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PRIORY SCHOOL
EDGBASTON

EDUCATIONAL VISITS AND LOTC POLICY
(STATUTORY)

Trustee Committee:	Education	
Date Approved:	October 2025	
Next of Review:	October 2028	
Member of Staff Responsible:	LF Leanne Flood Assistant Headteacher	
Trustee Overseer:	AC: Anne Cleary	
Intended Audience:	Options: Employees, Volunteers, Parents, Pupils, and Visitors	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff, and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate, and review as necessary.

EDUCATIONAL VISITS AND LOTC POLICY

Rationale

Priory School seeks to provide education of high quality, and we believe that educational visits play an important role in achieving this goal as part of a broad and balanced curriculum. The school aims to provide pupils with a range of opportunities during their years in the school to encourage them to extend their experience (language exchanges, subject conferences); to promote personal, social and cultural development (overseas visits, theatre & gallery visits, expeditions); and to boost health and fitness (sports tours).

Visits can also help boost self-esteem, self-reliance, teamwork, and motivation while assisting in the development of interpersonal skills. We also believe that such opportunities promote a sense of enjoyment and adventure, which will engender a life-long thirst for greater knowledge and pleasure in learning.

All visits are organised and led by experienced teachers, and where companies are involved, these are always reputable. A strict set of guidelines is adhered to in their planning and conduct. This Policy includes the Early Years Foundation Stage.

This policy seeks to inform Priory School Staff who take part in or lead school visits to ensure their safety, and that of their pupils. The overriding principle to be borne in mind is the **in loco parentis** responsibility, whereby the parents delegate their own authority to the teacher so far as is necessary for the child's welfare, and so far, as is reasonable to maintain discipline both in the interests of the school and (above all) of the individual pupil. A teacher who takes a party away remains **in loco parentis** throughout the trip; however, teachers are only expected to take **appropriate** care. The more demanding or hazardous the trip, and the younger and less able the pupils, the greater the level of care needed.

This policy is issued in accordance with the Education (Independent School Standards) (England) Regulations 2014 (SI 2014) and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended. This policy has been drafted in accordance with the updated Department for Education (DfE), Health and safety: department for education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies (2014) and the Health and Safety Executive's (HSE) guidance, in addition to DFES Publication 'Health and Safety of Pupils on Educational Visits', 2018

Roles and Responsibilities

The Governing body have ultimate responsibility for ensuring, as far as is reasonably practicable, the health and safety of anyone on a school trip.

The Headmaster must ensure that visits comply with the requirements of the Governors. He must ensure that the group leader is competent to run the trip and monitor risk throughout the trip. (see Appendix 1)

The EVC is advisor to group leaders and staff on visits, to parents and pupils, to the Head and the Governing body from a Health and Safety point of view. This role is currently in the remit of the Facilities Manager. (See Appendix 1)

The Group Leader has overall responsibility for the supervision, conduct and health and safety of pupils on visits. (see Appendix 3)

Teachers should follow the instructions of the Group Leader and consider stopping a visit or activity if they feel the risk to the health and safety of pupils is unacceptable.

Adult Volunteers can only be left in sole charge of pupils if this has been previously agreed in the risk assessment, and they have received a 'clean' DBS check. This includes parents of children at Priory School

EDUCATIONAL VISITS AND LOTC POLICY

Risk Assessment

LOtC Quality Badge (Learning Outside the Classroom)

[The Department for Education](#) advises that schools using an external organisation for its educational visits or trips, use one that holds the [LOtC Quality Badge](#). This is the only accreditation covers all types of out-of-classroom learning provider and ensures the organisation or provider offers appropriate safety standards, liability insurance and a high-quality educational experience.

If a provider of adventure activities does not hold the LOtC Quality Badge, you should check **whether it has an AALA licence** (if it needs one). Further guidance can be found in OEAP National Guidance document 3.2f "AALA Licensing". For full of AALA licensing and to check a provider's licence details go to: www.hse.gov.uk/aala.

The aim is to prevent or reduce risk that may be encountered by pupils. **If risks cannot be contained, then the trip must not take place.**

- 1) These will usually be carried out by the group leader.
- 2) The person assessing risk must be competent to do so
- 3) See Appendix 3 for how to carry out a risk assessment
- 4) Risk assessments must be presented to the Facilities Manager. The Facilities Manager will sign off the risk assessment when it is felt that the risk assessment is complete
- 5) Providers such as tour operators, activity leaders etc. must provide documentary evidence that they have carried out risk assessments (in addition to those undertaken by the group leader)
- 6) An exploratory visit should, be considered by any teacher who is to lead a group abroad, on a residential visit or on a visit that is not a regular part of the school's programme, where a tour company is not being used. Staff should budget for this in their costing to parents. The school should create time for staff to undertake these visits.
- 7) If an exploratory visit is not practical, then the group leader will need to complete an adequate assessment of risk. A MINIMUM measure would include specific information, in writing, from the venue, information from other schools that have visited the area, and information from other organisations such as the local tourist board and appropriate websites. Extensive research presented to SLT is essential in such cases.

Whilst the Governors face ultimate liability should something go wrong, it will be the Group Leader who is found negligent in a court of law if s/he has not prepared the trip adequately.

Ratios

In considering ratios, the school will take into account the age and behaviour of children, experience of staff, nature of trip, duration of trip, type of accommodation, first aid cover. In Early Years Foundation Stage ratios will be reviewed before embarking on each specific outing. A qualified paediatric first aider will accompany EYFS children on every outing.

Bearing in mind, the legal expectation is that the care provided should at least match that of a prudent parent, a guide for ratios is as follows. The figures are for adult supervisors – more may be needed if fewer are teachers. *Please note: some centres will indicate minimum ratios.*

	Nursery/ Reception	Y1-3	Y4-6	Y7-11	Y12-13
Day visit with low risk	1 : 3-4	1: 6	1:10	1:15	1:20
Day visit with higher risk*	1 : 4	1:5	1:8	1:10	1:15
Residential visit with low risk	N/A	N/A	1:10	1:10	1:15

EDUCATIONAL VISITS AND LOTC POLICY

Residential visit with higher risk* (in these cases, remember that activities are likely to be run by trained instructors)	N/A	N/A	1:10	1:10	1:10
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* any hazardous activity includes climbing, caving, trekking and water sports, and should be led by a qualified instructor. Companies selling these activities have, by law, to be licensed by The Adventure Activities Licensing Authority (01222 755715) who set standards to which members must adhere. Group Leaders' risk assessments should ensure that this is the case

** where the number of older pupils lies just outside the ratio, up to 5 additional pupils may be added to day visits with low risk visits where there are 2 or more members of staff. For example, a trip with 33 pupils may proceed with two members of staff, but a trip with 36 pupils would require three members of staff.

Any adult supervisor (including parents of children at Priory School) who may have unsupervised access to children must have undertaken a DBS check. This is especially important where a volunteer may be helping on overnight visits.

Remote Supervision

Older pupils may experience remote supervision where:

- The objectives of the trip are better served by this
- Parents have been informed in advance
- Pupils understand clear boundaries.

Staff will need regular contact with groups which are being supervised remotely. In most circumstance it would be expected that each group would be met every hour. Pupils will need to be told:

- To stay together in their group of a given size
- Where or how staff may be contacted
- What time the group must return to be checked
- Where to go if injured
- Behaviour rules
- Specific safety information related to potential hazards at the site

Water Activities

These present by far the greatest risk to life on visits, and most deaths that occur are water-related. Swimming or even paddling in natural waters is a dangerous activity, and group leaders should ensure that:

- the competence of all pupils is known
- parents have given specific consent for their child(ren) to partake in water activities
- local conditions are fully understood
- a safe area is designated for the group
- there is a risk associated with sudden immersion in cold water
- pupils have not eaten for 30 minutes before swimming
- pupils and staff fully understand procedures in an emergency
- ratios are at least 1:10
- one supervisor remains out of the water
- A designated teacher holds a current lifesaving qualification unless lifeguard cover is present

EDUCATIONAL VISITS AND LOTC POLICY

Residential Visits

Group leaders must ensure the safety of accommodation. This includes location of sleeping rooms (ground floor rooms should be avoided if possible), staff sleeping rooms are located close to those of pupils, ideally the entire facility is for the group, but if this is not possible, the group's sleeping accommodation must be located together, with staff rooms nearby and no other groups or members of the public located in the vicinity of the group.

Host Families

If appropriate measures are not available for checking the health, safety and welfare of pupils staying with host families, then it is necessary to reconsider whether the trip is to take place.

Consent for Visits

The consent of parents is required whenever pupils are taken out of school. In practice this means:

- At the beginning of the academic year all parents will complete and sign a blanket information form for curriculum visits and sporting fixtures FORM 3A, covering behaviour contracts, medical, and contact details.
- A separate information form is required for each trip that involves overnight stays. FORM 3B
- Each activity will have a standard letter like 3C 3D or 3E sent by the headmaster using ISAMs Parent Portal.
- Each section of the school may opt to use a termly consent form via ParentMail for repeated enrichment visits and sporting fixtures where these are known in advance.

Financial Management

- Prepare a fully researched budget before requesting approval for an Educational visit (Form 1)
- Parents will pay through trips using Parent Pay at the same time as giving consent for an educational visit.
- Staff may spend money for items such as entrance fees using a debit/credit card or cash and then claim it back from the finance department if absolutely necessary. Receipts will be required for all expenditures, irrespective of amount.
- Keep an accurate spreadsheet of income and expenditure. A pro forma (Finance Forms for trips) is stored in the policy folder on the virtual staffroom.
- Staff usually attend visits free of charge, as their priority is that of supervision. Where pupil attendance is smaller than required to make the trip viable, then staff may agree to contribute to the costs equitably after consultation.
- For expensive visits, an initial non-returnable deposit will be required from parents, followed by one or more additional payments.
- The letter to parents must indicate under what circumstances monies may be refunded if a pupil withdraws from a trip.
- Use cheques, travellers' cheques or credit cards wherever all possible during the trip to avoid the risk of losing cash.
- Following the trip, submit accounts to the finance department for signing off.

Insurance

The school's insurance cover under the AIG Lifeline Plus Policy provides comprehensive personal accident and travel insurance cover for pupils and staff.

- If a child acts under instruction from a teacher or other authorised representative and is injured as a result, cover will be provided by the PI insurance element;

EDUCATIONAL VISITS AND LOTC POLICY

- If a child is injured due to negligent supervision, then cover will be provided by the Public Liability element
- if a child is injured through accident, with no fault of the school, there will be cover under the Personal Accident element of the policy. In addition, the parents may be able to claim under their individual PA policy if they have taken that out for the child

If the educational visit is part of a package, organised through a travel company, it is possible that the package will include insurance. However, should this be the case, it is important to obtain a copy of the insurance policy and read it carefully in order to check the extent of the cover and to ensure that the Lifeline Plus policy covers any gaps in the package policy.

In order that there can be no question of the degree of insurance cover, it is advisable that parents with personal travel insurance policies are **not** given the opportunity to opt out of the collective insurance cover, either as described above or as part of a package arranged through a travel company.

Emergency Response Plan

During the Visit in the event of an Emergency

If an Emergency occurs the Trip Leader and Staff accompanying the trip should carry out the Emergency Action Plan outlined below.

Primary Action

- REMAIN CALM – Assess the situation.
- Safeguard yourself and then any other uninjured members of the group.
- Make sure all other members of the party are: accounted for, safe, adequately supervised, and briefed to ensure that they understand what to do to remain safe.
- Instruct all Staff members to assume their allocated roles.
- Ensure first aid is carried out as necessary.
- Call emergency services as appropriate.

Secondary Action 1.

- Inform the school emergency contact (information on front of Risk Assessment). They will need the following information: the nature of the emergency, number of casualties and their status, your current location, time of accident/incident, any action already taken.
- Direct contact with a parent of a group member, from the scene of the incident, should be avoided.
- A senior member of staff should carry this out from the school base.
- Liaise with, and take advice from, emergency services if they have attended the scene. Ensure an appropriate adult accompanies any casualties to hospital, taking with them parental consent forms (if unavailable to hand, receive confirmation from school office) and medical information.
- Consider other people who may need contacting: police, embassy/consulate/local accommodation.
- Control communications – prevent group members from using phones or going online until permission is given.
- Move uninjured members of the group to shelter or away from the immediate vicinity of any casualties. Ensure they are adequately supervised and receive appropriate support and reassurance.
- Avoid splitting the group, unless it is the only way to get help, and leave no one on their own.
- Keep a written log of all actions taken, conversations held and a timescale.
- DO NOT speak to the media.
- Refer all media enquiries to the school.

EDUCATIONAL VISITS AND LOTC POLICY

- Maintain contact with the emergency services and the school emergency contact until the Emergency is over.
- Monitor, reassess and review – ensure nothing is forgotten and that everyone is coping, cared for and secure.

Post – Incident Action

- Consider the emotional needs of any staff or children who may have been adversely affected.
- Complete a written report of the incident, including completing the school accident report form, if necessary.
- Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused.

Record the following:

- Time, date and nature of incident.
 - Accurate incident location.
 - Names of casualties.
 - Details of injuries
 - Actions taken, including all communications.
 - Names of others involved but not injured. • Details of any moves from the incident site (times, who moved, where to, how).
 - Names and contact details of witnesses.
 - Proposed actions.
- Review the lessons learned and ensure that these feed into future trip plans.
 - Share the experience and learning with colleagues.
 - Where there have been any incidents of a medical nature, including mental health issues, the Medical Feedback Form should be completed and a copy given to the DSL.

This policy should be read in conjunction with the Whole School Emergency Plan and the Whole School Critical Incident Pathways.

Code of Conduct

Behaviour should be acceptable at all times. Pupils should be reminded that they are on public view and that any poor behaviour will bring discredit on their school. School rules apply to school visits. In addition, the law in the country/countries being visited must be observed. Staff should be particularly vigilant with older pupils to avoid smoking and consumption of alcohol or use of drugs.

If behaviour threatens safety, brings the school party into disrepute, or makes the continuation of the trip impossible due to supervision procedures put in place for the pupil, the Group leader will need to consider sending the pupil home. (Appendix 6)

EDUCATIONAL VISITS AND LOTC POLICY

Review of the Policy

This policy is regularly reviewed and updated where necessary. Such updating will be based on the experiences of recently appointed staff and will take account of their comments and ideas.

Monitoring and Review

The curriculum is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Assistant Headteacher, who will report to the headmaster on its implementation on a regular basis.

APPENDIX 1

HEADMASTER'S RESPONSIBILITIES

The Head master should ensure that:

- Adequate child protection procedures are in place
- All necessary actions have been completed before the visit begins
- A suitable risk assessment has been completed, and appropriate safety measures and emergency procedures are in place
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively
- The group leader or another teacher/instructor are suitably competent to instruct the activity and are familiar with the location/centre where the activity will take place.
- Group leaders are allowed sufficient time to organise visits properly
- Non-teacher supervisors on the visit are appropriate people to supervise children
- Ratio of supervisors to pupils is appropriate
- Parents have signed consent forms
- Arrangements have been made for the medical needs and special educational needs of all the pupils
- Adequate first-aid provision will be available
- The mode of transport is appropriate
- Travel times out and back are known, including pick-up and drop-off points
- There is adequate insurance cover
- The school has: the address and telephone number of the visit's venue; a contact name; details of companies providing transport, including flight numbers
- A school contact has been nominated, and the group leader has details
- The group leader, supervisors, and nominated school contact have a copy of the emergency procedures
- The group leader, supervisor and nominated school contact have the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers' and other supervisors' next of kin
- There is a contingency plan for any delays including a late return home
- Governors are advised on all matters relating to school visits via the Health and Safety Committee, and approval is given for residential visits.
- The financial and cash handling aspects of the trip meet the requirements of School policy.

Appendix 2

EVC RESPONSIBILITIES

The EVC (Facilities manager) should ensure that the headmaster is kept informed of all matters relating to school visits in close consultation with the Deputy Headteachers. In particular, to:

- Ensure that group leaders are competent and skilled to carry out their task
- Be aware of the annual calendar plan for the majority of school visits
- Support the Deputy Head teachers in overseeing the procedure for school visits
- Ensure that Group Leaders carry out their tasks
- Ensure that risk assessment and risk management procedures are in place, completed to the required standard, and presented for onward evaluation within the agreed timescales.
- Ensure that all documentation is completed and collected prior to a trip taking place with the support of the Deputy Headteachers
- Support the Deputy Headteachers in monitoring and reviewing the school's programme of educational visits
- Report to VLT on targets for improvement of school visits.
- Participate in any review of school policy
- Undertake such training as is necessary to perform the role
- Whilst the Headmaster or governors, in the case of residential visits, will make every final decision as to whether a trip should, or should not, take place, advise the headmaster (and deputies) to assist them in making that decision
- Periodically participate in visits to monitor processes (DHTs/AHTs may take on this role to balance out school needs)
- Monitor and review incidents, accidents, near misses and complaints, revising procedure where necessary
- Oversee the provision of staff training
- Ensure that a review of educational visits in all sections of the school feature on Health and Safety Committee meetings agenda.

The EVC will act as advisor to Group Leaders and other staff, by helping to:

- Access information for Leaders
- Offer advice from experience of running day and residential visits, home and abroad
- Offer advice on undertaking procedures, risk assessment and risk management
- Offer other advice as required
- Source and provide INSET as required

APPENDIX 3

GROUP LEADER'S RESPONSIBILITIES

The Group Leader has overall responsibility for the supervision, conduct and health and safety of pupils on visits. Therefore, when on the trip, the Group Leader has authority over all other staff, including more senior staff.

The group leader must:

- Complete the formal procedure for running a trip (Appendix 4)
- Obtain the Headmaster's and relevant Deputy Headteacher's prior consent
- Appoint a deputy who is competent to run the trip in your absence
- Clearly define the role of all adults and ensure all tasks have been assigned
- Be able to control and lead pupils of the relevant age range
- Where tuition is given by school staff, check that they are suitably competent to instruct pupils in an activity
- Where tuition is given by external provider, ensure that their competency has been demonstrated
- Be familiar with the location/centre where the activity will take place. If this is not possible then evidence of risk assessment and full organisational details must be sought from the centre to be visited.
- Be aware of child protection issues
- Ensure that adequate first-aid provision will be available
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Review all undertaken visits/activities and advise the EVC, Deputy Headteacher and the Headmaster where adjustments may be necessary
- Ensure that staff parents and pupils are adequately briefed
- Have enough information on the pupils to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality
- Ensure that pupil details (including parental and emergency contacts, medical information) are completed and at hand
- Ensure that group supervisors and the school contact are aware of the emergency procedures
- Ensure that the group supervisors have the details of the pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- Observe the guidance set out for teachers and other adults in the main policy and other appendices

APPENDIX 4

PLANNING THE VISIT AND RUNNING THE TRIP – THE PROCEDURE FOR GROUP LEADERS

1. Discuss budget and insurance with the Finance department. All pupils, staff and adult volunteers going on a trip must be covered by a suitable insurance policy.
2. Outline the proposal to the appropriate Deputy and the Headmaster after planned finances are agreed. (FORM 1). If approval in principle is gained, talk to relevant school staff to confirm broader viability from a calendar point of view.
3. Record details of the trip on the Trips spreadsheet found in the Priory School Staff Room Sharepoint. This also includes financial planning for the trip.
4. Ensure that the headteacher signs the Form 1 electronically on Sharepoint before proceeding with the organisation of the trip.
5. Ensure that enough pupils will take part in the trip to make it viable in terms of cost.
6. Get exact details, organise an exploratory visit if required and perform a risk assessment
7. Set a form on ParentMail for consent and finance, and ensure that all parents respond well ahead of the 2 weeks before a trip.
8. Once done, send letters home with visit details and costing (standard letter 3C 3D) via the Headmaster on ParentMail
9. Check that the annual FORM 3A is in for all pupils on the trip. This details medical, dietary or special needs of each child, but also gives signed permission for emergency medical treatment in the event that parents cannot be contacted in time and arrangements in case of unacceptable behaviour. A separate form is to be completed for each residential trip (FORM 3B).
10. Hold a briefing for parents (residential visits only), at which all information concerning the trip is made available to them.
11. Hold a briefing for pupils at which the aims and objectives for the trip are discussed along with expectations for behaviour and procedures to be followed, including emergency procedures.
12. Present a TRIP PACK, containing details of the trip for clearance by the relevant deputy, who will ensure that the trip is approved by the Headmaster. This should be submitted at least two weeks in advance of the trip for day visits and a month in advance for residential visits (Note, residential visits must be 'signed off' by the Governors' Health & Safety Committee nominee, the Facilities manager.) The trip pack must be placed electronically in the Trips folder on the Priory School Staff Roomm Sharepoint.
13. Ensure that you have with you at all times:
 - a. The trips or a school mobile phone where pupils are remotely supervised (do not share your own mobile number)
 - b. Details of specific medical/diet/special needs of pupils
 - c. Contact details of parents/carers
 - d. Contact details of liaison staff at school
 - e. First Aid kit
14. Go on the trip, monitoring risk at all time
15. Evaluate the trip in detail to assist future improvements (FORM 6).
16. Submit all three finance forms and receipts to the Finance assistant for signing off and scrutiny

Appendix 5

RISK ASSESSMENT

Risk assessment is an essential, and legally required, aspect of any trip. Risk assessments must be carried out by people competent to make the assessment. In most cases, this will be the trip leader. The relevant EVC and Headmaster are available to support staff in carrying out risk assessments. All School visits will have a risk assessment completed prior to the trip taking place, and an on-going review of risk will take place during the trip. A review sheet will be submitted for discussion by SLT after all Priory School visits.

The Law: Four key points

- a. Teachers on visits have a duty of care. They must act like a PRUDENT PARENT
- b. Negligence can only occur if a problem is REASONABLY FORESEEABLE. Therefore, the risk assessment ensures that anything reasonably foreseeable has been covered.
- c. It is necessary to employ REASONABLE and PRACTICABLE ways to control risk. This will always fall into one of 3 categories – supervise pupils around the hazard/protect against the hazard/train people about the hazard
- d. Where two professionals have considered a risk, and worked out a way of dealing with the risk, and are in agreement, courts will, according to advice, support the action of the professional.

Whilst it is legally necessary to carry out a risk assessment, the law does not prescribe how it should be done. However, Priory School has decided that a common approach to Risk Assessment will be used.

Carrying out a risk assessment.

Where possible, all sites to be visited should be assessed. If this is impractical, then all methods possible should be undertaken to assess risk.

Where a company is used to provide activities or part of the itinerary, then that provider should supply a risk assessment. This risk assessment is to be used to SUPPLEMENT and not REPLACE the trip leader's risk assessment.

School policy is that should a provider refuse, or be unable, to supply a risk assessment, then that provider will not be used by the school.

There are six stages to carrying out a risk assessment.

- 1) Identify the hazard
- 2) Identify who might be harmed
- 3) Assess risk in terms in likelihood of harm, and severity of harm. In each case, grade the risk under one of the following headings – VERY HIGH; HIGH; MEDIUM; LOW; VERY LOW (with a numerical score of 5 to 1)
- 4) Complete the standard Priory School Risk Assessment pro forma, and include it in your paperwork for approval by the EVC.
- 5) Apply control measures and communicate them
- 6) Constantly review risk whilst on the trip, and formally review the trip after it has been completed, supplying that review to the EVC for discussion at SMT.

To determine whether a risk is too great, use the following guidance – attach the figure 5 to VERY HIGH down to 1 for VERY LOW. Multiply together the score for likelihood to the score for severity. A score greater than 17 indicates risk that is too great, scores of 10 or over should make you ensure that you can control the risk, and the benefits are sufficient for the activity to go ahead.

EDUCATIONAL VISITS AND LOTC POLICY

PLEASE REMEMBER – it is not the risk assessment that is important, but the action you take in controlling the risk. It is more important to DO than WRITE DOWN

Potential Hazards

Generic – you may wish to consider the risks associated with:		
	Adult volunteers – use of	Photography
	Air travel	Rail travel
	Bus travel	Self-drive minibus travel
	Centre/Hostel/Hotel	Pupil(s) becomes victim/perpetrator of crime
	Coach travel	Pupil(s) seriously ill or injured
	Comfort/Refreshment/Service Area stops	Terrorism threat - General
	Ferry crossings	Terrorism threat – UK Airport
	Lost pupil(s) at time of departure	Terrorism threat – UK Port
	Member(s) of staff seriously ill or injured	Travel by private car (parent or teacher)
	Passports	Walking Route to/from Venue
Special Needs including Medical Needs – you may wish to consider the specific needs of children who may have the following special needs:		
	Asperger's Syndrome	Hearing Impairment
	Asthma	Mobility Impairment
	Bladder problems (including Enuresis)	Mobility Impairment (temporary)
	Bowel problems	Prescription Medicines
	Diabetes – Insulin Dependant	Severe Allergic Reactions (Anaphylaxis)
	Dietary requirements	Sight Impairment
	Epilepsy	Special Educational Need (Behaviour)
	Staff are advised to consult School Office/SENCo about children with specific needs	

Appendix 6

Parents evening check list

PRIORY SCHOOL – PARENTS EVENING CHECKLIST

- ☐ Trip leader and accompanying adults, including non-teachers introduced.
- ☐ Aims and objectives and Curriculum links/relevance explained.
- ☐ Duration of visit defined, including departure and return dates and times.
- ☐ Details of Tour Company (if applicable).
- ☐ Mode(s) of travel and name(s) of travel company(ies) to be used.
- ☐ Coach travel – seating arrangements and DfES guidance relating to seat belts.
- ☐ Name(s) and address(es) of base(s) from which group will be operating.
- ☐ Details of accommodation, including security and supervision arrangements.
- ☐ Emergency contact telephone number(s) for parental contact, including local contact.
- ☐ Details of insurance cover explained.
- ☐ Description of activities planned, including any that are hazardous, with an indication of the daily programmes.
- ☐ Times when pupils will not be closely supervised.
- ☐ Risk assessment explained.
- ☐ Parent responsibilities for ensuring that the pupils are fit to participate.
- ☐ Clothing and equipment requirements.
- ☐ Mobile phones (credit and cost implications when used abroad).
- ☐ Items that pupils should not take, purchase whilst on the visit or bring back.
- ☐ Luggage – type, quantity and labelling.
- ☐ Effective means of communication (telephone tree) in the event of change to return time.
- ☐ Financial matters including arrangements/responsibilities for spending money.
- ☐ Nominated person in charge of welfare/first aid duties.

EDUCATIONAL VISITS AND LOTC POLICY

- ☐ Procedures in the event of pupils becoming ill/injured.
- ☐ Importance of Form of Consent and photo to include any medical details and/or dietary requirements.
- ☐ Importance of European Health Insurance Cards (EHIC) (for visits abroad).
- ☐ Code of Conduct explained.
- ☐ Arrangements for dealing with pupils behaving inappropriately, including the possibility of returning them home early.

Appendix 7

PROCEDURES TO BE TAKEN IN THE EVENT OF A MAJOR ACCIDENT OR INCIDENT

The overriding concern is that the pupils' health and safety should be paramount.

1. Make sure that ALL the members of the group are accounted for.
2. If there are injuries, immediately establish the names of the injured people and the extent of their injuries and seek medical assistance.
3. Note the names and telephone numbers of any independent witnesses.
4. Advise all other supervisors that the accident/emergency procedure is in operation.
5. Contact the next of kin. In some cases it may be necessary for the Headmaster to do so.
6. If hospitalisation is required, ensure that the injured are accompanied, preferably by an adult they know who should remain there until parent(s)/carers arrive or procedures have been agreed with parent(s)/carers and medical staff.
7. Ensure that the rest of the group is adequately supervised and has understood what has happened. Explain the implications for the rest of the visit.
8. Inform the Headmaster. If he is unavailable, then contact a member of the Leadership Team using the emergency contact numbers.
9. Restrict access to telephones until you have contacted the Headmaster, or a member of the Leadership Team. Pupils should not be allowed to phone home initially.
10. The headmaster will inform those who need to know, will act as the point of contact with the media, and will liaise with the police and other emergency services about what information may be released.
11. If comment at the scene of the accident/emergency is requested by the media, all enquiries should be addressed to the Headmaster and the names of participants should NOT be released.
12. Caution is required in the preparation of any statement, as legal proceedings may follow an accident.
13. The Group leader should prepare a written report of the accident/emergency at the earliest opportunity, whilst events are still readily recalled.
14. An accident report form must always be completed in the event of any accident, however minor.

PROCEDURES TO BE TAKEN IN THE EVENT OF A SERIOUS BREACH OF THE CODE OF CONDUCT

The overriding concern is that the pupils' health and safety should be paramount and the trip remain viable.

1. The group leader will contact the Headmaster or in his absence the Deputy Head to make a decision whether the pupil should be sent home due to poor behaviour
2. The group leader or the Headmaster will contact parents of the pupil to explain their decision and arrange for transport home.
3. The group leader will contact the Headmaster again to confirm transport arrangements.
4. If the parent refuses to pay for transport of pupil or teacher the cost should initially be paid by trip staff and will be reimbursed by the school to the teacher upon the return of the trip. The finance department will then be responsible for pursuing the parent for payment.

EDUCATIONAL VISITS AND LOTC POLICY

5. As soon as is possible, the trip leader should prepare a written report detailing the behaviour and the return home arrangements

Transport home will normally occur in one of these ways:

1. A parent comes and fetches the pupil from the trip venue and takes them home
2. If the parent refuses or is unable to meet the pupil, the pupil will have to be accompanied back to school by a member of staff. The parent will be asked to pay for the transport of the pupil and the two-way travel of the teacher.
3. If air transport is required and available, the parent will agree to meet the pupil at the home airport. A ticket is purchased by the parent and an arrangement made for ticket to be collected at the airport. The pupil is then accompanied to airport by school staff and checked in as an 'unaccompanied minor'. Staff may leave pupil once he/she has passed through passport control into the departure lounge.

EDUCATIONAL VISITS AND LOTC POLICY

Appendix 8

Trip Pack

DETAILS OF A PROPOSED SCHOOL VISIT

PLEASE COMPLETE AND SUBMIT TO THE RELEVANT DHT AFTER FINANCE IS SIGNED OFF. THE DHT WILL PASS TO THE HEADMASTER FOR FINAL APPROVAL BEFORE THE VISIT IS ADVERTISED

Proposed Visit to:		Day & Date(s) of Visit:	
		Proposed Departure Time:	
		Proposed Return Time:	
Teacher in Charge of Visit (Group Leader):			
Number of Pupils:	Year Group(s)	Number(s) and name(s) of Staff additional to Trip Leader:	Number and Names of Other Adults:
Planned Activities:			
Key objectives and relevance to curriculum/skills development:			
Costs per pupil:		Mode of transport:	

EDUCATIONAL VISITS AND LOTC POLICY

EDUCATIONAL VISITS (EV) TRIP PACK

TRIP DESTINATION:

DATE:

TRIP LEADER:

YEAR GROUP(S)

Please complete electronically, deleting unrequired sheets, retaining page formatting and supplement with other relevant documents as per guidance.

Before the Educational Visit

STAGE 1:

One hard copy of FORM 1 via the relevant Deputy Headteacher, normally at least **TWO MONTHS** in advance of the trip for DAY TRIPS and **12 MONTHS** in advance for RESIDENTIAL TRIPS

STAGE 2:

Form(s)	Day Trips	Residential Trips
THE PACK MUST CONTAIN EACH DOCUMENT LISTED IN THE RELEVANT COLUMN		
Activity Form	FORM 2A	FORM 2B
Pupil Emergency Information Form	FORM 3A updated on the system but not printed out	FORM 3B
Letters to Parents	FORM 3C or FORM 3D	FORM 3E
Risk Assessment	FORM 4A, FORM 4C, FORM 4D	FORM 4A, FORM 4B, FORM 4C. FORM 4D
Staff Details	Not required	FORM 3F
SIMs Lists of information on checklist	Photos, medical and SEN summary	Photos, medical and SEN summary and contact details
Checklist	FORM 5A	FORM 5B

Submit **ONE** printed copy of the STAGE 2 trip pack for checking and signing off at least **TWO WEEKS** in advance for DAY TRIPS and **a MONTH** in advance for RESIDENTIAL TRIPS then once returned make copies for emergency contacts and/or the relevant Deputy Headteacher.

EDUCATIONAL VISITS AND LOTC POLICY

After the Educational Visit

STAGE 3:

1. Evaluation: one hard copy of FORM 6 via the relevant Deputy Headteacher
2. Final accounts signed off by finance via the relevant Deputy Headteacher
3. FORM 5A or %B updated upon receipt of STAGE 3 documents

The relevant Assistant Headteacher will pass all three stages of the pack to the Finance Assistant for filing. *It* will be archived by the Finance Assistant along with all consent forms at the end of the academic year.

FORM 1

DETAILS OF A PROPOSED SCHOOL VISIT

**PLEASE COMPLETE AND SUBMIT TO THE RELEVANT DHT AFTER
FINANCE IS SIGNED OFF. THE DHT WILL PASS TO THE HEADMASTER
FOR FINAL APPROVAL BEFORE THE VISIT IS ADVERTISED**

Proposed Visit to:		Day & Date(s) of Visit:	
		Proposed Departure Time:	
		Proposed Return Time:	
Teacher in Charge of Visit (Group Leader):			
Number of Pupils:	Year Group(s)	Number(s) and name(s) of Staff additional to Trip Leader:	Number and Names of Other Adults:
Planned Activities:			
Key objectives and relevance to curriculum/skills development:			

EDUCATIONAL VISITS AND LOTC POLICY

Costs per pupil:	Mode of transport:

Financial Arrangements as accurately as possible at this stage			
Use the Excel Finance Forms to plan and provide a summary here			
Expenditure		Income	
Booked Transport		No. of pupils X cost per head	
Use of School minibus: Estimated mileage x rate per mile (Finance Office can advise rate to use)		Other Income	
Admissions fees			
Activities			
Insurance (£1.50 per pupil per day)			
Accommodation and included food			
Contingency			
Reprographics (B & W 0.85p COL 8.5p per sheet)			
Additional Costs			
Total Expenditure		Total Income	
Budget approved by Finance with any comments (signature 1):			
Date:			

EDUCATIONAL VISITS AND LOTC POLICY

Date and involved staff agreed by AHT/DHT, with any comments (signature 2):	Authorised in principle by Headmaster, with any comments (signature 3):
Date:	Date:

THE ORIGINAL SIGNED FORM SHOULD BE RETURNED TO THE TRIP LEADER & PLACED INTO TO THE FULL TRIP PACK WHICH STAYS TOGETHER. COPIES ARE TAKEN FOR THE DHT AND FINANCE ASSISTANT.

EDUCATIONAL VISITS AND LOTC POLICY



FORM 2A

PRIORY SCHOOL OFF-SITE ACTIVITY FORM (DAY TRIPS)

Group Leader:	Contact phone Number(s)
Outbound date and Time:	Return date and Time:
Destination/Itinerary/purpose (copy of letters or information issued to parents/pupils to be included):	

Number of Pupils	Male	Female	Teacher-pupil ratio

Age Range

List of pupils enclosed with emergency contacts from SIMs crossed referenced with form 3A <u>for trips fully or partly out of school hours.</u>	YES		NO	
--	------------	--	-----------	--

Name of teacher/Adult	Role on trip	First Aid qualified?	Approved minibus driver?	Other relevant qualifications and experience

TRANSPORT	
Mode of Transport	Name of Contractor, if appropriate

EDUCATIONAL VISITS AND LOTC POLICY

TRAVEL FIRM SELECTION FORM COMPLETED AND ATTACHED	YES	NO
--	------------	-----------

RISK ASSESSMENTS		
Have all required risk assessments been made, recorded checked and communicated for this off-site visit?	YES	NO
Has a copy of the risk assessment been checked and signed by the Facilities Manager?	YES	NO
Has the Group Leader made a preliminary visit to the proposed venue in the last 6 months	YES	NO
If not, what other reasonable efforts have been made to source information about the venue?		

Details of First Aid Provision	
---------------------------------------	--

Emergency Contacts

For visits within school hours it is assumed that the school will be the emergency contact. If there is a possibility that the visit may overrun the school day, Emergency Contact must be arranged.

Name		Name	
Telephone (day)		Telephone (day)	
Telephone (evening)		Telephone (evening)	
Mobile		Mobile	

Emergency contacts must be available with paperwork at the stated times and conversant with the Educational Visits Policy and emergency procedures.

Approval

EDUCATIONAL VISITS AND LOTC POLICY

Visit authorised by the AHT/DHT, with any comments (signature 1): Date:	Visit authorised by the Headmaster, (signature 2): Date:
--	---

EDUCATIONAL VISITS AND LOTC POLICY

FORM 2B



PRIORY SCHOOL OFF-SITE ACTIVITY FORM (RESIDENTIAL TRIPS)

Group Leader:	Contact phone Number(s)
Outbound date and Time:	Return date and Time:
Destination/Itinerary/purpose (copy of letters or information issued to parents/pupils to be included):	

Number of Pupils	Male	Female	Teacher-pupil ratio

Age Range

List of pupils enclosed with emergency contacts from SIMs crossed referenced with Form 3B.	YES		NO	
---	------------	--	-----------	--

Name of teacher/Adult	Role on trip	First Aid qualified?	Approved minibus driver?	Other relevant qualifications and experience

TRANSPORT	
Mode of Transport	Name of Contractor, if appropriate

EDUCATIONAL VISITS AND LOTC POLICY

RISK ASSESSMENTS		
Have all required risk assessments been made, recorded checked and communicated for this off-site visit?	YES	NO
Has a copy of the risk assessment been checked and signed by the Facilities Manager?	YES	NO
Has the Group Leader made a preliminary visit to the proposed venue in the last 6 months	YES	NO
If not, what other reasonable efforts have been made to source information about the venue?		

Details of First Aid Provision	
--------------------------------	--

TRAVEL INFORMATION FOR OVERNIGHT/VISITS ABROAD		
	Departure	Return
Date		
Time		
Port/Airport		
Ferry/Airline Company		
Booking No. /Flight No.		

TRAVEL FIRM SELECTION FORM COMPLETED AND ATTACHED	YES	NO
---	-----	----

ACCOMMODATION FORM COMPLETED AND ATTACHED	YES	NO
---	-----	----

Is relevant insurance in place?	Has it been checked?	Copy attached?
---------------------------------	----------------------	----------------

EDUCATIONAL VISITS AND LOTC POLICY

YES	NO	YES	NO	YES	NO
------------	-----------	------------	-----------	------------	-----------

PAPERWORK			
Has a new Pupil Information form (3B) been fully completed, signed & returned by all parents?	YES		NO
Are passports checked & up to date?	YES	NO	N/A
Has information been supplied to parents?	YES		NO

Emergency Contacts

For residential visits at least two emergency contacts must be arranged.

Name		Name	
Telephone (day)		Telephone (day)	
Telephone (evening)		Telephone (evening)	
Mobile		Mobile	

Emergency contacts must be available with paperwork at the stated times and conversant with the Educational Visits Policy and emergency procedures

Approval

Visit authorised by the Facilities Manager (signature 1) Date:	Visit authorised by relevant AHT/DHT (signature 2) Date:
---	---

EDUCATIONAL VISITS AND LOTC POLICY

Visit authorised by Headmaster (signature 3)

Date:

**FORM 3A**

PRIORY SCHOOL PUPIL INFORMATION FORM FOR NON-RESIDENTIAL TRIPS

Academic Year: 2024-25

This form is completed annually (September) via ParentMail to cover all **non-residential trips** including sports fixtures, curriculum and recreational trips, both locally and at a distance. The pastoral leadership will work with form tutors (Year 7 and up) or class teacher (year 6 and below) **to ensure that the forms are returned before the end of September, or earlier if required. This paper form will not be used except in urgent cases and will be phased out in due course.**

Please ensure that there are no blanks and add an * to indicate any new information so that it can be added to your child's record.

Name of Pupil:	Date of Birth:
-----------------------	-----------------------

Address:

Home telephone number:	Other 24 hr EMERGENCY contact numbers for whole duration of trips:
-------------------------------	---

Doctor's name:	Address:	Telephone number:
-----------------------	-----------------	--------------------------

Has the pupil ever had any of the following: (If yes please give details)

	Yes	No		Yes	No
Asthma			Fits/blackouts		
Heart condition			Fainting		
Diabetes			Severe headaches		
			Migraine		

Tetanus Vaccination

Date of injection:	Date of booster:
---------------------------	-------------------------

Has the pupil any known allergies e.g. aspirin/antibiotics or any particular food or drug:

--

Please state if the pupil is receiving medical/surgical treatment from a GP or local hospital, stating any emergency procedures that must be followed:

EDUCATIONAL VISITS AND LOTC POLICY

Is the pupil currently taking medication prescribed by a GP or hospital specialist?
If so please provide details:

Does the pupil have any physical reason why they may not take part in any of the activities proposed?

Is your child confident in the water? If so, how far can he or she swim?
Please tick the appropriate box.

Cannot swim	
Still at the beginner stage	
Able to swim 25 metres	
Able to swim longer distances (greater than 25 m) with	

Does the pupil have special dietary requirements? (Vegetarian, Diabetic etc)

Please provide any other information about your child that you feel may be useful in the box below:

I understand that this form relates to all non- residential school trips this year and agree to keep the school up to date about changes to contact details during the year.

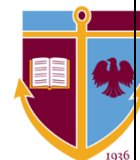
I agree that he/she will abide by the rules of the school.

Safety on school trips is of paramount importance. In the event that, in the judgement of the Group Leader, your child's behaviour is such that the safety of any member of the group, including their own, or the safety of the general public, or the good reputation of the school is threatened, the Group Leader may remove your child from an activity, or send him/her home from the trip. In situations such as this, the Group Leader's decision is final. Please note that included in examples of behaviour likely to threaten safety is a refusal to follow instructions. Whilst we are confident that pupils' behaviour will be good, it is important for parents to note that, where a child is to be sent home and a parent is unable to collect their child within a time frame set by the group leader, the school will arrange for the child to be collected. This is likely to involve two adults being sent to collect the child and all costs associated with this will be charged to parents. Your signature below indicates that you accept all the points made above.

EDUCATIONAL VISITS AND LOTC POLICY

I agree that urgent medical treatment may be given to my son or daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of an emergency, in accordance with the recommendation of a qualified medical practitioner.

Signed _____ Parent/Guardian Date: _____

**FORM 3B****PRIORY SCHOOL PUPIL INFORMATION FORM FOR RESIDENTIAL TRIPS**

A separate form must be completed for all residential trips- and will be issued by the trip leader

Name of School trip:

Name of Pupil:	Date of Birth:
-----------------------	-----------------------

Address:

Home telephone number:	Other 24 hr EMERGENCY contact numbers for whole duration of trip:
-------------------------------	--

Doctor's name:	Address:	Telephone number:
-----------------------	-----------------	--------------------------

Has the pupil ever had any of the following: (If yes please give details)

	Yes	No		Yes	No
Asthma			Fits/blackouts		
Heart condition			Fainting		
Diabetes			Severe headaches		
			Migraine		

Tetanus Vaccination

Date of injection:	Date of booster:
---------------------------	-------------------------

Has the pupil any known allergies e.g. aspirin/antibiotics or any particular food or drug:

--

Please state if the pupil is receiving medical/surgical treatment from a GP or local hospital, stating any emergency procedures that must be followed:

--

EDUCATIONAL VISITS AND LOTC POLICY

**Is the pupil currently taking medication prescribed by a GP or hospital specialist?
If so please provide details:**

--

Does the pupil have any physical reason why they may not take part in any of the activities proposed?

--

**Is your child confident in the water? If so, how far can he or she swim?
Please tick the appropriate box.**

Cannot swim	
Still at the beginner stage	
Able to swim 25 metres	
Able to swim longer distances (greater than 25 m) with	

Does the pupil have special dietary requirements? (Vegetarian, Diabetic etc)

--

Please provide any other information about your child that you feel may be useful in the box below:

--

I understand that this form relates to this specific school trip and agree that he/she will abide by the rules of the school.

Safety on school trips is of paramount importance. In the event that, in the judgement of the Group Leader, your child's behaviour is such that the safety of any member of the group, including their own, or the safety of the general public, or the good reputation of the school is threatened, the Group Leader may remove your child from an activity, or send him/her home from the trip. In situations such as this, the Group Leader's decision is final. Please note that included in examples of behaviour likely to threaten safety is a refusal to follow instructions. Whilst we are confident that pupils' behaviour will be good, it is important for parents to note that, where a child is to be sent home and a parent is unable to collect their child within a time frame set by the group leader, the school will arrange for the child to be collected. This is likely to involve two adults being sent to collect the child and all costs associated with this will be charged to parents. Your signature below indicates that you accept all the points made above.

I agree that urgent medical treatment may be given to my son or daughter if necessary, including the administration of a general anaesthetic and to surgical

operations in the case of an emergency, in accordance with the recommendation of a qualified medical practitioner.

Signed _____ Parent/Guardian Date: _____

3C



EXEMPLAR LETTER FORMAT FOR A SPORTS FIXTURE

Dear Parent/ Guardian,

Please find included with this letter the football fixture list for this term. This is an exciting time for the boys as they are playing some of the best Independent Schools in the country, which shows the great progress and hard work of the boys in the last 2 years.

Please pay special attention to the kick-off times of the games, as some fixtures will require an early leave from school premises. I have tried to make the majority of these on a Wednesday afternoon to make use of the extended enrichment **time** and therefore minimise lessons missed. I pay close attention to all the players and keep in regular contact with their teachers to see if they are keeping up to date with homework and class work.

Three fixtures that need more details are:

- Wednesday 22nd September – U16 ISA Competition: Pupils will miss the entire day of school
- Monday 27th September – U13 National Cup Game in Cambridge: Pupils will leave school at around 11am.
- Thursday 30th September – U14 ISA Competition: Pupils will miss the entire day of school

All away fixtures will return between the times of 5.30pm and 6pm depending on the traffic, if we are early or late I shall make sure you are contacted with the correct arrival time.

The Year 7 season has not been fully organised due to state schools not organising their fixtures till late September. But the majority of the Year 7 fixtures will be after Christmas as some of the boys will also be playing for the Year 8 team, whose fixtures are before Christmas.

All details will be sent via parentmail as fixtures are confirmed. To give your consent for each fixture please log onto Parent mail at:

<https://pmx.parentmail.co.uk/#pmx/overview>

If you have any questions, please have no hesitation in contacting me.

Yours Faithfully,

Mrs R Otto
Head of Physical Education.



3D

STANDARD LETTER FORMAT FOR A NON-RESIDENTIAL SCHOOL TRIP

Dear Parent/Guardian,

Pupils from year..... are participating in a visit to **ESTABLISHMENT** on **DATE**. This trip is a great opportunity for your child and the purpose is to support learning in **ASPECT(s) OF SUBJECT**. During the visit we will be **LIST ACTIVITIES**.

The cost of the trip will be **INSERT COST**, which includes **INSERT ITEMS**. Pocket money may be spent in **INSERT PLACE**, but you will need no more than **INSERT COST**. Pupils are required to bring their own packed lunch and snacks for the day and should be attired in **INSERT UNIFORM/APPROPRIATE ATTIRE**. Please be aware that pupils are responsible for any items they choose to bring with them including mobile phones, but we would ask that expensive items are left at home.

We will be leaving the school at **TIME** and arriving back at school for around **TIME** Please could you arrange to collect your child from school after the trip.

To give your consent and pay for the trip please log onto Parent mail at:

<https://pmx.parentmail.co.uk/#pmx/overview>

Yours Faithfully,

STAFF NAME

Party Leader

3E



STANDARD INITIAL LETTER FORMAT FOR A RESIDENTIAL SCHOOL TRIP

Dear Parent/Guardian,

INSERT GROUP/DEPT are excited to be able to offer a **INSERT TRIP DESTINATION** in **INSERT DATE/MONTH**.

The visit will not only offer pupils the chance to **INSERT OBJECTIVES**. Throughout their stay, pupils will **INSERT ITINERARY DETAILS INCLUDING FOOD**.

The planning for the trip is still in the very early stage and a gauge of interest is required before further plans can be made, although an estimated cost is likely to be **INSERT ESTIMATE** (to be confirmed).

Therefore, I would like to invite you to an information evening on **INSERT DATE AND TIME** where a **INSERT PERSON/TOUR COMPANY** will be making a detailed presentation offering more information about the trip.

If you have any further questions in the meantime, please do not hesitate to contact me via email on **INSERT EMAIL**

To give your consent and pay for the trip please log onto Parent mail at:

<https://pmx.parentmail.co.uk/#pmx/overview>

Yours Faithfully,

STAFF NAME

Party Leader

3F



ADULT INFORMATION (RESIDENTIAL VISITS)

Name of Adult:

Date of Birth:

Address:

Emergency Contact

Phone Number(s)

Doctor's name:

Address:

Telephone number:

National Insurance Number

Passport Number

Do you have any medical issues (allergies, asthma, diabetes, epilepsy etc.)

Do you have special dietary requirements? (Vegetarian, Diabetic etc)

Please provide any other information that you feel may be useful in the box below:

EDUCATIONAL VISITS AND LOTC POLICY

I agree that urgent medical treatment may be given to me if necessary, including the administration of a general anaesthetic and to surgical operations in the case of an emergency, in accordance with the recommendation of a qualified medical practitioner.

Signed _____

Date: _____

EDUCATIONAL VISITS AND LOTC POLICY

SAMPLE FORM 4A Priory School Educational Visit RISK ASSESSMENT FORM



Visit	Scuba Diving	Team leader	John Smith			Year Group	7-9
Date of Visit	8 th -12 th October 2013	Male Staff	2	Female Staff	1	Number of Pupils	19

HAZARD	PERSONS AT RISK	RISK DESCRIPTION	Likelihood	Impact/Severity	Risk Level	ACTION TO MINIMISE OR REACT	OWNER
Coach Accident	All	Range of potential injuries from minor cuts to death	1	5	5	Using Licenced Contractor and following LA Code of Practice for travelling by Coach	Head Teacher/EVC
Loss of students during rest stops	Pupils	- Pupils left without supervision - Potential for injury in traffic accident - Potential abduction	2	1	2	Management procedure requiring a register of pupils and headcounts before departing stop. Ensure Mobile Phone Communication between multiple coaches	Team Leader
Disembarkation on major road	All	Range of potential injuries from minor cuts to death	1	5	5	Ensure that participants disembark away from passing traffic. Warn pupils of the dangers Pupil Code of Conduct.	Team Leader
Scuba diving	All	Range of injury potential from minor for death	1	5	5	Under Instructor or Dive Master at all times. Signed liability forms	Team Leader/Instructor
Carriage of scuba equipment	All	Cuts, bruising and potentially fractures if equipment dropped on limbs, etc.	1	3	3	Training is provided in care and use of equipment	Team Leader Instructor

Score	1	2	3	4	5
LIKELIHOOD	Unlikely	May occur but very rarely	Occurs from time to time	Likely	Probable
SEVERITY	Inconvenience	Minor injury requiring first aid	Medical attention required	Major injury leading to hospitalisation	Fatal or serious injury leading to disability

0-9 Low Risk – Go ahead

10-16 Medium Risk – Re-consider actions

17-25 High Risk – Find another activity!

Assessed by	John Smith	Signed	J. Smith	Date Assessed	7 th July 2013
Approved by (EVC)	Mel Jones	Signed	M. R. Jones	Date	21 st July 2013

Reviewed and Revised by Leanne Flood September 2025

EDUCATIONAL VISITS AND LOTC POLICY



FORM 4A Priory School Educational Visit RISK ASSESSMENT FORM

Visit		Team leader				Year Group	
Date of Visit		Male Staff		Female Staff		Number of Pupils	

HAZARD	PERSONS AT RISK	RISK DESCRIPTION	Likelihood	Impact/Severity	Risk Level	ACTION TO MINIMISE OR REACT	OWNER

Score	1	2	3	4	5
LIKELIHOOD	Unlikely	<i>May occur but very rarely</i>	<i>Occurs from time to time</i>	<i>Likely</i>	<i>Probable</i>

EDUCATIONAL VISITS AND LOTC POLICY

SEVERITY	Inconvenience	<i>Minor injury requiring first aid</i>	<i>Medical attention required</i>	<i>Major injury leading to hospitalisation</i>	<i>Fatal or serious injury leading to disability</i>
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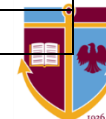
0-9 Low Risk – Go ahead

10-16 Medium Risk – Re-consider actions

17-25 High Risk – Find another activity!

Assessed by		Signed		Date Assessed	
Approved by (EVC)		Signed		Date	

FORM 4B



PRIORY ACCOMMODATION FORM

ASSESSMENT CARRIED OUT BY:	NAME & ADDRESS OF ACCOMMODATION
Name:	Firm Name:
Signature:	Address:
Position:	Contact number:

	Satisfactory		Defect	Action required		Follow-Up action		Comments
	YES	NO		Immediate	Follow-up	Carried out by	Date	
Sleeping accommodation								
Beds or bunks								
Night time security								
Can the pupils get help in the night?								
Can staff get to the children at night?								
Toilets								
Wash basins								

Reviewed and Revised by Leanne Flood September 2025

EDUCATIONAL VISITS AND LOTC POLICY

Showers or baths								
Classroom								
Recreation area								
Drying room								
Cleanliness, warmth & comfort								
Dining room								

	Satisfactory		Defect	Action required		Follow-Up action		Comments
	YES	NO		Immediate	Follow-up	Carried out by	Date	
Quality of food								
Quantity of food								
Provision of special diets								
Health & hygiene cert								
Cook qualified								
Fire safety certificate								
Fire exits marked & unlocked								
Emergency lighting								
Fire alarm OK								
Evacuation drill								
Electrical systems checked?								
Staff accommodation								
Staff toilets								

EDUCATIONAL VISITS AND LOTC POLICY

Staff /pupil accommodation adjacent								
Division of male and female accommodation								
Other								



FORM 4C

PRIORY OUTDOOR ACTIVITY FORM

ASSESSMENT CARRIED OUT BY:	ACTIVITY FIRM:
Name:	Firm Name:
Signature:	Address:
Position:	Contact number:

	Satisfactory		Defect	Action required		Follow-Up action		Comments
	YES	NO		Immediate	Follow-up	Carried out by	Date	
Brochure details								
Recommendation by another school								

EDUCATIONAL VISITS AND LOTC POLICY

Recommended by staff								
Used by school before								
Inspection visit								
Instructors qualifications								
Equipment								
Other Information:								

FORM 4D



PRIORY TRAVEL FIRM SELECTION FORM

ASSESSMENT CARRIED OUT BY:	TRAVEL FIRM:
Name:	Firm Name:
Signature:	Address:
Position:	Contact number:

	Satisfactory		Defect	Action required		Follow-Up action		Comments
	YES	NO		Immediate	Follow-up	Carried out by	Date	
ABTA approved								
Brochure details								
Recommendation by another school								
Recommended by staff								
Used by school before								

EDUCATIONAL VISITS AND LOTC POLICY

Programme offered								
Instructor qualifications								
DBS checks								
Transport Arrangements								
Accommodation								
Catering								
Booking Terms and Conditions								
Literature and media								
Willing to visit school								
Inspection visit								

FORM 5A

Checklist for Educational Visits Day Trips



This checklist is to help the Group Leader to ensure the:

- health, safety and welfare of young people and staff
- maximum educational benefit to children and young people
- effective management, planning, organisation and leadership

Please ensure you have ticked-off the following essentials.

1	Seek approval from your line manager and discuss at relevant meetings	
2	Complete and submit FORM 1 to Finance, then DHT and ensure that returned; check that added to the calendar	
3	Consult with other relevant colleagues (e.g. SENDCo; teachers of lessons)	
4	Make reasonable adjustments for all pupils' travel and accommodation	
5	Complete leave of absence forms and receive approval for cover	
6	Pre-visit completed for new locations if possible; otherwise collate provided detailed information	
7	Risk Assessment(s) completed and signed off by the Facilities Manager	
8	Insurance in place and documents attached	
9	Licenses and Insurance checked from external providers of adventure activities	
10	Set up Parentmail short letter, consent and payments with Finance	
11	Trip Letter based on standard template approved and sent by Headmaster after 10 is complete	
12	Requests for missing Pupil Information forms (FORM 3A) if required sent via Parentmail	
13	Publish confirmation of trip in the Bulletin and notify Wilson Vale	
14	Collate consent and payments from Parentmail	
15	Print out a sheet of pupil photos from SIMs; gaps filled using a school phone or digital camera	
16	Meeting(s) held for staff going on the trip	
17	Pupil briefing has taken place (in class, via form or special assembly) concerning purpose of trip, behaviour, essential equipment and safety	
18	A pupil list with special considerations, diet, medical etc.to be prepared at least 2 weeks before the trip. Copies should be left with reception and in the case of a late return with the senior member of staff acting as emergency contact.	
19	Submit Trip Pack Stage 2 at least 2 weeks in advance of the trip for final approval. This should include a full itinerary.	
21	Debrief the Headmaster and relevant AHT /DHT verbally upon return	
22	Submit the accounts to finance and the evaluation form and incident reports to the relevant Deputy Headteacher. Copy the evaluation form to the headmaster.	
23	Share the curriculum follow up work with line manager	
24	Produce a report and photos of the visit emphasising the learning to populate social media	
25	Deputy Headteacher to submit the final trip pack (stage 2 and stage 3) to the Finance Assistant for archiving	

FORM 5B



Checklist for Educational Visits Residential Trips

This checklist is to help the Group Leader to ensure the:

- health, safety and welfare of young people and staff
- maximum educational benefit to children and young people
- effective management, planning, organisation and leadership

Please ensure you have ticked-off the following essentials.

1	Seek approval from your line manager and discuss at relevant meetings	
2	Complete and submit FORM 1 to Finance, then DHT and ensure that returned; check that added to the calendar	
3	Ensure that governor approval via Health and safety committee is in place	
4	Consult with other relevant colleagues (e.g. SENDCo; teachers of lessons)	
5	Make reasonable adjustments for all pupils' travel and accommodation	
6	Complete leave of absence forms and receive approval for cover	
7	Pre-visit completed for new locations if possible; otherwise collate provided detailed information	
8	Risk Assessment (s) completed and signed off	
9	Insurance in place and documents attached	
10	Set up Parentmail short letter, consent and payments with Finance	
11	Trip Letter based on standard template approved and sent by Headmaster after 10 is complete	
12	Requests for missing Pupil Information forms (FORM 3A) if required sent via Parentmail	
13	Publish confirmation of trip in the Bulletin and notify Wilson Vale	
14	Collate consent and payments from Parentmail	
15	Print out a sheet of pupil photos from SIMs; gaps filled using a school phone or digital camera	
16	Meeting(s) held for staff going on the trip	
17	A meeting for parents and carers is held at least 14 days before the trip leaves.	
18	Pupil briefing has taken place (in class, via form or special assembly) concerning purpose of trip, behaviour, essential equipment and safety	
19	A pupil list with contacts and special considerations, diet, medical etc, needs to be prepared at least 2 weeks before the trip. Copies should be left with reception and with the senior member of staff acting as emergency contact.	
20	A photocopied record of passports of all pupils should be prepared and left with the SLT line manager who will be the emergency contact.	
21	Submit Trip Pack Stage 2 at least one month in advance of the trip for final approval. This should include a full itinerary.	
22	Debrief the Headmaster and relevant AHT/DHT verbally upon return	
23	Submit the accounts to finance and the evaluation form and incident reports to the relevant Deputy Headteacher. Copy the evaluation form to the headmaster.	
24	Share the curriculum follow up work with line manager	
25	Produce a report and photos of the visit emphasising the learning to populate social media	
26	Deputy Headteacher to submit the final trip pack (stage 2 and stage 3) to the Finance Assistant for archiving	



FORM 6

Evaluation Form

Please return with any additional supporting evidence to the relevant Deputy Head no more than 10 days after the return from a visit. Please use the electronic version where possible.

Destination/Activity		Dates	
Group Leader			

Please use a scale of 1-5 to answer the following (where appropriate) (1=poor, 2=reasonable, 3=good, 4=very good 5=outstanding).

Any item scoring a 1 will need change; any item scoring a 2 should be reviewed)

	Score	Comment (no blanks please)
Departure		
Transport/travel		
Location		
Activities		
Educational Content		
Behaviour		
Arrival back in School		
Accidents, near misses or complaints		
Staff/Adult support		
Residential Visits		
Accommodation		
Activities		
Food		
Equipment		
Evening activities		
Travel Company representatives/links		

Overall, how successful was the trip?	
State any changes you would make if you were to run the trip again	
Do you plan to run the trip next year	

Appendix 9**Reception Information Form**

Priory School trips Information for reception Please pass to reception as soon as the trip letter goes to the headmaster for approval	
Year Group	
Date	
Venue	
Lead teacher	
Cost	
Uniform or type of clothing	
Specific items to bring	
Leaving Time	
Return Time	
Packed lunch?	
Maximum Pocket Money permitted	
Lead teacher mobile contact	