



ST MARGARET'S
SCHOOL

Educational Visits Policy

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Educational Visits Policy Review:

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Contents

Introduction.....	3
Scope of the Policy.....	3
Regulation and Guidelines.....	3
Types of Visit and Visit Approval.....	4
Roles and Responsibilities.....	4
The Governors.....	4
The Head.....	5
The EVC.....	5
The Visit Leader.....	5
Accompanying Staff.....	7
Induction, training, apprenticeship, and succession planning.....	7
Inclusion.....	7
Procedural Requirements.....	7
Prior notification and approval of visits.....	7
Impact upon teaching and learning.....	8
Approval of staff to lead activities and visits.....	8
Assessing venues and providers.....	8
Risk assessments.....	9
Risk-management and risk-benefit assessment.....	9
Emergency procedures and incident reporting.....	10
Staffing, Ratios, and Supervision.....	11
Remote Supervision.....	12
Behaviour and Safety during Visits.....	12
Transport.....	12
First Aid.....	13
Parental communication and consent.....	13
‘Checking out’ and ‘checking in’ before, during and after a visit.....	15
Evaluation.....	15
Monitoring.....	15
Insurance.....	16
Finance.....	16
Data Protection.....	17
The Duke of Edinburgh’s Award.....	17
St Margaret’s School Policies.....	17
Child Protection Policy.....	17
First Aid Policy.....	18
Accessibility Plan.....	18

Smoking, Alcohol, Drugs and Drug Testing Policy.....	18
Appendix 1 - Form 1: Educational Visits - Finance.....	19
Appendix 2 - Form 2: Risk Assessment for an Educational Visit or Activity.....	20
Appendix 3 - Form 3: Emergency Procedures for Educational and Residential Visits... 21	
Appendix 4 - Form 4: Report of Accident or Dangerous Occurrence on School Visits. 23	
Appendix 5 - Form 5: Consent and Indemnity Form for Residential Visits.....	24
Appendix 6 - Form 6: Educational Visits Evaluation Form.....	26
Appendix 7 - Visit Leaders' Checklist for Offsite Visits.....	28

Introduction

Educational visits form an integral part of the school's aim to inspire and engage our pupils through a modern and relevant curriculum. It is imperative that our range and breadth of educational visits complement and extend our curriculum, fostering a culture of academic confidence, independence and a passion for learning. Additionally, the school also aims to provide a range of visits and experiences to support our co-curricular programme, and the development of the whole child. The benefits to pupils of taking part in educational visits include, but are not limited to:

- increased knowledge, understanding, curiosity in specific subject areas
- opportunities to develop creativity and imagination
- learn new skills
- develop resilience and independence
- develop a sense of responsibility
- improved communication and teamworking skills
- improved fitness and physical skills
- increased empathy and appreciation of different cultures, religions, backgrounds and contexts
- enhanced opportunities for learning within the context of the real world

The School's Governors appreciate staff are prepared to organise and conduct educational visits, but are also conscious of the need for all visits to be properly planned, so as to minimise the risk of accidents or mishaps. The vast majority of all educational visits nationally result in happy memories but, unfortunately, it is the exceptions, which everyone else remembers. Accidents do happen but it is the responsibility of all staff to ensure, so far as is reasonably practicable, that the risk of hazardous incidents occurring on an educational visit is reduced to the absolute minimum.

As a through school, we have one EVC and one Deputy Head | Operations. These titles, both act as our point of contact for educational visits including approval, planning and smooth running. The EVC and Deputy Head Operations works with various staff from EYFS to 6th form to ensure all age groups are thought about within this policy and in practice.

Scope of the Policy

An Educational Visit is an event that takes pupils away from the school's premises. Where this visit involves an overnight stay or multiple nights, it will be known as a Residential Visit. Where a Residential Visit takes place outside of the mainland UK it will be known as an Overseas Visit.

This policy does not include routine sporting fixtures (home or away) which are part of the weekly life of the school or educational events ran by our own staff or visiting providers on the school's site; these are subject to the guidance within the Sporting Fixtures Policy or the Visiting Speakers Policy/Protocol as appropriate. Educational and sporting events that take place on the school site and move beyond normal classroom-based activities will require a risk assessment.

Regulation and Guidelines

This policy has been written with regard to various legislation, guidelines and advice:

- Health and Safety: responsibilities and duties for schools (DfE updated April 2022)
- Health and Safety on Educational Visits (DfE November 2018)
- Health and Safety at Work Act 1974
- National Guidance for the management of high-quality outdoor learning, educational visits and adventurous activities (OEAP)
- Adventure Activities Licensing regulations 2004
- Independent School Standards (April 2019)
- School Trips and Outdoor Learning Activities (HSE 2011)

The School and Educational Visits Co-ordinator (EVC) monitors the guidance and aims to follow the latest regulations and best practices.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

In the event of any apparent conflict between School policies and the National Guidance, School policies must be followed and clarification sought from the EVC and/or the Senior Management Team.

The School uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for all type visits.

Types of Visit and Visit Approval

Type	Explanation	Example	Actions
1	Standard / Routine activities: <ul style="list-style-type: none"> onsite/grounds within school day non-hazardous or adventurous 	<ul style="list-style-type: none"> visiting speakers on-site workshops (non-hazardous) 	<ul style="list-style-type: none"> risk assessment visiting speakers risk assessment annual consent from parents EVOLVE not required
2	Standard / Routine off-site non-residential visits within the UK: <ul style="list-style-type: none"> requires transportation within school day or extended day non-hazardous or adventurous 	<ul style="list-style-type: none"> museum theatres and galleries conferences off-site 	<ul style="list-style-type: none"> EVOLVE required risk assessment parental notification consent required if significant cost/distance involved
3	Overseas or Residential visits, or activities that are adventurous or hazardous	<ul style="list-style-type: none"> Skiing DofE Go-Karting Go-Ape 	<ul style="list-style-type: none"> EVOLVE required risk assessment parental notification and consent required Head consent for adventurous activities Head and Governor consent required for residential and overseas

Outline approval for Type 1 and Type 2 visits is given by the whole school Deputy Head Operations and the EVC. The Deputy Head Operations (whole school) will share information regarding these types of visits at regular SMT meetings.

Outline approval for Type 3 visits is given in principle by the Head, who will have discussed with the Chair of Governors in cases where this is a new visit to the established calendar.

Roles and Responsibilities

The Governors

- to ensure that the School's Educational Visits Policy (EVP) is being followed
- to ensure that the Governing Body has its own systems in place to support educational visits and provide approval for new residential and overseas visits and any new visits which include hazardous activities. The Governors of St Margaret's School delegate the responsibility for authorising repeat visits to the Head
- to review the EVP and procedures including incident and emergency systems
- to discuss the place of off-site visits and outdoor learning in relation to the ethos and aims of St Margaret's School

- to ensure there is an EVC in place who meets employer requirements
- to be involved in adjudicating parental complaints or dealing with emergencies

The Head

- to ensure that the School's EVP is being followed
- to ensure that the EVC is competent to oversee the coordination of all off-site education and support the EVC in attending relevant training courses
- to ensure that the EVC keeps the Head informed of the progress of visits and that this information is conveyed to Governors and parents as necessary
- to ensure, through the EVC, that for each group there is an appropriate leader who is experienced in educational visits and has the skills and training to complete the task successfully as well as being able to respond to unexpected circumstances
- to ensure that in the event of a major incident or accident School Policies are adhered to in terms of informing parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated
- to ensure emergency procedures are in place

The EVC

It is identified by the OEAP as good practice for schools to have an Educational Visit Coordinator (EVC). The EVC's role at St Margaret's is to support the Head in ensuring that all visits follow the EVP of the School and all other School policies and procedures and to act on behalf of the Head:

- to approve educational visits as agreed by the Head and the Governing Body
- to provide adequate documentation to support planning of all visits
- to ensure that all off-site visits are thoroughly planned using standardised whole-school documentation on EVOLVE
- to ensure that Visit Leaders are aware of the guidelines established in this policy
- to assign competent people to lead or otherwise supervise a visit
- to advise the Visit Leader and ensure visits have appropriate support ratios and adequate cover for health and safety, first aid and behaviour management
- to work with the Visit Leader to obtain the consent of parents on a fully informed basis
- to ensure there is an SMT emergency contact for any visit which takes place outside of normal school hours (08:00 – 17:30), and that emergency procedures are in place
- to keep records of individual visits
- to ensure that arrangements are in place for the Governing Body to be made aware of visits
- to be involved in educational visit management to ensure that the guidance and regulations are followed
- to work with Visit Leaders to ensure that the aims of the visit are achievable and in line with those of the school
- to organise a pre-departure meeting with the Visit Leader which allows time for any follow-ups to be actioned
- to ensure that the online approval form (EVOLVE) has been completed in full and submitted to the Head at least two terms in advance before residential visits are due to depart, and six weeks in the case of non-residential visits
- to ensure that visit evaluation is used to inform future visits and training needs
- to arrange for the recording of accidents and the reporting of injuries as required
- to review systems and, on occasion, monitor practice
- to advise the Head of any concerns regarding a proposed visit
- to keep a record of pupil participation on overseas and residential visits
- to monitor, reinforce, and remind staff of their duties regarding GDPR and educational visit data

The Visit Leader

The Visit Leader has full responsibility for the safe running of the activity including pre-planning, following guidance and School policies ensuring that all participants are aware of their roles. To achieve this, the Visit Leader will:

- identify and secure a confirmed date for the visit, using the school's system for doing so
- identify the clear purpose and objectives of the visit
- complete all of the required documentation for the type of visit, having obtained the necessary approvals
- plan the itinerary to account for all times on the visit including transport, meal times and relaxation times, particularly on residential visits
- have prior knowledge of the venue – if practicable, the Visit Leader should have made an exploratory pre-visit. The Visit Leader is to include this information on their Evolve form
- inform parents in a letter, detailing the nature and purpose of all activities related to the visit/event. The letter requires approval by the Office Manager, following which the letter is to be uploaded onto Evolve. Consent will be collected and stored by EVOLVE. All consents should have been received by the time of the pre-departure meeting
- identify a Deputy Visit Leader from the accompanying staff who will have inside knowledge of the visit and have the competency and capabilities required to 'take the reins' should it be required at any point during the planning or execution of the visit
- allocate supervisory responsibility to each member of staff for named pupils and ensure that each member of staff knows for which pupils they are responsible. Ensure that each child knows which adult is responsible for them
- ensure that all members of staff involved, the SMT contact and the EVC are aware of the risk assessments, emergency contact details, medical information obtained from iSAMs, pastoral needs, emergency procedures and how to navigate EVOLVE GO to access relevant data prior to the visit
- during the visit, take reasonable, practical steps (if proportionate, suitable and sensible depending on the particular circumstances) to ensure safety
- remind pupils about the rendezvous, dress code, and standards of behaviour throughout the visit
- report any accident or injury to a pupil or member of staff using the Accident Report icon on the staff intranet page, and follow the School's Emergency Procedure Protocol
- meet with the School Nurse and School Welfare Officer before the visit is due to take place to ensure that the medical information on iSAMs is correct and discuss any additional welfare needs of the pupils in attendance. This meeting should take place:
 - 2 working days before Type 1 Visits
 - 8 working days before Type 2 Visits
 - 15 working days before Type 3 Visits (Residential & Overseas)

As a result of this meeting it may be necessary to add additional risk assessments for individual pupils' needs. It is also good practise to check for any updates 48 hours before departure for type 2 and Type 3 Visits.

- pass on medical/SEN/pastoral information to relevant accompanying staff and, if deemed necessary, to make pupils aware of any severe conditions suffered by a member of the group
- to attend the pre-departure meeting as organised by the EVC which allows time for any follow-ups to be actioned
- collected first aid kit(s) from the School Nurse and picked up any required packed lunches from the School's caterers
- ensure they are personally and professionally equipped to deal with an emergency should it arise
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions
- evaluate the visit/event on EVOLVE against the aims identified by the Leader during the form submission process and feedback any relevant information in relation to: the provider(s), behaviour or near misses. These should be completed no later than 48 hours after the visit is concluded, or sooner in cases of serious incident
- ensure that GDPR guidelines are followed during the planning, execution and evaluation of the educational visit

Further guidance on roles can be found in the following OEAP National Guidance document: Section 3.1b Establishment Roles and their Interdependence.

Accompanying Staff

All staff accompanying a visit are in 'loco parentis', in that they stand in place of parents and it is expected that they behave at all times towards the pupils as a reasonable parent would. As staff are acting in a professional capacity, the standards expected are above those of a normal person. Hence, accompanying staff should be familiar with:

- visit itineraries and activities
- pupils that are on the visit and especially those under their direct care
- all risk assessments and medical/pastoral needs of pupils
- emergency procedures
- their role during the visit during different activities

Induction, training, apprenticeship, and succession planning

All members of staff are expected to familiarise themselves with the School's Educational Visit Policy and relevant School policies and procedures. Staff will attend inset sessions where certain aspects of their knowledge on leading and organising educational activities will be refreshed. It is the School's responsibility to provide appropriate opportunities for staff to update their existing knowledge of the procedures followed in the School.

All Visit Leaders must have attended the in-house Visit Leader Training in order to lead an educational visit. All staff must have attended the in-house Accompanying an Educational Visit Training in order to accompany a trip. It is important that ECTs are given the opportunity to accompany trips in order to learn the skills from existing Visit Leaders in the School.

The EVC of St Margaret's needs to ensure their knowledge on recent recommendations is in line with DfE requirements and follows those suggestions outlined in the National Guidance. Therefore, the School needs to ensure relevant training is available for the EVC to obtain the required knowledge for advising staff with the latest recommendations.

St Margaret's is fortunate to have numerous experienced Visit Leaders. When a new EVC is required, an experienced member of staff needs to be selected. The School must ensure that newly appointed EVCs have an opportunity to attend training organised by outdoor educational bodies and also by EVOLVE.

Inclusion

Educational visits and activities should be available to all students, regardless of background or abilities. Visit Leaders must ensure that their provision meets the requirements of

- the Equality Act 2010 (updated in June 2015)
- the Disability Discrimination Act 1995
- the Special Educational Needs and Disability Act 2001

Guidance about inclusion can be found on the OEAP National Guidance 3.2e Inclusion and St Margaret's School's Accessibility Plan. The National Guidance document also includes a section that provides detail for staff on the grounds that they are allowed to refuse permission (e.g. poor behaviour) of a young person to participate in a particular event.

Procedural Requirements

Prior notification and approval of visits

When planning educational visits, Visit Leaders should complete an Outline Approval (OA) request via EVOLVE ensuring that the following timescales are adhered to:

Type 1 & Type 3 (non-residential) Visit: 4 weeks in advance of activity

Type 2 Visit: 8 weeks in advance of departure

Type 3 Visit:

- UK 6 months in advance of departure
- Overseas 18 months, and certainly no less than 12 months prior to departure

Prior to completing OA requests, Visit Leaders should have:

- checked calendar dates on iSAMs for potential clashes
- consulted as widely as possible with colleagues (HoD, HoF, HoY, HoS) who might be affected and think carefully about the possible impact of a visit, such as loss of teaching time and cover implication
- consider alternative dates/times that might have less impact
- in the case of residential visits, signified the intention to offer a visit in the following academic year, no later than the end of February of the current academic year. This is to prevent clashes and possible cancellation of residential visits due to low uptake

Only once Outline Approval has been granted and the Visit Leader notified by email, may the next steps in planning the visit and completing all sections of EVOLVE occur.

Upon advice from the EVC, the Head may at any point look at the development of a visit's planning and seek clarification or decide to postpone or cancel the visit.

Impact upon teaching and learning

Pupils must miss lessons as rarely as possible. In particular, Year 11 and Year 13 pupils should not be taken out of academic lessons after the mock examinations in January and before the commencement of study leave.

Residential visits should, as far as possible, take place at weekends or during the school holidays to avoid a loss of teaching time.

In the Senior School, Departments should not request more than one visit per year group per year.

Approval of staff to lead activities and visits

The staff selected to lead educational activities and visits are required to be accountable, confident and competent to lead the specific visits or activities for which they are approved.

Approval should never be assumed and should involve professional judgement as well as evidence of technical competence. The Head, SMT and/or EVC should make an informed judgement about the suitability of that person to lead that group on that visit/activity in that environment. Any approval to lead off-site visits must also include a judgement about how an individual will react in a crisis, without the immediate support of the School around them.

For adventure activity leaders (e.g. Duke of Edinburgh's Award Scheme, World Challenge, etc.) competence is best demonstrated through holding the appropriate leadership/coaching award(s) approved by the Adventure Activities Licensing Authority (AALA). Alternatively, leaders should be 'signed off' by a suitably-qualified technical adviser appointed by the School, based upon relevant qualifications, training and/or experience.

The Head reserves the right at any point to discontinue a visit should they have reason to believe Visit Leaders are unsuitable to undertake a planned and previously approved educational visit of any type.

Assessing venues and providers

This policy aims to clarify expectations about the selection of venues, facilities and external providers. To reduce bureaucracy for Visit Leaders, the School takes advantage of established national approval schemes.

Where possible Visit Leaders should visit intended venues. In cases where this is not possible, the Visit Leader should research the intended venue using the internet, recommendations from other schools and any other means they have available to them.

Visit Leaders should look for LOTC Quality badge and AALA Licensed centres as holding one of these is a creditable assurance of appropriate Health and Safety Management Systems.

It is recommended that Visit Leaders research their intended activity provider on EVOLVE to ensure that their chosen provider holds the above accreditation.

New providers, or providers with no track record of visits will require a pre-inspection visit. It may be necessary to visit a centre to see if the provider can meet the needs of pupils if the visit consists of pupils who have additional needs.

Risk assessments

Risk Assessments must be prepared by the Visit Leader for all visit types (1-3). Exemplar St Margaret's School risk management plans are available on EVOLVE in the documentation section. Risk assessments carried out by the School for previous visits can generally be updated and re-used, but these will need to be adapted to the specific needs, itineraries, activities, and pupils on any given visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will often provide their own risk assessments. The Visit Leader should ask for copies at the planning stage. Provided that they are satisfied that the risk assessments meet the requirements of St Margaret's school for the activity part of the visit, it can be uploaded to EVOLVE with the Visit Leaders own risk assessments.

Pupils should:

- understand what is expected of them, and what the visit will entail;
- be informed about potential dangers and how they should act to ensure their own safety and that of others;
- understand why it is important to follow the safety instructions.

On-going Risk Assessment Evaluation is made while undertaking the visit. Judgements and decisions are made as the need arises. Clear communication with all those on the visit is essential and any changes should be communicated to the SMT base contact(s).

All Risk Assessments should:

- identify the activity
- identify the significant hazard and its related risk
- identify who might be harmed
- assess the probability of the risk happening
- identify controls to reduce the risk
- assess the residual probability of the risk happening
- include individuals with known SEN or pastoral needs

Risk-management and risk-benefit assessment

The risk management of an activity should be informed by the benefits to be gained from participating. The School promotes a 'Risk-Benefit Assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. The HSE endorses this approach and advocates that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

A useful framework for assessing risks as outlined in the National Guidance is **STAGER**:

- **Staff:** getting the competence and composition of the staffing team right is the single most important factor in the effective management of outdoor learning and off-site visits.
- **Timing:** can affect many aspects including educational outcomes, inclusion, safety, convenience and cost, and so should be carefully considered.
- **Activities:** should be selected to meet the needs and aspirations of the group and to achieve the desired outcomes. All activities, including those associated with travelling, ‘free time’ and accommodation, should be planned and managed with the same care. Some activities may require specific training or qualifications; some may need specialist equipment; and some may require the participants to have a particular level of competence or prior training.
- **Group characteristics:** age, abilities, maturity and behaviour of the participants should be matched to the activities and environment, and any individual needs addressed, so that each individual experiences an appropriate level of challenge in order to maximise the benefits to them.
- **Environment(s):** indoors or out, public or private, urban or rural, hazardous or benign, quiet or crowded, and – depending on the location and activity – the current and forecast weather and underfoot or water conditions.
- **Remoteness:** affected not only by the distance from the establishment base but also by:
 - whether help can easily be summoned in an emergency, and whether the group is easily accessible by emergency services;
 - whether communications between the group and the establishment are straightforward (e.g., if is there a mobile phone signal);
 - travel circumstances and conditions;
 - overseas travel requirements such as visas.

The STAGER variables do not operate in isolation, and the interplay between them should be planned for and managed.

For further guidance see National Guidance’s following documents:

- 4.3c Risk Management – an Overview
- 4.3f Risk Management – some practical advice
- 4.3g Risk Management - What to Record

Emergency procedures and incident reporting

Serious incidents on off-site visits are rare, but they do happen. Minor incidents, whether accidents or other emergencies, are more common. Effective planning means that the likelihood of any of these is reduced, and that, when they do happen, their impact and consequences are minimised.

St Margaret’s has adopted the recommendations of the National Guidance on dealing with these incidents.

FORM 3: Emergency Procedures on School Visits (Appendix 3) must be available on all off-site visits and staff are expected to follow the steps outlined in it should an accident or major incident occur. This form links to our critical incident protocol.

In the event of a serious accident resulting in the death or injury of one or more of the pupils and/or staff, the Visit Leader must complete the Accident Report Form on the school’s intranet page within 24 hours, and the Visit Leader must follow all steps as detailed in our critical incident protocol.

Depending on the nature of the incident, the School may implement the Critical Incident Plan. The School will speak personally to the parents of any pupil who has suffered some injury or mishap and use mass communication methods (e.g. email, messages on the School’s website) for communicating with those whose children are not affected. This is in line with the School’s Critical Incident procedures held by the Senior Management Team.

Communication with the media should be left to the Head. The Group Leader should refer the media to the School. If comment is unavoidable, it should be brief, factual, calm, with no attempt made to cover gaps in

knowledge. Pupils should be discouraged from talking to the media or posting information on any social media platform.

For further information regarding emergency procedures please consult the following National Guidance documentation:

Section 4 – Good Practice

4.1a Off Site Visit Emergencies: The Employer’s Role

4.1c Off Site Visit Emergencies: Guidance for Leaders

4.1d/8.1d Visit Leader Emergency Action Card

4.1i Emergencies and Critical Incidents – An Overview

Staffing, Ratios, and Supervision

On all visits there must be ‘effective supervision’ that has been approved by the EVC and the Head. Particular consideration must be given to the additional implications that may arise if staff are to accompany visits which their own children are attending.

Whilst The Early Years Foundation Stage (EYFS) Statutory Framework (updated 3rd April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site, for safeguarding of both staff and students the School decided to follow the staffing ratios based on the recommendations of the National Guidance:

4.3.b Ratios and effective supervision:

Type of Visit	Year Groups	Staffing ratio (not including staff for SEN support or residential/activity centre)	First aid requirements
EYFS	EYFS	1:3	Paediatric first aider to accompany
Day	Years 1-3	1:6	Routine urban visits should have access to a person with basic skills in first aid
	Years 4-6	1:10 - 1:15	
	Years 7-13	1:20	
Residential	Years 4-6	1:8	Accompanied by, or have access to, qualified first aider. First aid provision must be available 24/7
	Years 7-13	1:10	
Adventurous activities which could be hazardous	Years 4-6	1:8	Accompanied by, or have access to, qualified first aider. First aid provision must be available 24/7
	Years 7-13	1:10	
Visits involving activities which are inherently hazardous (water sports etc)	Seek OEAP guidance		Accompanied by, or have access to, qualified first aider. First aid provision must be available 24/7

For pupils with SEN or Risk Assessments in place, regardless of age, the requirement for suitable additional staff beyond the ratios above, will be considered by the EVC through discussion with the SENDCO and relevant Head of Section..

A leader may have to leave the group for reasons such as illness, an emergency at home or accompanying a sick or injured participant. Visit Leaders supported by the EVC must take this into account when determining the ratios.

For overseas visits the SMT will, on a case by case basis, consider the need to add additional staff to the prescribed ratios above.

Remote Supervision

Students must be supervised throughout all visits, even though at times they may be unaccompanied by a member of staff or other responsible adult, e.g. D of E expeditions, or ‘down’ time in a town. Management of ‘remote supervision’ must be included in the risk assessment and communicated to parents/carers when visit details are issued.

Behaviour and Safety during Visits

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any ‘rules’ that will be in place. These will be re-emphasised as appropriate during the visit. Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety.

Students are expected to abide by St Margaret’s behaviour code of conduct when on educational visits or outdoor activities. This includes the use of mobile phones and other devices that would allow pupils to post on social media platforms. Visit Leaders and Accompanying Staff should refer to the Schools Mobile Phone Policy and ICT Acceptable Use Policy for further guidance. On residential visits, any student whose behaviour is inappropriate or unacceptable will be returned home with any additional costs paid by parents/carers.

It is primarily the responsibility of the Visit Leaders, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances – for example: over-busy lunch area, rain, rising water levels, etc. Following the visit, the Visit Leader should record any significant issues on their evaluation form, for both reference and to inform future visits.

Transport

Most school visits will involve some method of transportation. It is extremely important that staff and students use such transportation safely. Everyone must wear seat belts at all times. It is good practice for staff to remind all students of the need for good behaviour before all minibus and bus journeys.

The School should ensure that coaches or buses are only hired from approved providers. Visit Leaders are to contact the PA to the Director of Finance and Operations in the initial stages of their planning to request quotes from approved providers. Visit Leaders upload their chosen quote, agreed with the Finance office, onto EVOLVE.

It is a requirement of St Margaret’s School that all staff who wish to drive a school minibus are approved to do so. The full list of those who are eligible to drive minibuses can be found on EVOLVE in the Resources section.

Since July 2018 the OEAP has revised its recommendations to schools about transporting young people in private cars. (For further information see the National Guidance document 4.5c Transport in Private Cars).

Therefore, to safeguard both staff and students at St Margaret’s, it is strongly advised that staff book taxis through the School office Manager or the DFO’s PA, from a selection of local

companies as an alternative and depending on the nature of the event, either the School is to be billed for the charges, or the costs are to be added to the final costing of the event.

First Aid

For all visits there will be a responsible adult with a good working knowledge of First Aid appropriate to the environment (e.g. urban, remote, water, etc.). ‘Basic Skills’ is a level which may be suitable for routine urban visit. On visits where First Aid is more likely to be needed, or where access by the emergency services may be delayed, a qualified First Aider must be present. Based on the nature of the particular visit, the EVC (or Visit Leader) will make a professional judgement regarding the level of first aid required.

Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision (minimum 2-day award). For residential visits the Visit Leader should ensure that first aid is available at all times. A first aid kit appropriate to the visit will be carried, along with medical details for visit participants obtained from ISAMs and checked by the School’s Nurse, and there should always be someone who is nominated to deal with first aid issues. This person is responsible for ensuring the correct first aid equipment is taken.

The Visit Leader must have details of any medical conditions, and medical treatment consent forms (if appropriate to visit) with them at all times. A designated accompanying staff member might be chosen to carry medical equipment like inhalers and epi-pens.

For further guidance see St Margaret’s School’s First Aid Policy

Parental communication and consent

St Margaret’s School is committed to establishing clear communication with parents right from the onset of visits and events. Parents must receive written information about all types of visits (1-3) organised by the School. Visit Leaders need to compile a letter to parents that should include the following sections:

- purpose of the visit
- expected maximum cost (including cost of any special equipment / clothing)
- details of transport arrangements
- details of travel documentation required, such as Passport, Visas, BRP
- times and locations for pick up and drop off (this may be included in a later letter when exact details are known)
- clarity that deposits are non-refundable unless the School cancels the visit
- information of how to give consent for the visit and options for payment

All letters should be proof-read and approved by the EVC, it can then be uploaded to EVOLVE Promote and MSP as required.

The Department for Education has published guidance on understanding and dealing with issues relating to parental responsibility, including “Who is a parent?” The guidance states:

‘Where schools need parental consent to outings and activities, Head Teachers should seek the consent from the resident parent [i.e. the parent who lives with a child] unless the decision is likely to have a long-term and significant impact on the child, or the non-resident parent has requested to be asked for consent in all such cases.’

Sometimes there can be difficulties in obtaining consent for children in care. For example, a foster carer - although acting as a resident parent may in some cases not have the authority to give consent for a visit and there may be a delay while they seek guidance from the legal guardian. It is particularly true in the case of some international boarders at St Margaret’s. When organising visits, Visit Leaders should be aware of this and make suitable allowances so that these pupils do not miss opportunities.

Boarding staff should be informed of the details of the visit where it extends beyond normal school hours i.e. 8am – 4.30pm. This ensures that arrangements can be made for early breakfasts/ late suppers or access to the School / Boarding House as required.

For residential visits of 3 nights or more or any overseas visit, it is essential to hold a Parents' Information Evening a few weeks before departure. This should be recorded and made available with any resources for parents. Alternatively, this could be executed as a webinar, but in person is preferable. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The publication of an information booklet for parents and students is also strongly advised.

During the Parents' Information Evening the following should be discussed:

- the itinerary, including the meeting and collection points
- contact details for the hotels/hostels/ names and addresses of the host families
- the contact phone number issued to the Visit Leader
- the money, kit and equipment that the pupils need
- the medical and visa requirements
- the expected standards of behaviour, and the potential risks of irresponsible behaviour and the ground rules for behaviour in host families' houses
- the ground rules on mobile phones and other electronic equipment
- the ground rules on consumption of alcohol, tobacco and illegal substances
- remind parents those pupils who ignore or flout school rules 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 travelling
- the reasons why a completed consent and indemnity form is essential
- the need for a copy of each pupil's passport

St Margaret's is not required to obtain consent from parents for pupils to participate in on-site activities or off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc. (Education Act 2002 section 29).

There are three different types of consent that are obtained at St Margaret's School:

- a. a one-off or blanket consent:
 - collected through a completed Google Form on a child's enrolment to the school; - providing evidence that parents have consented in advance to all visits and activities, which require their consent.

Parents must be given information about the visit and their child's proposed participation, and given the opportunity to withdraw their consent should they not wish them to participate.

- b. Visit specific consent which might include:
 - visits to countries which require proof of parental consent;
 - visits for which an agreement is required for payment or other terms and conditions; - visits for which a completed provider's consent form is required
- c. FORM 5: Consent and Indemnity for residential visits:
 - sent to parents approximately a term in advance;
 - signed and returned by date stated and no later than 4 weeks before departure;
 - no pupil may participate in the visit without this;
 - information should be inputted to a spreadsheet and uploaded to EVOLVE so it is accessible to the Visit Leader, accompanying staff and SMT Emergency Contact

Individual health requirements of pupils and staff must be considered. Visits within school hours can rely on contact being made with the School Nurse to check consents for minor medical treatment.

Visits that extend outside school hours will require that the Visit Leader has access to individual, specific action plans containing information of health issues, specific needs, disabilities, dietary requirements and consents.

If the visit is overseas, the Visit Leader must take individually signed parental consent forms with medical, dietary, disability and specific needs information and consent for medical treatment, including emergency medical treatment if the parents cannot be contacted (FORM 5).

Photographs in which individuals can be recognised are regarded as personal data in law. Hence, Visit Leaders should upload a photo permissions spreadsheet onto EVOLVE, ensuring that all accompanying staff are aware. If activity providers wish to take photographs for publicity purposes, Visit Leaders should seek additional permission from parents in advance of the visit.

If a visit involves overnight accommodation, parents must be given full details of the type of accommodation provided and the security arrangements which are in place to ensure the safety of their child.

Parents must acknowledge that their child is fit enough to go on the visit, outline any health problems and authorise the leader of the party to act on their behalf in an emergency (Consent and Indemnity FORM 5). They must also provide a contact number for the duration of the visit.

‘Checking out’ and ‘checking in’ before, during and after a visit

Five working days before departure and in time for the pre-departure meeting, the Visit Leader should ensure all information relating to the visit is accessible on EVOLVE.

The Visit Leader is responsible for registering pupils on EVOLVE prior to departure, return, and at key moments during the visit before and after changes of activity or venue. Part of this responsibility may be delegated to accompanying staff, monitoring smaller groups, but the Visit Leader should have overall visibility.

The Attendance Officer is responsible for ensuring pupils known to be on a visit, are marked with a ‘V’ (Educational Visit) on iSAMs.

If the return of a visit is delayed, the Visit Leader should contact parents through EVOLVE or MSP, or ask the school office (open until 5pm) or SMT contact to do so on their behalf.

During the visit the Visit Leader must ensure they follow the School’s Emergency Procedures (see Appendix 4 FORM 4: Emergency procedures and incident reporting) and notify their Emergency SMT contacts about unexpected incidents.

Upon return to School Visit Leaders are required to inform SMT in writing of any incidents and when appropriate record the incidents on the School’s safeguarding software My Concern for pupils or, for any concerns relating to adults, Confide.

Evaluation

Within 72 hours of their return Visit Leaders will complete FORM 6: Evaluation Report. Visit Leaders will review their procedures and risk assessment after the event and keep a written record of any problems which may have arisen, the solutions and outcomes and changes to be made if the visit takes place again. The completed FORM 6 is to be shared with the Head of the School, relevant members of SMT and the EVC. It is the duty of these staff members to report any additional concerns about the safety of any visits. On large visits, Accompanying Staff may also be asked to Complete a FORM 6.

Non-residential and established one-day visits also need to be evaluated on Evolve. The software will remind Visit Leaders to assess their visits against the aims that were set out in the Initial Approval Form.

Visit Leaders will not be permitted to lead on any further visits until FORM 6 has been received by the EVC.

Monitoring

It is a requirement for an employer to monitor the implementation of their health and safety arrangements. Therefore, it is the responsibility of the Governors, Head, SMT and EVC to ensure that outdoor learning and off/on-site events are carried out safely and effectively and in line with St Margaret’s School’s policies and procedures.

It is also an expectation that the above-mentioned are responsible for producing relevant policies and procedures; reviewing and updating existing policies to reflect good practice.

Monitoring should ideally include an element of field observation such as attending day or residential visits; on-site or off-site; observing the full range of provision. This is an ideal opportunity for monitoring the implementation of policies and seeing good practice in action.

Monitoring of health and safety should be done in such a way that it is a positive experience for Visit Leaders, with supportive feedback to enable them to reflect upon and improve their practice.

Further details are available at the NG Section 3.2b document: Monitoring.

Insurance

The Visit Leader must ensure that the visit has appropriate insurance cover and that it insures all participants - staff and pupils.

Insurance cover is obtained for visits and activities which:

- include foreign travel
- involve potentially hazardous activities
- for all other visits, insurance cover depends on the cost of the visit and the nature of the activities. Some cover may be provided through the School's own insurance policy but staff should check with the Director of Finance and Operations, and top up as necessary

St Margaret's has £5M of Employers' Liability Insurance and £5M of public liability insurance, as well as a group travel policy that covers all but extreme and hazardous visits inside the UK and overseas.

Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers 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 with the Director of Finance and Operations, as to whether or not the activity is covered by the school's policy. The actual insurance documents can be located on EVOLVE in the Documents section.

The Visit Leader should ensure that they take a copy of the School's travel insurance documentation with them on all but the shortest of visits.

Finance

St Margaret's School has the following 'code' for charging for visits:

- the charges that are incurred for organising school visits and activities are passed on to parents. The school's preferred method of payment will be via BACS transfer.
- for overseas visits and UK residential visits Visit Leaders are to ensure that parents are made fully aware of the financial details of the visit. This is to include terms of payment, cancellation options and the School's charging policy. Advice is to be sought by Visit Leaders in the early planning stages from the School Finance Office for all aspects of the financial elements of the visit (accounting, banking and reporting). Staff are advised to upload their FORM 1. EDUCATIONAL VISITS – FINANCE OFFICE (Appendix 1).

BOOKING & PAYING - Please ask for invoices to be sent to the accounts department and inform accounts in advance if there are any special payment requirements. If you need cash, please complete a cheque requisition form or petty cash request at least 10 working days before departure.

Visit Leaders are responsible for:

- collecting spending money from the Finance Office and notifying the Finance Office about the required cash at least a fortnight before departure
- collecting receipts for items purchased with the cash obtained from the Finance Office and returning those receipts to the Finance Office
- returning any unused cash to the Finance Office

Visit Leaders need to be aware that all sums of money which are collected prior to the visit should be payable direct to St Margaret's School, deposited in the School's bank account and recorded by the School's Accountant. Deposits to tour operators can only be paid once all first instalments have been received by the Finance Office.

Data Protection

The Data Protection Act of 2018 is designed to protect the privacy of individuals. It requires any personal information about an individual to be processed securely and confidentially. In a school setting, this includes information relating to both staff and pupils. It is important that staff are well informed about the pupils whom they are taking out of School, however the protection of this data must also be considered. The Visit Leader is in charge of distributing relevant information to staff. Depending on the length of the visit, this may include confidential information about pupils' medical, dietary, SEN, and pastoral requirements as well as contact details of parents. The Visit Leader is responsible for uploading all this information to EVOLVE. If printed material cannot be avoided, it should be collected at the end of the visit so that it can be shredded. Staff should be informed of this issue during the pre-visit briefing. This is in accordance with the School's Data Protection policy.

It is expected that staff adhere to St Margaret's Data Protection Policy during School visits just as much as on School premises.

For further guidance on data protection and visits see the National Guidance: 4.4j Participant Information & Data Protection.

The Duke of Edinburgh's Award

To obtain their DofE Award, students at St Margaret's are expected to complete an unaccompanied expedition, where a group operates independently of leaders (although supervised remotely by them).

Students who undertake the DofE Award with St Margaret's are provided with additional information regarding Bronze, Silver and Gold Awards depending on which one they are participating in. Communication with students and their parents is thorough and includes the following:

- information evening for parents new to the award (early September)
- letters detailing all visits which require parental consent
- annual progress report (autumn term)
- invitation to the presentation event for participants who have completed the Gold award
- parents have access to the Group Leader's mobile number during all expeditions

For further information regarding the DofE Award see: 7b Duke of Edinburgh Award expeditions of the National Guidance.

St Margaret's School Policies

It is expected that Visit Leaders and Accompanying Staff are already familiar with a range of School Policies that govern their work with children in school. However, it is important that Visit Leaders and Accompanying Staff are able to consider and implement these policies whilst leading and accompanying educational visits and activities.

Child Protection Policy

All children have the right to be protected from harm. An educational activity organised on site, off-site and residential activities, provide a stimulating learning, environmental and, in many cases a different and more relaxed or interactive setting.

The School is committed to:

- ensure safeguarding Children procedures
- ensuring clear lines of communication and effective liaisons are established between staff managing and supervising this work

- ensuring clear lines of communication and effective liaison are established between all agencies responsible for the safety and welfare of children
- enabling children to understand their rights and recognise and deal with unsafe situations
- clear DBS checks are required for all supervising staff
- in the case of Homestay visits in the UK, host parents must obtain and provide the School with a clear DBS barring list check. Please consult the Educational Visits Coordinator for more information

First Aid Policy

The School's First Aid Policy ensures that, as far as reasonably practicable, the School is an accident-free environment. The provision of a first-aider does not prevent accidents, but it is an important part of the control measures that follow risk assessment.

All staff complete Emergency First Aid training. The obtained qualification lasts three years. Additionally, certain members of staff qualify for the title 'First Aiders at Work' (for the full list see St Margaret's School's First Aid Policy p.14).

The School provides adequate and appropriate equipment, facilities and personnel at its locations to enable employees, pupils and visitors to be given first aid.

Prior to departure from School, Visit Leaders are required to obtain a medical First Aid kit from the School Nurse. The School Nurse will make a judgement on what equipment requires to be included. The Nurse's decision will be influenced by:

- the hazards in any environment and the risks they present
- any generic policies in place
- the group and its needs (including medical, learning, and pastoral)
- the leaders and activities to be undertaken
- the transport arrangements
- the remoteness of any location and the ability to summon support
- what first aid qualifications and experience are available at the visits providers locations/centres
- the history of any incidents or accidents in similar contexts

It is the Visit Leader's responsibility to obtain a list of specific medical needs (including allergies) prior to every visit. The Visit Leader needs to arrange for a meeting with the School Nurse. During this meeting the School Nurse will brief the leader on the individual medical needs of the students involved.

In the case of pupils participating on a visit who carry an epi-pen, an additional epi-pen must be carried by a member of staff on that visit.

Accessibility Plan

It is the School's intention that all pupils should have the opportunity to participate in visits organised by the School. However, due to the nature of certain visits given year groups will not be permitted to participate. Also, having reached a certain recruitment quota, allowing further students to join an existing group should be left to the discretion of the Visit Leader.

Since the School strives to be a fully inclusive and welcoming school and therefore aims to ensure that each and every pupil can participate fully in the life of the School, all effort must be made to ensure that every student has the opportunity to participate despite their disabilities or learning difficulties. Visit Leaders should plan for inclusion from the outset and should make appropriate 'reasonable adjustments' to enable the participation of disabled pupils. However, the adjustments made should seek to ensure that the planned purpose of the activity is not diluted.

Smoking, Alcohol, Drugs and Drug Testing Policy

Since St. Margaret's School tolerates neither the misuse of drugs or alcohol by members of the School nor the illegal supply of these substances, the same principle will be adopted for educational visits and visits. Smoking, use of drugs and alcohol will be strictly prohibited for the duration of visits.

Appendix 1 - Form 1: Educational Visits - Finance

This form must be completed for all educational and residential visits, as well as workshops and activities for which parents will be charged.

Visit Leader:

Visit to:

Date/s:

CHARGES & COSTINGS

Once inquiries or provisional booking have been completed please ask the Finance Manager to advise you of the cost per pupil. The cost should be agreed before any communications with parents has taken place.

Number of pupils on visit		Number of accompanying staff?	
Number of pupils on a full bursary		Number of free places for staff?	
Total number of staff and pupils attending the activity/visit:			
Transportation Costs:	£	Alternatively, what are the total package costs for the visit? (inclusive of VAT)	£
Accommodation Costs:	£		
Activity Costs:	£		
Additional Costs (parking, food, refreshments, spending money, extra staff member):	£		
Contingency:	£		
Finance Office Use Only			
The costings provided above have been discussed with the Visit Leader and are accurate based upon the quotes provided.			Yes / No
Based upon the costings provided the maximum amount each pupil should be charged for the above activity/educational or residential visit:			£

The Visit Leader must discuss with the Finance Office the deposit and payment schedule required, so that Finance can confirm our own schedule with amounts, and BI code before communications go out to parents.

Appendix 2 - Form 2: Risk Assessment for an Educational Visit or Activity

This form must be uploaded to EVOLVE before the both the pre-departure meeting and Accompanying Staff briefing.

Date(s) of Activity / Visit:		Activity / Visit:			Assessor:
					Date of Assessment:
Hazards/Equipment/Substances Involved:			Who is at risk?		

Hazard/Risk Severity Rating (S): Likelihood Rating (L):

1 Low, very minor injury or damage 1 Low, very unlikely 2 Medium, likely to cause injury needing medical treatment 2 Medium, probable/possible 3 Severe, likely to cause death or serious injury 3 High, likely to occur

To calculate the risk, multiply the severity rating by the likelihood rating (S x L), taking account of controls already in place such as trained staff, checked and authorised providers, properly maintained equipment.

Appendix 3 - Form 3: Emergency Procedures for Educational and Residential Visits

A copy of this written guidance should be held by each adult member of the party.

At the first opportunity the group leader should write notes on the details of any incident including timings, witnesses and any other relevant information.

An emergency is difficult to define. It may be a fracture, food poisoning or a fatality, or any illness requiring immediate medical treatment. It may on the other hand be missing children who are soon found or a coach crash in which no serious injuries are sustained. The following notes are for guidance. The procedures listed will not apply to all emergencies.

1. establish the nature and extent of the emergency
2. render first aid and attend to the casualty(ies)
3. ensure all other members of the party are accounted for and safe
4. if there are injuries, establish their extent and administer first aid if you are qualified to do so (be aware of the consequences that might follow if you were to give incorrect treatment)
5. call the appropriate emergency services
6. the group leader should advise other staff of the responsibilities to be undertaken by each of them
7. ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action
8. ensure that remaining pupils are supervised and arrange for an early return to base
9. students should not be allowed to use mobile telephones until the group leader has given permission to do so
10. arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over, if necessary. School Office 020 8416 4400
11. contact the senior member of staff on call at school (or a previously arranged contact person if incident takes place out of school hours)
12. give full details of the incident including:
 - names of persons involved and their contact details
 - nature, location and time of incident
 - details of any injuries
 - action taken so far
 - action yet to be taken
 - telephone numbers of staff on visit
13. no members of staff or students should discuss matters with the media
14. legal liability should not be discussed or admitted
15. inform parents of any delays
16. notify the British embassy if an emergency occurs abroad
17. refer any queries from media/external sources to the school where these will be dealt with by the senior member of staff on duty
18. write down all relevant details whilst still fresh in the memory. Other Visit Leaders may be asked to do the same. A record should be kept of names and addresses of any witnesses. Keep any equipment involved in its original condition

INCIDENTS ON THE SCHOOL SITE

19. the senior member of staff on duty will identify alternative and additional telephone lines as needed
20. the senior member of staff at school will contact the Head and they will establish who will take charge of the situation and what immediate action will be taken. The Head will advise the Chair of Governors
21. the senior member of staff on duty will arrange to contact parents/carers of those involved as soon as possible. For a serious incident the senior member of staff on duty should contact parents of all party members. It is also the responsibility of this person to act as a link between the group involved, the Head, and parents

ON RETURN TO SCHOOL

22. the named leader of the visit should see the Director of Finance and Operations to debrief and to complete all accident forms

Keep these emergency procedures to hand and ensure you have the means of implementing them.

Appendix 4 - Form 4: Report of Accident or Dangerous Occurrence on School Visits

An accident form MUST be completed if, following an accident or incident:

- the emergency services have been called
- parents/guardians have been asked to collect a pupil from visit
- parents/guardians have been informed directly by staff
- first aid has been administered

An accident form should also be completed in the event of a dangerous occurrence or a near miss which warrants concern in any way that there might be any chance of long-term consequences.

A dangerous occurrence is where an accident or injury COULD have occurred had anyone been near or involved in the incident.

A near miss is where an accident or injury was only narrowly avoided due to someone's close proximity to the incident.

1. The accident form must be completed within 24 hours
2. The form must be sent to the Head, Director of Estates and Operations, School Nurse and the EVC.
3. All completed forms are eventually kept by the Director of Estates and Operations as the H&S co-ordinator

Accident involving a child

If a pupil/child is involved in an accident, the first adult who is called to the scene should complete the accident form on their behalf.

Accident involving an adult

If an adult is involved in an accident, that adult is responsible for completing the accident form. Only if the adult is unable to complete the form, should the first adult who is called to the scene complete the accident form on his or her behalf.

The Accident Report Form can be accessed via the School's Intranet Page.

Appendix 5 - Form 5: Consent and Indemnity Form for Residential Visits

TITLE OF VISIT:

VISIT LEADER:

DATE(S) OF VISIT:

FULL NAME OF PUPIL (as appears on passport):

NATIONALITY:

DATE OF BIRTH:

Name of Parent/Guardian in BLOCK capitals:

Address:

Contact telephone number:

Please detail below the name and telephone number of an emergency contact in case of illness or problem whilst participating in the holiday/activity.

Contact name:

Contact telephone number:

MEDICAL INFORMATION

Family Doctor

Name:

Address:

Telephone number:

Please detail below if your child suffers, even mildly, from any medical condition:
Please give details of any recent injury, infection or medical treatment:
If your child is taking medication, please give details including whether it can be self-administered:
Date of last tetanus vaccination?

<p>Please give details of any allergies (Antibiotics, food, medication etc):</p>
<p>Please give details of any dietary requirements (vegetarian, kosher, no pork etc):</p>
<p>Please give details of any other information you feel necessary:</p>

CONSENT / MEDICAL AUTHORISATION / FORM OF INDEMNITY

- I give consent for my child (named above) to participate in the above school visit during the aforementioned period when the person(s) in charge of the party of school children will be a member of the teaching staff and/or the activity centre.
- I give consent to the giving of over the counter medicines in the event of my child becoming unwell during the school visit.
- I further consent to the giving of any urgent medical or surgical treatment to my child which is considered necessary by the medical authorities during the school visit.
- I understand that in the case that my child is absent from school on medical grounds during the lead up to the school visit, the visit leader may decide not to allow the pupil to travel, where it is decided that travel may be detrimental to the health of your child or other pupils participating in the visit.
- In consideration of the Governors and Head of St Margaret’s School agreeing to make arrangements for and to authorise a member or members of the staff of the School or their Agent(s) to take my daughter on a school visit during the above dates, I hereby undertake to indemnify the Governors, Head and such members of the staff or Agent(s) against:
 - a. any claims damages or costs which they or any of them may be or become liable to pay (other than due to their own negligence) in consequence of any injury or damage to or illness of my said son/daughter occurring during or as a result of the Activity.
 - b. any claims by any third party which may be made against them or any of them in consequence of any act or default of my said daughter during or as a result of the Activity.
 - c. any other costs and expenses reasonably incurred by them or any of them on behalf of my said daughter during or as a result of the Activity.
- Provided that the indemnity herein contained shall not extend to any claims damages costs or expenses in respect of and to the extent of which the said Governors and Head and member(s) of the staff and Agent(s) or any of them shall be entitled to be indemnified under any policy of insurance.

Signature of Parent/Legal Guardian:

Date:

Appendix 6 - Form 6: Educational Visits Evaluation Form

Please fill in relevant sections.

Visit Destination:	Date of Visit:
Visit Leader:	Other Staff:
Purpose of Visit:	Company Used:
Number in Group:	Year Groups involved:

Please comment on the following features, adding an N/A where the evaluation category is not applicable for your visit.

Evaluation Point	Rating out of 10	Comment
Provider's pre-visit organisation		
Travel arrangements		
Quality of programme provided		
Suitability of accommodation		
Guide / company representative		
Evening activities		
Accompanying staff		
How effectively was the visit planned?		
How effective was your risk assessment?		
List details of any accidents or injuries (including near misses):		

List below any pupil(s) whose behaviour fell below expectations, giving reason:

List below any pupils who were outstanding representatives of the school:

Please record below any lessons learnt from the visit:

To be completed after all visits and logged with the school's EVC, SMT and uploaded onto EVOLVE.

Appendix 7 - Visit Leaders' Checklist for Offsite Visits

Administration	1	For UK residential and Overseas Visits: I have submitted proposals to EVC on the requested Google Form by February half-term of the academic year preceding the intended visit	
	2	I have undertaken a preliminary visit (when appropriate)	
	3	iSAMs calendar checked and calendar dates submitted for approval	
	4	Outline Approval (OA) submitted on EVOLVE	
	5	I have made all necessary bookings, including transportation, for the visit	
	6	I have discussed the financing of the visit with finance to come to an agreed charge per head and timeline for payments	
	7	Once OA granted, I have completed all relevant sections and uploads on EVOLVE	
	8	I have communicated with parents by letter (checked by EVC) regarding the visit, and, where necessary, advertised and organised a Parents' Information Evening	
	9	For my residential trip I have obtained returns of Form 5 (Consent and Indemnity) from parents/guardians	
Practical steps	10	I have requested School mobile phones for the visit	
	11	I have organised my SMT contact(s) for residential visits and visits returning after 17.30	
	12	I have completed an Event Booking Form on the intranet to notify the Events Manager, Catering, Site, and IT Teams about any requirements	
	13	I have arranged for an information evening for parents (where appropriate) and shared my emergency contact details with them	
	14	I have been briefed by the School Nurse and School Welfare Officer on specific medical and pastoral issues within the defined timeframes	
Prior to departure	15	I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy. I have briefed my colleagues on the Risk Assessment, Emergency Procedures and any relevant medical or pastoral issues	
	16	I have attended the pre-departure meeting with the EVC, School Nurse and School Welfare Officer and have completed the actions that arise from this meeting	

	17	I have checked the EVOLVE GO App on a visit mobile to ensure all necessary documentation and information pertaining to the visit is available for all accompanying staff and the SMT contact where relevant	
	18	I have picked up the First Aid kit(s) and epi pens (if applicable) from the School Nurse; I have collected the requested amount of spending cash from the Finance Office no later than 48 hours before the visit	
	19	I have collected the ordered packed lunches (if requested)	
During the visit	20	I have registered all pupils on the EVOLVE GO App before departure from the school site or designated meeting place, and all changeover points during the visit, and before the group's return	
	21	I have followed the School's Emergency Procedures and completed an Accident Report Form within 24 hours (if required)	
	22	I have kept my SMT(s), EVC, School Office and parents informed of delays	
On return from the visit	23	I have briefed my SMT contact(s) and EVC on the visit and completed my short evaluation on Evolve	
	24	I have dropped off the School's First Aid kit(s) with the School Nurse and returned the unused cash to the School's Finance Office	
	25	I have written up my Evaluation Report Form 6 and handed/sent a copy to my EVC. I have sent photos and a summary of the visit to the School' Marketing Team	



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