



## Outdoor Education and Off-site Educational Visits Policy

Lead member of staff	Helen Williamson
Approval Level	Full Governing Body
Signed by	Nicola Waters, Chair of Governors
Date Approved	25 <sup>th</sup> May 2022
Next Review	Summer 2025

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<https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities>

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**EVOLVE user starter guide for the creation of an off-site activity visit form:**

Staff Shared → School Trip Documents

<https://evolve.edufocus.co.uk/evco10/index.asp>

**Emergency Response Plan**

Staff Shared → School Trip Documents

<https://evolve.edufocus.co.uk/evco10/index.asp>

[Safeguarding Policy \(Child Protection\)](#)

[Health and Safety](#)

Emergency Response Plan: Staff Shared → Policies → Policies → Spring Term Policies

[First Aid Policy](#)

[Behaviour Policy](#) (currently under review)

## 1. Introduction

**1.1** Billingshurst Primary school provides many opportunities for its children to learn and develop through Learning Outside the Classroom (LOtC) activities and visits and recognise the key role they play in the development of an active curriculum. This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, and adventurous activities. Our aim is to ensure every member of our school community accesses LOtC activities throughout their curriculum and that LOtC is considered as an educational entitlement. Learning outdoors is at the heart of our provision for all children and we take a fully inclusive approach to ensuring this entitlement is accessible to all children.

**1.2** The value of LOtC activities and visits are well recognised by the Governing Body and fully supported throughout the school by all staff. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. The safety culture is such that children and young people are encouraged and supported to recognise hazards and manage risk in a way that supports their learning and development. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

**1.3** This document outlines the specific policies and procedures for Billingshurst Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom Activities and Visits.
- WSCC's Adventurous Activities Reference Document.
- The Department for Education (DfE) published guidance Health and Safety on Education Visits [www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits](http://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)
- OEAP National Guidance [www.oeapng.info](http://www.oeapng.info).
- DfE advice on health & safety: responsibilities and duties for schools <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

## 2. Roles and Responsibilities

**2.1** The **Governing Body** satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All residential experiences need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

**2.2 The Head Teacher** is delegated by the Governing Body to approve all LOTC activities and off-site educational visits of a low risk, local, daily or regular nature. This is recorded through use of Evolve.

**2.3 The Educational Visits Co-ordinator (EVC)** is the Deputy Headteacher, and ensures that all LOTC activities and visits follow the correct procedures. The person with these responsibilities will approve the Visit Leadership Team for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities.
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event - see the Emergency Plan
- Keep records and make reports of incidents, accidents and 'near misses'.
- Review and regularly monitor policies and procedures.
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

**2.4 The Visits Leader** is responsible for identifying the purpose and outcomes for the visit. Significant hazards and their control measures will need to be recorded on the Billingshurst Primary School risk assessment form (**Appendix K**) and attached to the EVOLVE visit form (available at <http://www.westsussexvisits.org>).

This will take account of:

- Generic hazards.
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport.
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management process.
- All policies that exist within the school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.

**2.5 Participants** are encouraged to consider hazards involved in LOTC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and

outcomes of the visit and understand expectations of behaviour. They will be able to evaluate the experience and the impact it has had on their learning.

### **3. Guidance Notes for LOtC Activities and Off-Site Educational Visits**

To ensure good practice and compliance with the necessary regulations it is expected that:

**3.1** All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website ([www.westsussexvisits.org](http://www.westsussexvisits.org)).

Training for staff will be arranged by the school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

**3.2** In order to plan LOtC activities and visits the **EVC** should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

**3.3** Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. This can include digital copies and may utilise IT solutions including the EVOLVEgo App. **See Appendix J**

**3.4** The Local Area Visit Form available on EVOLVE is used to approve regular, low risk or routine visits such as sports fixtures.

**3.5** An EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county and or for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before the school becomes financially committed. Residential visits need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should avoid duplicate of cover being provided by a tour operator, or external provider.

**3.6** The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

**3.7** On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed to support any learning about a 'near miss' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition, it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOVE visit form.

**3.8** Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see [www.hse.gov.uk/aala](http://www.hse.gov.uk/aala)). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

**3.9** Providers that hold a Council for Learning Outside the Classroom (CLOtC) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

**Appendix A**  
**Consent form for school trips and other off-site activities**

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**Medical information**

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

.....  
.....

**Signed.....**



**Date.....**

## Appendix B

The Local Area Visits Form available via EVOLVE will be used for the following visits:

- Local sports fixtures
- Walking visits within x miles of the school

These visits will be 'pre-approved' by the EVC/Head Teacher at the start of each term.



### Add Local Area Visit

Establishment

Local Authority ▾

Visit Name

Date:

Leaving at

Returning at

10 ▾ : 00 ▾ - 10 ▾ : 00 ▾

Where are you going?

Number of Students

Staff member in charge

Simon Whitmore ▾

Comments

Cancel Continue



**Appendix C**

**PROVIDER STANDARDS  
FORM OE2**



For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

**Name & address of provider/organisation: -**

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous activities) must be completed if applicable.

**Section A – ALL PROVIDERS**

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection. ☐
2. Accident and emergency procedures are maintained, and records are available for inspection. ☐
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups. ☐
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere. ☐
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people ☐
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff. ☐
7. The provider has public liability insurance for at least £5million, ***(please attach a copy of your certificate of public liability insurance cover)*** ☐



***(please note £10 million may be required for sub aqua and airborne activities).***

- |  |                          |
|--|--------------------------|
| 8. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001. | <input type="checkbox"/> |
| 9. The provider encourages responsible attitudes to the environment as an integral part of the programme.  | <input type="checkbox"/> |
| 10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.  | <input type="checkbox"/> |
| 11. A current fire certificate covers all accommodation – or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed.   | <input type="checkbox"/> |
| 12. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.  | <input type="checkbox"/> |
| 13. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.  | <input type="checkbox"/> |

## **Section B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES**

- |  |                          |
|--|--------------------------|
| 14. The provider meets the requirements of the Adventure Activities Licensing Service (AALS) | <input type="checkbox"/> |
|--|--------------------------|

For AALS licensable activities the specification in this section may be checked as part of an AALS inspection. However, providers registered with the AALS are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.

- |  |                          |
|--|--------------------------|
| 15. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and are informed by a risk assessment.    | <input type="checkbox"/> |
| 16. The provider operates a policy for staff recruitment, induction and training which ensures that all staff, with a responsibility for participants, are competent to undertake their duties.  | <input type="checkbox"/> |
| 17. The provider maintains a written code of practice, for each activity, which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.  | <input type="checkbox"/> |
| 18. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser. | <input type="checkbox"/> |

20. Please list the adventurous activities you will be providing along with the **minimum** qualification or training your instructor will have. Where appropriate please give details of the nature of the location to be used:

**ACTIVITY**  
e.g. Canoeing

**MINIMUM QUALIFICATION/TRAINING**  
e.g. BC Paddlesport Instructor

**LOCATION**  
e.g. Sheltered Lake

.....  
.....  
.....  
.....  
.....  
.....

(continue on a separate sheet if necessary)

21. Visiting groups will have access to appropriate first aid. Provider staff are practised and competent (appropriately qualified where required) to respond to accidents and incidents.

☐

22. There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants.

☐

23. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice.

☐

If any of the above specification overleaf cannot be met, or are not applicable, please give details:

Details of any accreditation e.g.: 'Learning Outside the Classroom' Quality Badge Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item**. The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed:

Date:

Name:

Position in Org:

Email (general):

Website:

**Thank you for completing this form.  
Please return it, along with a copy  
of your Public Liability Insurance  
Certificate, to the  
school/establishment that sent it  
to you, or alternatively send it to:-**

Outdoor Education  
The Grange, 2<sup>nd</sup> Floor,  
County Hall  
CHICHESTER  
West Sussex  
PO19 1RG  
e-mail:  
[outdoor.education@westsussex.gov.uk](mailto:outdoor.education@westsussex.gov.uk)

## **Appendix D**

### **Standard Operating Procedure for Coach Travel**

The following process will be followed whenever a coach is used to transport children or young people.

- Coaches will only be booked from a licenced operator whose details have been checked at <https://www.gov.uk/find-vehicle-operators>
- Where reasonable coach operators with one of the following will be contracted:
  - Coach Marque <https://www.coachmarque.co.uk/operators/?q=>
  - BUSK Benchmark <https://www.busk-uk.co.uk>
  - Road Operators Safety Council Safe Driver Award <http://rosco-uk.org/safe-driver-awards/>
- On arrival a member of the visit leadership team will meet the coach and ensure the driver is fully briefed, to include destination, timings, numbers, specific requirements.
- The member of staff will visually inspect the coach to ensure it appears safe key safety features are present for example fire extinguisher.
- The member of staff will raise any issues found with the driver.
- The member of staff will also satisfy themselves that the driver is fit to drive i.e. does not smell of alcohol, is not unduly tired.
- All participants will be briefed before leaving the school on how to board and disembark the coach this should include:
  - Wearing seatbelts at all times, if fitted
  - No standing whilst the coach is moving
  - What to do if they become ill
  - Information about eating and drinking on the journey
  - To remain seated on arrival until told to move by staff
- Staff will sit next to all emergency exits, if this is not possible as a minimum a member of staff will sit in the centre seat at the rear of the coach and either at the middle exit or the front seat of the coach.
- On arrival a member of staff will disembark first to ensure it is safe for the children and young people and identify a safe rendezvous point.
- If the journey requires rest stops children and young people should be instructed on what to do and timings before leaving the coach. On return a register must be taken, head counts are not recommended.
- On the return journey a full register must be taken before departure, head counts are not recommended. The briefing given on the outbound journey should be repeated.

### **Coach Breakdown**

If a coach suffers a breakdown the Visit Leader will discuss the best course of action with the driver to safeguard the children and young people. On a motorway the likelihood is that all passengers will be instructed to leave the coach and gather beyond the crash barriers.

The Visit Leader must notify the Emergency Contact as soon as possible.

All staff will monitor the use of mobile devices by the children and young people.

### **Coach Accident**

The Visit Leadership must check everyone for any injuries and treat as necessary.

The Visit Leader must notify the Emergency Contact as soon as possible.

Advice given by the emergency services must be listened to and acted upon.

## **Appendix E**

### **Standard Operating Procedure for Rail Travel**

All staff, children and young people will be briefed in advance of any visits utilising rail travel, including underground trains and trams. This must include behaviour expectations, group members and leader, what to do if they miss the train, not to operate doors or windows.

Large groups will be divided into sub-groups each with a competent adult leader. Children and young people will be assigned a 'buddy' with whom they must remain at all times whilst travelling.

Group leaders will complete a register before entering the station.

Group leaders will ensure the group moves in an orderly fashion.

Group leaders will ensure everyone stays well back of platforms edges.

Where required only group leaders will press door open buttons.

Leaders will board and disembark last.

If trains are overcrowded it may be necessary for small groups to travel independently of the main group, if this is the case pre-determined and agreed meeting points must be known to all adults.

Wherever possible children and young people will be seated.

If a pair miss the train they should remain on the platform from which the train departed and wait with a member of station staff for the school member of staff to return.

If travelling in London the Visit Leader should advise TFL beforehand to take advantage of any additional assistance that may be available on platforms and with boarding and alighting from Tube trains

<https://tfl.gov.uk/info-for/schools-and-young-people/>

In the event of an incident or accident instruction given by the transport staff must be followed.

## **Appendix F**

### **Lost Child, Young Person or Staff Member**

To minimise the risk of a child, young person or adult being lost, registers will be taken by the Visit Leader or Group Leader at key points, these include before departure, on arrival, when working in smaller groups, on return from activity, at break times and before departure. Head counts should be avoided especially when volunteers are being used who do not know the children or young people.

Staff, children and young people may be issued with emergency contact details, this can be recorded on a card, lost child wrist band, labels or similar.

The following suggested actions are dependent on the age of the person missing, time of day, location, ability, known risks and should not be read as a definitive list of actions.

#### **On discovering a member of the party if missing**

- Gather everyone together, ensure their safety and keep them together,
- Send a member of staff to check the last place the missing person is known to have been,
- Send a member of staff to any key points where the missing person may have returned,
- Try to contact the missing person via phone or messaging service,
- Contact the Emergency Contact,
- Notify local police, tour operator if applicable,
- Discuss with emergency contact/member of school leadership team whether group should continue with the visit as planned or be moved to another appropriate location,
- Group moves on to next destination leaving a member of staff and tour company representative or other local expert to continue search (under direction of leadership team member and local authority,
- Keep in regular contact with the member of staff left behind and with school's emergency contact,
- Warn students and parents in advance of the use of social media and the unnecessary concern this can cause,
- Following any incident, all present not to use social media, mobile phone or text home until you have given them clear information and permission. This will be after you have discussed with the Emergency Contact.

## **Appendix G**

### **Example Code of Conduct**

You will agree to:

- behave responsibly at all times.
- comply with all instructions at all times.
- take responsibility for your own possessions.
- keep all facilities clean, tidy and undamaged.
- abide by all host facility rules and regulations.
- be aware of all emergency procedures.
- in the event of an emergency, follow emergency procedure instructions.
- understand the rules concerning the purchase, possession and consumption of alcohol.
- understand the rules concerning the purchase, possession and use of tobacco.
- understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden.
- inform staff of any relevant medical conditions or injuries.
- inform a member of staff of any hazards and report any damaged or unsafe equipment.
- wear appropriate clothing.
- return all borrowed equipment in the same condition in which you received it.
- safeguard personal belongings and borrowed equipment.
- ensure that you understand any restrictions regarding the use of mobile telephones.

On the coach

- Remain in your seat, unless given permission to do otherwise.
- Wear your seat belt whilst being transported in a minibus or coach.
- Luggage should not block the aisle and be kept on the luggage rack or under the seat.
- Litter should be put in the bags provided.
- Do not distract the driver – no shouting out, no flash photography etc.
- If you begin to feel travel sick, inform a member of staff.
- Not to disembark until asked to do so.
- When disembarking, be aware of traffic movement and direction.

Motorway service stops

- Follow instructions from staff regarding where you are allowed go and how long you may spend in the service station.
- Remain inside the service area for the duration of the stop and ensure that you are back on the coach at the given time.

On the ferry, at the airport and on the railway station

- Ensure you understand the importance of remaining in your group at these busy locations.
- Ensure that you understand that timings are vital.
- Ensure that you understand security arrangements and limitations.
- Follow instructions from crew members.
- Follow all instructions regarding being on boat decks.
- Visit shops in groups - never alone.

- Ensure that you stay back from the edge of railway platforms.
- Remember where the group is based and how to locate or contact staff.

#### Staying in the hotel

- Ensure that you read all notices and understand all instructions regarding fire and safety procedures.
- Ensure that you understand the location of duty staff.
- Ensure that you understand any instructions regarding permission to leave the hotel.
- Ensure that you understand any instructions, which limit your access to parts of the hotel. e.g. bar, casino, swimming pool.
- Ensure that you understand the dangers of balconies and any instructions regarding access.
- Ensure that you understand all instructions regarding access to other peoples' bedrooms.
- Ensure that you arrive on time for meals and meetings.
- Ensure that you understand any restrictions regarding the use of mobile telephones, taking pictures, internet access and viewing videos and DVDs.

#### Excursions

- Remain in your designated group.
- Know which member of staff is your nominated leader.
- When unaccompanied by staff, ensure that you understand any instructions and limitations.
- Ensure that you always carry your emergency contact card.

Failure to comply with this Code of Conduct may result in sanctions.

## **Appendix H**

### **Personal Challenge Commitment**

As staff we will work to ensure each activity will:

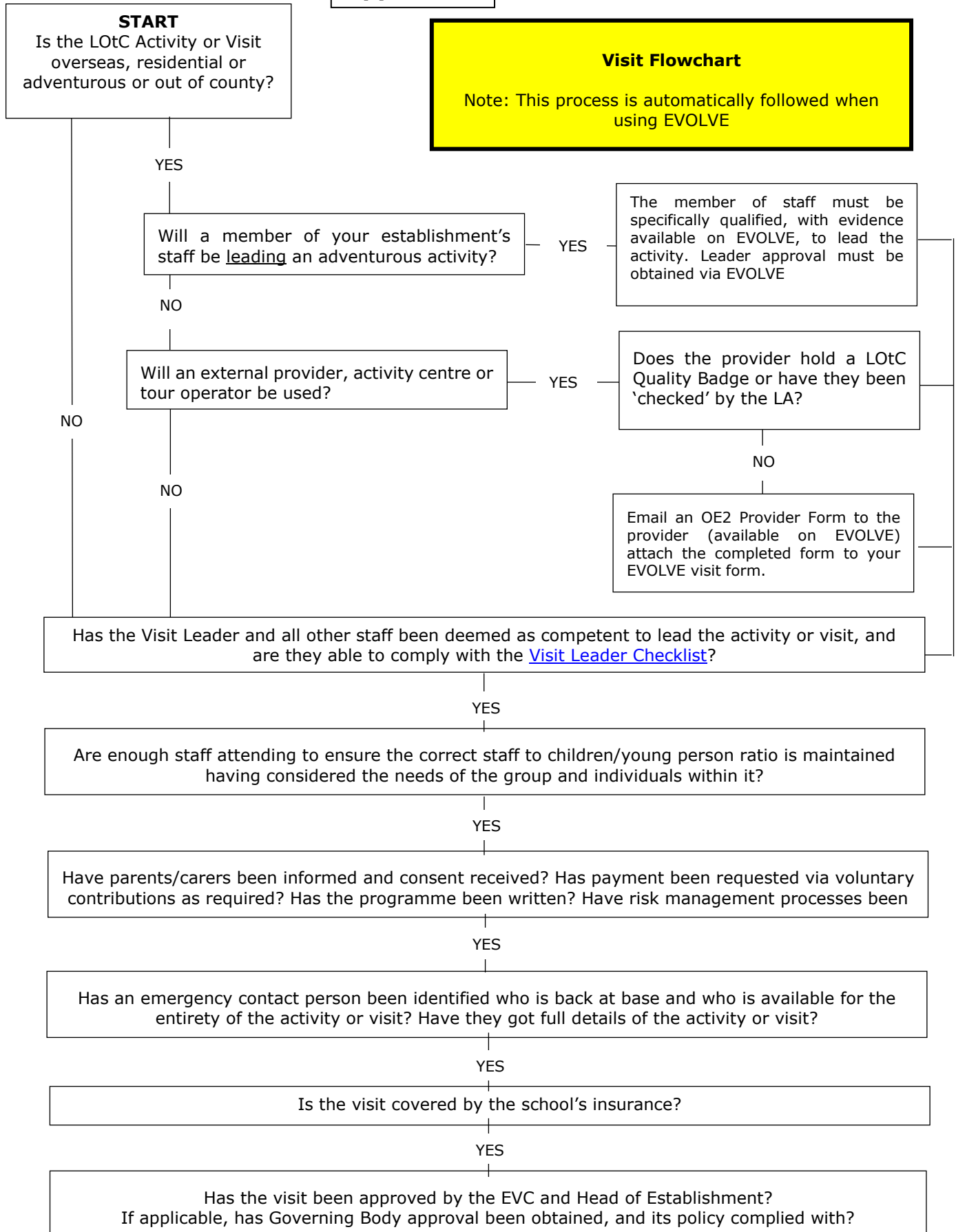
- provide a significant personal challenge,
- develop independence,
- develop team working skills,
- introduce a new part of the UK and its culture,
- provide an introduction to enriching leisure pursuits,
- do our best to meet the needs of every student,
- to support a challenge by choice approach,
- share decisions and be open and honest with every student.

As participants we will:

- be committed,
- be willing to take responsibility for ourselves and our own actions,
- be willing to work for the benefit of the team,
- to participate,
- respect the privacy and feelings of others.



## Appendix I



## Appendix J Planning Checklist for Learning Outside the Classroom (LOtC)

Step by Step guide to School Trip administration

Step	What to do	Time scale AT LEAST
Step 1	<b>Costings for the coach:</b> Please give "Admin" ( <a href="mailto:admin@billingshurstprimary.org.uk">admin@billingshurstprimary.org.uk</a> ) details of numbers of children and adults, times and destination and they will get you three quotes, book the cheapest and let you know.	6 weeks before
Step 2	<b>School Event Costing sheet:</b> Fill out costing sheet (available from the office or in folder in the staff room) include costs for coaches, entrance fees, etc. SBM will add cost for insurance and will work out the per pupil amount. SBM will then pass this to HT for approval. SBM will inform you of the outcome.	6 weeks before
Step 3	<b>Book coach:</b> Once costing has been approved <u>confirm</u> with "Admin": <a href="mailto:admin@billingshurstprimary.org.uk">admin@billingshurstprimary.org.uk</a> ) that the coaches have been booked.	5 weeks before
Step 4	<b>Letter to parents:</b> Please use the sample letter saved on the server. The letter still needs to be approved by the HT or DHT before being passed to the office. The letter includes:  <ul style="list-style-type: none"> <li>❖ Date</li> <li>❖ Details of the event</li> <li>❖ Departure and returning time</li> <li>❖ What to wear</li> <li>❖ What to bring</li> <li>❖ Reminder about cancelling hot meals and that Reception, Key Stage 1 and FSM recipients receive a packed lunch</li> <li>❖ Cost</li> <li>❖ Paragraph about funding by BPSCA if appropriate (see sample letter)</li> <li>❖ Permission slip</li> <li>❖ Date everything needs to be returned by – usually a week later i.e. 4 weeks before the trip / visit</li> </ul> If asking for parent helpers, mention that they will need CRB clearance. Wherever possible only take parents who are regular helpers and you have seen work with the children.  Please try and include all relevant information on this letter, sending out information/forms in several letters is not helpful for parents or the office staff. <b>Please give "Admin" at least <u>72 hours notice</u> for any letter you need to go out.</b>	5 weeks before

## Learning, Growing and Achieving Excellence Together

Step 5	<b>Payment/consent return:</b> Most of the payments / consent forms are received via parent pay the odd few that come in via book bags should be sent to the office in the register folder daily.	5 weeks before
Step 6	<b>Parent helpers list:</b> When you know which adults are going on the trip, please check with "Admin" regarding their DBS status.	4 weeks before
Step 7	<b>Set up on Evolve:</b> See DHT (EVC) if you are doing this for the first time or need help. Residential trips need to be approved by County at least month beforehand.	4 weeks before
Step 8	<b>Chasing payment: repeated weekly</b> Approximately 10 days before the trip, the office will send you a list advising you of all the payments NOT made and again in the days leading up to the trip. It is up to you to chase parents until the trip takes place. After that the office will send out reminder letters to parents for payment.	3 weeks before  2 weeks before  1 week before
Step 9	<b>Confirm all details on Evolve.</b> Submit to EVC when you are sure all information is recorded.	2 weeks before
Step 10	<b>Reminder letters:</b> If you think it necessary to send out a reminder letter, e.g. if you are leaving early or need children to bring something specifically, please give DHT and "Admin" at least 24 hours notice.	3 days before
Step 11	<b>Medical consents:</b> Please ask a TA to collect the medical consent pack for your classes from the office. These should be taken with you on the trip.	2 days before
Step 12	<b>Emergency contact numbers:</b> Please collect the emergency contact numbers cards from "Admin"; these are for members of STAFF ONLY. Please give the office the mobile numbers for the teachers on the trip and a list of children by coach. If possible "Admin" will let you know the numbers each coach can carry.	1 day before
Step 13	<b>Lunches and medical bags:</b> Please could the TA collect the medical bags and the 'free' packed lunches from the office.	Morning of the trip.
Step 14	<b>On return:</b> Ensure medical bags and emergency contact number cards are returned to the office.	Afternoon of the trip / Next morning.
Step 15	<b>Evaluate the trip on Evolve</b>	

# Appendix K: BPS Risk Assessment Form

## RISK ASSESSMENT FOR OFF-SITE ACTIVITY

**ACTIVITY:** ..... **LOCATION :** .....**DATE**.....

Name ..... Organisation .....

Assessment undertaken (date) ..... Signed .....Date .....Assessment Review Date: -

LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Post event review (use this column to comment if you have a concern or an incident occurred)

**Appendix L: BPS Medical Consent**  
**BILLINGSHURST PRIMARY SCHOOL**  
**PARENT'S MEDICAL CONSENT FORM**

This Parental Consent form will be used for educational visits and off-site activities for the duration of your child's time at our school. Any changes that occur **MUST** be reported to the school office and a new form completed.

\_\_\_\_\_  
(Full name of child in capitals please)

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed. I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son, daughter arising during or out of the journey.

(Note: A School Journey Insurance Policy of Chartis Insurance UK Limited is available through West Sussex County Council, though claims arising from a pre-existing condition are exempt.)

Please delete and complete the following as is appropriate.

My child has no illness, allergy or physical disability \* the following illness, allergy or physical disability \*

\* Cross out which does not apply

Child's Date of Birth:	
Name of own Doctor:	
Doctor's Address:	
Doctor's telephone number:	

Other illnesses which necessitate the following medical treatment

\_\_\_\_\_

\_\_\_\_\_

I consent to any emergency medical treatment necessary during the course of the visit.

Signed \_\_\_\_\_

Date \_\_\_\_\_ Parent/Guardian

Address	HOME	WORK
Telephone No.	HOME	WORK

Mobile No.

If not available at the above, please state an alternative contact.

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

**BILLINGSHURST PRIMARY SCHOOL  
MEDICAL QUESTIONNAIRE**

\_\_\_\_\_  
(Full name of child in capitals please)

Has your child had any of the following:

Asthma or Bronchitis	YES	NO
Heart condition	YES	NO
Fits, fainting or blackouts	YES	NO
Severe headaches	YES	NO
Diabetes	YES	NO
Allergies to any known drugs or medication	YES	NO
Any other allergies e.g. material, food, insect bites etc.	YES	NO
Other illness or disability	YES	NO

If the answer to any of these questions is YES please give details on a separate sheet which should be firmly attached:

\_\_\_\_\_

Immunisation Status

Has your child received vaccination against Tetanus in the last ten years?

YES                  NO

Is your child receiving medical treatment of any kind from either your Family Doctor or Hospital?

YES                  NO

Has your child been given specific medical advice to follow in emergencies?

YES                  NO

If the answer to either of these questions is YES please give the details here:-  
(including dosage of any medicines/tablets)

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED \_\_\_\_\_ Parent/Guardian      DATE \_\_\_\_\_

PARENT'S NAME AND INITIALS \_\_\_\_\_

 All personal information will be processed in accordance with the provisions of the Data Protection Act 1998