in planning, organisation and staffing.

1. Purpose of visit and specific educational objectives:

2. Places to be visited

3. Dates and Times with 2 possible alternate dates if original date not acceptable

Date of Departure:		Time:	
Date of Return:		Time:	

4. Cover Implications

Staff:	Names	Number of teaching periods missed
Staff Member 1		
Staff Member 2		
Staff Member 3		

5. Size and Composition of the group

Age Range	Number of boys	Adult to pupil ratio	Leader + names of staff

5. Category of Educational Visit/Trip 1/2/3/4/5

Consent given: _____(Headmaster)_____ (Date)

EDUCATIONAL VISITS AND TRIPS: ORGANISATION AND ADMINISTRATION

(This form is used once the initial Application has been approved (Form 1))

THIS FORM MUST BE TAKEN ON THE TRIP AND COPIES LEFT AT FRONT OF HOUSE AND WITH MR J McKINNEY**1. DETAILS OF TRIP**

School / Group:	
Group Leader:	
Places to be visited:	
Date of Departure:	
Date of Return:	

TRANSPORT REQUIRED (if any)

Minibus Coach Flight Boat OTHER

Contact Name			
Department			
Reason for Travel			
Date of Travel (if only one day)		Time	
Date of Departure (from CCB)		Time	
Date of Return (to CCB)		Time	

Destination	
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2. PROPOSED COST

Total Cost of Trip	
Cost Per pupil	
Additional Costs and financial arrangements	

3. INSURANCE ARRANGEMENTS

Insurance Cover	
Policy Number	
Address	

4. **ACCOMMODATION**

Name of Accommodation	
Address of Accommodation	
Contact Number (Tel)	

5. **TRANSPORT ARRANGEMENTS**

(This should include **all** details and timings of transport / flight details / sailings etc)
(Include any contact numbers that may be used to contact the transport company)

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8. **ADULTS ATTENDING**

	Name	TICK	
		TEACHING STAFF	FIRST AID TRAINED
GROUP LEADER			
1			
2			
3			
4			
5			

RELEVANT EXPERIENCE / ROLES OF STAFF ATTENDING

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9. **STAFF CONTACT NUMBERS (and any other relevant emergency contacts)**

NAME	CONTACT NUMBER (Mobile)

10. PROGRAMME OF ACTIVITIES

ACTIVITIES		Risk Assessment Total (if greater than equal to 10)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

11. RISK ASSESSMENT

OVERALL CATEGORY: (state 1, 2, 3, 4 or 5)

Activity Number(s)	MANAGEMENT OF RISK: Planning / Staffing / Arrangements

OTHER RISK ASSESSMENTS CONSIDERED

12. GROUP COMPOSITION AND STAFF / PUPIL RATIO

Number of Students:		Number of Staff	
STAFF/PUPIL RATIO			
AGE RANGE			

	PUPIL NAME	YEAR	DETAILS OF ANY SPECIAL NEED (Dietary / Medical / SEN)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

IMPORTANT PUPIL INFORMATION

13. **EMERGENCY CONTACT NUMBERS**

Section 4 Should give the contact number for the accommodation

Section 7 Should give the contact numbers of the staff on the visit

- Other emergency contact details while on the visit/trip

Contact / Location	Emergency Contact Number

- For Trips outside the UK

Local Medical Cover Contact Details	
Local Emergency Services	
Local British Embassy	

- Safeguarding Contacts [*Complete accordingly for Junior or Senior School]

(Outside UK Dialling number: remove 0 and add +44 or 0044 from UK)

CCB Designated Teacher* *for Junior or Senior School as appropriate	
CCB Deputy Designated Teacher(s)* *for Junior or Senior School as appropriate	

Child Protection Support Services (BELB) Advice Line (Mon-Fri daytime)	02890 564393 02890 564289 02890 564107
Gateway (Social Services)	Day: 028 90 507000 24 Hour: 028 95 049999

I HAVE READ THE EDUCATIONAL VISITS POLICY AND HAVE COMPLETED ALL NECESSARY RISK ASSESSMENTS AND DOCUMENTATION

SIGNED:

DATE :

PARENTAL CONSENT FOR AN EDUCATION VISIT/TRIP

THE CODE OF CONDUCT FOR EDUCATIONAL TRIPS SHOULD ACCOMPANY THIS FORM

FOR ANY RESIDENTIAL TRIP (OR IF A ONE DAY TRIP REQUIRES), A FULL ITINERARY SHOULD ACCOMPANY THIS FORM

TRIP DETAILS

COLLEGE GROUP					
VISIT / TRIP TO :					
DEPARTURE DATE :		TIME :		Drop-Off	
RETURN DATE :		TIME :		Collection:	
TRANSPORT :				COST :	

TO BE COMPLETED BY PARENT / GUARDIAN

PUPIL'S FULL NAME	
PUPIL'S DATE OF BIRTH	
NATIONAL HEALTH NUMBER	

- *I agree to my son taking part in this visit and have read the information sheet(s) attached.*
- *I agree to my son's participation in the activities described*
- *I confirm that he is medically fit to participate.*
- *I acknowledge the need for my son to behave responsibly and have read and agreed to the Code of Conduct for Educational Visits.*

1. MEDICAL INFORMATION ABOUT MY SON / CHARGE

Medical conditions (or allergies) requiring medical treatment, including details of medication	
Particular dietary requirements	
Please outline the type of pain / flu relief medication that your son may be given, if necessary	

Please continue on a separate sheet if required

2. **ONLY TO BE COMPLETED IF THIS IS A RESIDENTIAL TRIP**

* Please inform the group leader if any of these circumstances change between now and the commencement of the journey.

- a) To the best of your knowledge, has your son been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

PLEASE ANSWER YES OR NO (IF YES, PLEASE GIVE DETAILS)

- b) Is your son allergic to any medication?

PLEASE ANSWER YES OR NO (IF YES, PLEASE GIVE DETAILS)

- c) When did your son last have a **tetanus injection**?

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3. **CONTACT DETAILS**

CONTACT TELEPHONE NUMBERS (Parent/Guardian)	Work :
	Home :
	Mobile :
HOME ADDRESS	
OTHER EMERGENCY CONTACT(S) Name / Address / Telephone Number	
FAMILY DOCTOR	Name :
	Practice Address :
	Telephone Number:

4. **DECLARATION**

I agree to my son receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided

I agree to the Code of Conduct and understand that if it is necessary for my son to be sent home early for medical, personal or behavioural reasons, I will help make the necessary arrangements, and accompany him if necessary. I will also cover any resulting expenses.

Signature of Parent/ Guardian

Date: _____

EDUCATIONAL VISIT PLANNING CHECKLIST

THIS FORM MUST BE COMPLETED PRIOR TO DEPARTURE

School / Group:			
Date of Visit:	From:	To:	
Venue:			
Group Leader:			

	YES	NO	N/A
The proposed visit has clear educational objectives			
The nature of the visit has been identified			
The target group has been identified			
All the relevant information has been forwarded to the Educational Visits Coordinator			
All risk assessments are completed and all hazards identified and control measures considered			
Emergency provision is provided especially for residual risks (inherent to all visits)			
The numbers of leaders has been agreed and number comply with supervision ratios			
A Group Leader has been identified			
Accompanying staff and volunteers have been identified			
Police checks are carried out on ALL staff			
Leaders are fully aware of their role and have been briefed about the safety arrangements			
Students and parents have been informed and understand the implications of their participation in the visit			
All written consent forms are signed, dated and checked			
All medical information on the participants has been obtained and recorded			
All transport is adequate			
Adequate insurance is in place			
Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of: - Its suitability for the group - Its compatibility with the objectives of the visit			
Where the educational visit involves outdoor or adventurous activities, the Facilities Manager, EVCoordinator and Group Leader are satisfied that: - Appropriate management structures and systems are in place in relation to child protection/ health and safety - Staff are competent to provide the activities			
All operational checks for the visit have been carried out by the Facilities Manager / EVCo			
Emergency Contact details are complete			
The correct documentation has been left at Front of House / with EVCo			

Signed: _____
Group Leader

Signed: _____
Educational Visits Coordinator

Signed: _____
Headmaster

Date: _____

Date: _____

Date: _____

IDEALLY THIS INFORMATION SHOULD BE CARRIED BY **ALL** STAFF MEMBERS

Name / Location	Contact Details

Name	Contact Number

[illegible]

EDUCATIONAL VISIT EVALUATION FORM

Completed on Return from Trip

COLLEGE GROUP			
VISIT / TRIP TO :			
DEPARTURE DATE :		RETURN DATE	

Was the venue suitable?	
Was the accommodation / food / equipment suitable?	
Was the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of the programme relevant to the group	
Were the young people briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of the visit?	
Did any Incident occur on the trip/visit that required the use of Form 7?	
Other Comments	

EDUCATIONAL VISIT INCIDENT RECORD FORM

NAME OF GROUP LEADER

GROUP NAME

DETAIL OF INCIDENT

DATE OF INCIDENT

TIME OF INCIDENT

LOCATION OF INCIDENT

NAME(S), ADDRESS(ES), CONTACT DETAILS OF WITNESS(ES)

STATE IN YOUR OWN WORDS WHAT HAPPENED
(INCLUDE DETAILS OF NAMES AND STATUS OF THOSE INVOLVED)**DESCRIBE WHAT ACTION WAS TAKEN**
(e.g. DETAILS OF FIRST-AID / POLICE / MEDICAL INVOLVEMENT)

SIGNED:

DATE :