



## **The Queen's Church of England Primary School**

*Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of Love, Compassion and Respect.*

# **THE QUEEN'S SCHOOL School Journey and Educational Visits Policy**

Agreed by: The Governors' Premises, with Health & Safety Committee.

Date: January 2017

Review Cycle: 3 years

Next Review: January 2020

All The Queen's School policies should be read in conjunction with the Equality Policy.

If you require a copy of this document in large print, braille, audio format, or paper please contact the School Office.



# The Queen's Church of England Primary School

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## SCHOOL JOURNEY AND EDUCATIONAL VISITS POLICY

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### **Educational Visit**

This is a visit made during the course of one day and does not involve an overnight stay.

### **School Journey**

This is a visit which involves one or more overnight stays.

## **Rationale**

Visits, both day and residential, are an integral part of educational life at The Queen's School. The Queen's School recognises that pupils derive immense educational benefit by taking part in off-site visits, which provide essential learning opportunities from first-hand experiences. Taking part in problem solving, decision-making and residential experiences can enhance the development of personal and social skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. They serve to provide experiences that will aid the acquisition of new skills and attitudes, and a better understanding of the wider world. They also show that life outdoors can be a source of continuous enjoyment and contribute to overall health.

Pupils are expected to observe the highest standards of politeness, courtesy and conduct at all times. During visits, our pupils are representing The Queen's school and should do everything in a way that reflects positively on them as well as on their school.

Visits aim to:

- improve or reinforce the understanding of a particular subject area
- support class lessons
- foster a concerned awareness and sensitivity about the environment
- develop skills of observation, research and recording
- provide first-hand experience
- broaden their cultural or spiritual experience
- develop co-operation
- enhance personal and social development
- maximise every pupil's potential through a variety of learning experiences

In order to assess whether a day trip should be allowed, the class teacher/s should check that they have a genuine educational value and/or academic relevance and benefit.

Suitable reasons to organise a school visit:

- P.E. and outdoor competitive competitions
- Geography and Science field trips
- Modern Languages trips and History trips
- Cultural or religious visits

In regards to residential trips, this assessment is the responsibility of the trip coordinator.

## Risk Assessments

Prior to any visit a risk assessment needs to be conducted by the person leading the trip and signed off by a member of the management team. The School Office should have a copy of the risk assessment and a list detailing the adults and the children going on the trip. The risk assessment needs to give details of the provision for first aid and access to qualified first aiders.

Before going off site, staff must have, in advance, current information on children with specific medical or special needs problems. Prior to departure, teachers should ensure that inhalers or any other medicine required for specific medical conditions are given to the supervising adult. Children are also required to wear, for identification purposes, either high-visibility waistcoats or The Queen's School wristbands as appropriate to the trip and as specified in the risk assessment.

Frequent visits to the swimming pool, St Anne's Church, Kew Gardens, using a coach/hired bus or the tube, different year groups will follow a generic risk assessment and planning that are reviewed and/or updated on a yearly basis by each year group.

Prior to departure, teachers must ensure that accompanying adults have the following information:

- Their own group responsibility
- A copy of the risk assessment
- Who is travelling in which vehicle

The name and telephone number of the person who may be contacted in an emergency

**All category A trips** need to have the risk assessments reviewed by the Local Authority Health and Safety Advisor. Category A trips are those with a potentially higher risk including journeys involving an overnight stay or day visits involving activities on or near water. The review will confirm if the risk assessment is suitable and sufficient. **Four weeks' notice** is required for this process. The contact details can be found on the Richmond Education extranet – Health and Safety – School Journeys.

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## Roles and Responsibilities

### Teachers' responsibilities

As in a normal school day, staff taking children on a journey are in 'loco parentis' and, in law, this requires them to act 'as a caring parent should and would'. Staff should ensure that each child's individual needs are assessed and catered for with appropriate levels of supervision.

During the visit, the leading teacher will need to ensure that:

- regular head counting of pupils should take place, particularly before leaving any venue.
- rendezvous points are established and pupils are told what to do if they become separated from the group.
- all adult helpers, including teachers and parent/carers have been briefed at the outset of the trip. During the trip the lead teacher must repeat everyone's roles and responsibilities.
- parent/carers have not brought any younger siblings on the trip/journey.
- parents are not responsible for a group containing their own child (this is a recommendation). The Queen's School notes this, but gives the class teacher responsible for

the visit, absolute discretion to decide how supervision for the visit would be best organised to ensure the safety of all children.

- teachers and teaching assistants are aware of any pupils who may require closer supervision.
- all supervisors carry a list of all pupils and adults involved in the visit at all times.
- teaching assistants and parent/carers have a school mobile and contact number of the leading teacher.
- all parents/carers attending have obtained a current DBS certificate.

The leading teacher must understand that they remain responsible for pupils even when not in direct contact with them, and that they retain responsibility for the group at all times. **Staff will always take a School mobile phone on every outing.** These can be booked out from the School Office in advance of the trip. **Staff will ring the school if the trip party is delayed.**

### **Volunteers' Responsibilities**

Volunteers are required to ensure that they adhere to the risk assessment and follow the guidance of members of staff.

### **Parents' Responsibilities**

Parents' authorisation should be obtained *in writing*, preferably in the form of a return slip.

The Education Reform Act 1988 required that the school may not charge for activities undertaken in school time with the exception of individual music tuition and board and lodgings for pupils on residential courses. Parents are therefore invited to make a voluntary contribution and no children are excluded, regardless of whether a payment is made or not.

### **The Governing Body's responsibility**

The Governing Body, through the senior management team, needs to ensure that mechanisms are set up within the school for school trips to be planned effectively and safely. The Governing Body will complete a checklist to help Governors fulfil their duty with regard to authorising and monitoring educational visits, residential school journey visits – in particular 'category A' visits (**Appendix F**), and will participate in visits from time to time in order to carry out this duty. Step by step procedures for planning and organising trips should be explicitly and unambiguously mapped out. This should also include a plan for managing a serious crisis should this occur.

## **Travel**

Staff will inform the School Office of the details of the proposed trip (date, destination, pupil numbers etc.). The School Office will book the transport, having obtained quotations.

### ***Bus and coach***

Seat or lap belts must be worn on a coach and it is the responsibility of members of staff to ensure that they are used. If travelling by bus, children who are standing should hold on to a handrail.

Children should not occupy the central rear seat of the bus or coach.

### ***Tube or train***

Adults should stand between children and the platform edge. No-one should stand beyond the yellow line on the platform.

The group should board the train, all on the same carriage if possible, with a teacher boarding first. Children should sit where possible and, if standing, hold on. Children should be respectful of other pedestrians and passengers at all times (on trains and in stations).

One adult should always be last on and off. It is the responsibility of adults to ensure their group boards and alights all trains safely. Children should move away from the train further on to the platform after alighting.

In stations, children should hold onto the escalator and stair handrail, standing on the right-hand side. They should walk on the left-hand side of underground corridors.

### **Walking**

Children should walk in pairs, keeping away from the kerb. Adults should ensure that they are road side at all times; a teacher should lead, with one adult at the back and other adults spaced out along the group. The First Aider should remain towards the middle of the group. When crossing roads, zebra and pelican crossings should be used where possible. Crossing at junctions, corners and bridges should be avoided. The leading teacher should cross first, with another adult remaining in the road, facing oncoming traffic.

### **Pupil : Supervisor Ratio**

There must be at least two supervisors per visit [for non-hazardous activities], but there may be **very exceptional** occasions when the headteacher considers it sufficient for only one teacher to be used [KS2 only].

The recommended ratio for visits is:

#### **Journeys – Category A (higher risk - may include water)**

	<b>Recommended Minimum Ratio Adult:Children</b>
Foundation	1:5
Key Stage 1	1:6
Key Stage 2	1:8

#### **Visits/Journeys – Category B**

	<b>Recommended Minimum Ratio Adult:Children</b>
Foundation	1:6
Key Stage 1	1:8
Key Stage 2	1:10

**At least one member of staff must be a fully qualified first aider and not assigned to supervise a specific group.**

It should be ensured that the number of pupils accompanied is manageable and, depending on the nature of the activity, it may be necessary to increase the levels of supervision. An example of this is when accompanying younger children to church.

## **First Aid provision and administering medicines**

The risk assessment for each educational visit and school journey needs to give details of the provision for first aid and access to qualified first aiders.

Regarding the administering of medicines:

### ***Educational visits***

This follows the Supporting Pupils with a Medical Condition Policy.

### ***School journeys:***

Administration of medicines (prescribed or non-prescribed) will be the responsibility of a designated member of staff. Medicine may only be administered if the school has received written parental consent and if it is clearly labelled with the child's name and information about dosage (signed by the parent/carer). Staff will record the time medication is given and sign the record sheet. There must be two members of staff present – one to administer the medicine and the other to witness it.

On educational visits or school journeys, or where pupils are split into groups, all accompanying adults should be aware of any special medical condition of individual pupils.

Medical forms must be received by the school at least a month before the start of the trip, so that the designated member of staff can check the forms and provide the centre with the required medical information. Medicines must be given to the School Office no later than 24 hours prior to the start of the school journey; these medicines will be checked by the designated member of staff before the trip begins.

Information about special diets is requested from parents on the medical form. These should be communicated in advance to the journey centre and confirmation received that all dietary requirements can be catered for.

## **Emergency Arrangements**

These should be explained to the children, particularly what to do if lost or separated from the party.

In the event of an emergency the member of staff in charge of the offsite activity should contact the school immediately so that parents can be informed. If a child is found to be missing, the police should be informed immediately and a description given. At least one mobile phone should be carried for this purpose.

All risk assessments should include the following statement:

### **In case of emergency:**

- Adults are directly responsible for **all** children in their group.
- Get children back to school as soon as possible by the safest route.
- Find support from emergency services if necessary

If phone lines/mobiles are working, then contact the school on: 0208 9403580

Other considerations when considering first-aid and which should be included in the risk assessment should include:

- The numbers in the group and the nature of the activity.
- The distance of the nearest hospital.

### **Fire Drill on School Journeys**

On arrival at a residential venue, supervisors should inform pupils about means of escape and a fire drill should be carried out. A note of this should be made in the school journey log.

## **Communication**

### **Communication between school and staff involved on trips:**

A mobile phone will be taken on all educational visits and the contact details for this included on the risk assessment. Any delay in return times should be communicated to the School Office and parents will be informed by the school or via the emergency/contact tree in the case of residential visits.

### **Communication with Parents:**

It is imperative that parents are given full and complete written details regarding the organisation of all visits off the School site.

There are occasions when parents have a particular reason why their child should not participate on a school journey. Any case where children do not attend school journey will be taken on its own merits and the parents will need to speak in advance to the Headteacher.

For local school outings, a letter will be sent to parents at least week before the trip date seeking their consent. For other visits, including residential, a letter specific to that visit will be sent to parents and their consent obtained. Copies of all such letters should be given to the Head Teacher and copies given to the School Office and the Health and Safety Officer and stored in a relevant folder in the office that can be located quickly should the need arise.

Residential visits will involve a parents' meeting, where all pertinent information to that visit is outlined and emergency procedures explained. A Parental Consent Form should be completed for each pupil; a medical consent form is also required for all residential visits. The group leader should ensure that parents have early written information about the cost of the trip. Parents should be given enough time to prepare financially for the trip.

Communicating to parents throughout the duration of a residential trip will be done via Parent Mail (starting with an initial message announcing their safe arrival) and regular updates on the school's

website. The parents will be given an updated expected arrival time on the last day of the residential trip by a final Parent Mail.

All written details to parents must remind them of the school's policy of packed lunches that relate to the code of practice for the Healthy School's policy. A reminder regarding the 'no nuts' policy should also be given.

It is the responsibility of the class teacher (not Trip Coordinator) to make sure all accompanying adults are DBS checked.

## **SEND**

### **Pupils with Learning Difficulties and Disabilities, Special Educational and Medical Needs**

Wherever it is feasible, pupils with learning difficulties and disabilities should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention is made to supervision ratios. Each leader, for information, should hold summary sheets containing details of the pupil/pupil's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the teacher.

### **Equal Opportunities**

Every effort will be made to ensure that School journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

## **Preparing Pupils**

Pupils who are involved in a trip's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school trip. Pupils should clearly understand what is expected of them and what the trip will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

### **Behaviour on the Trip**

All pupils should observe the highest standards of politeness, courtesy and conduct at all times. Particular care needs to be taken when on public transport or in residential accommodation. Even out of school time pupils are representing the school and should do everything in a way that reflects positively on them as well as on the school. The expectations of good behaviour must be explained to pupils before any trip and reiterated as appropriate.

**N.B** Parents should be informed that any pupil who misbehaves on a school trip will be withdrawn and disciplinary measures will be taken up after the trip. Full school rules apply.

## **Pupils Sent Home**

It should be made clear to parents in advance that if, with full approval of the Headteacher, a pupil is sent home for misbehaviour then parents will be expected to pay for all costs incurred.

## **Record Keeping for Journeys**

The leader should maintain a school journey log which should be submitted to the Head Teacher on return. As well as simple diary entries and administration of medicines, all incidents, including accidents, illness and individual problems, should be recorded. Whilst on the journey, a list of all current emergency contacts for every pupil and staff member should be kept with the log.

All records in relation to a journey should be kept by the school for a minimum of three years. This includes risk assessments, itineraries, letters to parents, consent forms and financial records.

The Trip Co-ordinator, in liaison of the Headteacher and Senior Leadership Team, will consider the success of the trip and 'lessons learned' in terms of achievement of educational goals, problems or difficulties encountered and any other relevant matter. For Category A trips, written feedback from children, parents and staff will also be obtained and reviewed as part of this process. The outcome of this process should be to revise and improve subsequent trips and to reflect any relevant issues in further risk assessments as appropriate.

If there has been an incident on the journey which could give rise to a claim it is essential that the records be kept until the child concerned reaches the age of 21 as a claim can be made up until that time.

## **Farm/Zoo Visits**

There are planned yearly visits for children in Reception at The Queen's School to visit a farm. Taking children to a farm should be carefully planned. The risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with *E coli* 0157 food poisoning and other infections. Check that the farm is well-managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. Consider the merits of an exploratory visit.

There are some basic safety rules.

### **Never let pupils:**

- place their faces against the animals or put their hands in their own mouths after feeding the animals;
- eat until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- ride on tractors or other machines that have not been risk assessed and adapted for safety – (this does not include the risk assessed tractor trailer ride in the Reception farm trip);
- play in the farm area – (this does not include the designated, risk assessed play area on the Reception farm visit).

**Appendix A: Educational Visits Consent Form**

**The Queen's School Consent Form**



Trip: \_\_\_\_\_

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

I accept the school's offer to take my son/daughter on the above trip.

I agree to authorise any member of staff during the course of the trip to provide such medical treatment as is deemed necessary in an emergency or upon the advice of a qualified medical practitioner.

Any medical condition from which my son/daughter is suffering to my knowledge is described in a separate letter attached to this form, which also sets out any special medical requirements (such as drugs or other treatment) which may be required.

Letter attached       This does not apply

In an emergency, I can be contacted on the following phone number.

\_\_\_\_\_

I enclose a voluntary contribution of £XX

Signed \_\_\_\_\_ Date \_\_\_\_\_

# PARENTAL CONSENT FORM

School \_\_\_\_\_

## 1. Details of Visit/Journey

- i. Visit/Journey to: \_\_\_\_\_
- ii. Date(s) of visit/journey:  
on/from: \_\_\_\_\_ to: \_\_\_\_\_

## 2. Details of Pupil

- i. Full name of pupil: \_\_\_\_\_
- ii. Date of birth: \_\_\_\_\_

## 3. Declarations

- i. Having read the information sent to me about the above visit/journey, I authorise the school to make the necessary arrangements for \_\_\_\_\_ (child's name) to take part in all the activities and I undertake to make the necessary financial arrangements.
- ii. I understand that it may be necessary to alter some of the arrangements in the information sheet/letter but I approve the arrangements on the basis that any significant change will be notified to me in writing.  
  
I understand the school's policy on behaviour on visits/journeys and accept that in exceptional circumstances it may be necessary for my child to be sent home or collected at my own expense.
- iii. I understand that the school will not be held liable for any loss or damage to personal items of value, including non-essential electronic equipment taken on a school journey / trip.

In addition to the medicines Calpol and Calamine, the following medical supplies will be available if required. May they be used on your child?

- Nurofen
- Piriton
- Anti-histamine cream

Plasters

Anti-septic wipes

Signed: (Parent/Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Mobiles: \_\_\_\_\_ / \_\_\_\_\_

***When completed this form should be retained by the school.***

***Issued September 2013***

MEDICAL FORM

1. Child's name \_\_\_\_\_

2. School journey to  
From:

3. Medical information

i. Name and address of family doctor (GP):

\_\_\_\_\_  
\_\_\_\_\_

ii. Child's date of birth: \_\_\_\_\_

iii. Is your child at present under medical supervision or any form of medical treatment?

Yes       No

If yes, please give details:

Condition: \_\_\_\_\_

Treatment: \_\_\_\_\_

Name of hospital attended (if applicable): \_\_\_\_\_

If your child is taking any medicines, a supply sufficient to last the visit/journey must be given to the party leader on or before the departure date, together with written details of the dosage copy of the doctor's prescription form and times of administration. This applies also to medicines which may be needed only occasionally. If appropriate, in accordance with medical advice, your child could manage his/her own medication

iv. Has your child, in the past, suffered from:

Asthma:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Hay fever:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Epilepsy:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Other allergies? (eg. allergies to antibiotics/plasters/food etc) Please provide details:

\_\_\_\_\_

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Any serious illness?: \_\_\_\_\_

v. Have any restrictions been placed on your child's activities on medical advice?:

- a) swimming:  Yes  No
- b) climbing or using equipment at heights:  Yes  No
- c) strenuous activities:  Yes  No
- d) other: \_\_\_\_\_
- 

vi. Is there anything your child should not eat?:

\_\_\_\_\_

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vii. Does your child wet the bed?  Yes  No  Occasionally  
(This would not necessarily prevent your child from travelling but it is important that the party leader should know.)

viii. Does your child suffer from travel sickness?  Yes  No  Occasionally

ix. Has your child been vaccinated against poliomyelitis:  Yes  No

Please give date: \_\_\_\_\_

x. Has your child been protected against tetanus?  Yes  No

Please give date: \_\_\_\_\_

xi. **NB: Parents should notify the party leader in writing if there is any change in the medical information given above before the journey commences. Parents should obtain advice from the family doctor or school medical officer, and also notify the party leader, if the child comes into contact with an infectious disease during the three weeks before the journey.**

#### 4. Declarations

i. I consent to:(child's name) \_\_\_\_\_ being examined, if necessary, by the school medical officer, prior to the journey.

ii. I consent to:(child's name) \_\_\_\_\_ receiving any emergency medical, surgical or dental treatment, including anaesthetic, as considered necessary by the medical authorities present.

iii. These medicines will be available if required. May they be used on your child?

Calpol  Yes  No

Calamine

Yes  No

Signed:(Parent/Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel no: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile tel nos: \_\_\_\_\_

Telephone numbers for emergency contact for period of the visit/journey if these are different from the home number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix D

### Criteria for Year 5 and 6 Residential Trips/Visits

#### Year 5 – Autumn (October) Residential trip

The main focus of the Year 5 residential trip is to develop personal and social skills and help prepare the children for the coming year and their progress through Phase 3 (upper Key Stage 2).

The main learning intentions are to:

- provide a special way to begin the school year for both teachers and pupils
- provide an opportunity for extra-curricular learning
- work as part of a team
- learn the skills that make a team successful
- put into practise the school values of love, compassion and respect through:
  - encouragement of others
  - supporting each other
  - living and sharing meals together
  - being inclusive and respecting difference
- increase their knowledge and understanding of learning in an outdoor environment
- learn new skills and extend their range of skills
- face physical and mental challenges both personally and as a team
- use initiative, build confidence and self esteem
- problem solve and learn to be resilient and determined
- reflect on successes and failures

The learning objectives for Personal, Health, Social, Cultural, Education (PHSCE) development are to:

- unpack and organise their belongings
- share a room and facilities with others
- show an increasing awareness of others needs
- develop and deepen friendships
- take responsibility for organising their belongings and preparing for activities
- keeping to a busy and structured timetable
- show kindness, courtesy and consideration to everyone at all times e.g.other children, school staff, centre instructors and centre staff

## **Year 6 - France Residential PGL trip [For Information]**

Due to the huge success of the first Year 6 residential trip to France in 2013, subsequent trips have been arranged for each Year 6 group. They will spend four nights at the PGL Centre at Chateau de Grande Romaine, France, typically during mid-June. . There will typically be six members of staff who will accompany the children on these trip.

The current Year 6 children will be sharing details of their experiences with Year 5, and they will have the opportunity to ask questions they may have about the trip. The feedback has always been very positive from children and parents, with comments including:

*Everyone had a great time and we were all always involved.*

*Thank you for an amazing experience.*

*It was one of the best weeks of my life.*

Our online survey of the parents also reflected these views:

*The range of activities and day-trips offered to the children certainly exceeded our expectations. Even the journey sounded like a fun activity in itself, with interesting stops en route. We feel the children have been very fortunate to have experienced such a trip in Year 6 of primary school.*

*I can't fault it. My daughter had a great time. It gave her the opportunity to use her French and experience some much needed independence prior to going to Secondary school.*

During the run up to the journey we shall, of course, be hosting a presentation evening during which parents will be informed, in detail, of the activities, environment, timetable and features of this year's trip. However, it is our policy to let parents know some of the initial financial implications involved with the trip at this stage so that you may plan for the cost of your child's trip.

### **Why have we decided on a trip to France?**

This PGL course is a highly inclusive experience. Pupils find the environment a very stimulating experience, helping them to develop an appreciation for cultural differences and an enthusiasm for the language. They will benefit from day-to-day contact with target language material and plenty of opportunities for extended projects relating to the trip. For some this will be their first trip abroad. The children will be given every opportunity to learn and consolidate reading and speaking in French, from signs to menus, all enhanced with PGL's evening entertainment programme to inject target language into the trip. This trip is carefully designed to fulfill key areas of cross-curricular learning, supporting not only children's language skills, but their understanding of a foreign culture. The trip will also encourage personal, social and emotional development as your child faces the challenges of looking after themselves away from home; there is even a PE dimension with the PGL bonus of on-site adventure facilities.

The organisation which runs the adventure centre is a worldwide organisation. We have used PGL for many years and we are very impressed with the facilities and safety of their sites. All the children and staff are sure to have a fantastic time. We are looking forward to a wonderful school journey in the summer.

**Appendix E**

# APPLICATION FOR APPROVAL OF A VISIT OR JOURNEY & INSURANCE COVER APPLICATION

Email to: [schooljourney@richmond.gov.uk](mailto:schooljourney@richmond.gov.uk)

## Guidance on application procedure

**Category A:** This form should be completed by the organiser and submitted, with a copy of the risk assessment using the above email address. A copy must also be issued to the Headteacher/School Visits Co-ordinator (and, where appropriate, governors) for approval in accordance with the school's policy and timetable. For category A journeys approval emails will be issued by both the insurance department and the H&S Unit.

**Category B:** Applications for insurance can be made using this form. For category B trips you do not need to submit a risk assessment for approval, but must seek approval from the Headteacher & SVC. For category B trips email approval will be issued by the insurance department only.

Please contact the Education Safety Adviser on 0208 891 7111 for further assistance

**NB:** *Not all sections of this form will be relevant to every visit/journey.*

- 
1. **Name of School / Organisation:** THE QUEEN'S Cof E PRIMARY SCHOOL
  2. **Journey / Visit Destination:**
  3. **Departure Date and Time**

Leaving:	Time:
Returning:	Time:
  4. **Places to be visited on the journey / visit:**
  5. **Total number of children attending:**
    - i. Number of boys:*
    - ii. Number of Girls:*
    - iii. Age Range:*
  6. **Total number of staff/supervisors attending:**

7. **Name of Journey Organiser:** Gender:

8. **Name of Journey Leader:** Gender:

9. **Name of Deputy Journey Leader:** Gender:

10. **Names of other adults assisting:** Gender:

Gender:

Gender:

Gender:

11. **Insurance cover will be taken out with:** The Local Authority / Insurance Company\*

**Zurich**

12. **Has a risk assessment and program been attached for category A journeys?**  
(To process approval for category A journeys, a copy of the risk assessment must be attached)

13. **Accommodation to be used**

Name:

Address:

Telephone No:

Name of Head of Centre:

14. **Have all those with unsupervised access to children been DBS checked?**

15. **Transport/Travel Arrangements** (*including the name of the transport company and the names of the drivers if self-drive*):

16. **Name and Address of Organising Company/Agency (if different from the school)**

Name:

Address:

Contact number:

17. **(i) The First Aider will be (if applicable):**

**(ii) First Aid Arrangements at the venue/centre are:**

18. **Name, address and telephone number of contact person in the home area who holds all the details about the visit and who is responsible for cascading information to parents:**

Name:

Address:

Telephone Number:

Also

Name:

Address:

Telephone Number:

19. **Has the school undertaken this visit/journey before?** Yes/No

20. **Has a preliminary visit been made?** Yes/No

\* If no preliminary visit has been made, how will preparatory information be sought?

21. **Have you provided details of (within the risk assessment) any -**

- i. *adventurous/hazardous activities*
- ii. *hazardous locations to be visited*
- iii. *Safety precautions being taken*
- iv. *Specialist party leaders and supervisors being used, with their qualifications*

#### Declaration Section

**By emailing this form through you are agreeing to the following:**

22. I/We have studied the application form and are completely satisfied with all aspects including planning, organisation, staffing and safety. I/We grant approval for the proposed visit as outlined above. In emailing this form we agree the following:

- *The Headteacher & School Journey Organiser has granted consent to this journey and are satisfied with the arrangements in place to manage safety*
- *All parental consent forms have been completed*
- *All risk assessments have been completed and will be followed*

By sending this email you are confirming that both the Headteacher and Governing Body have read and agree to the proposed school journey and are aware of its scheduled departure date and the precautions to be implemented. This application form must be sent from a secure school email account to be validated. Email received from non school accounts such as through hotmail or yahoo will not be accepted unless through special arrangement.

**Please note: Approval emails will be sent by return email, please copy in others you wish to be informed of the approval.**

**Please email this completed form to [schooljourney@richmond.gov.uk](mailto:schooljourney@richmond.gov.uk)**



The Year 5 and 6 School Journeys require Governor approval as Governors have a duty to safeguard pupils and promote their welfare. In addition the Governing Body will undertake regular monitoring of out of school educational visits, and of other learning undertaken outside the classroom covering both their purpose and expected outcome.

For Year 5 and 6 School Journeys the below checklist must be completed before Governor authorisation can be given and depending on the circumstance of other out of school educational visits these too may require the below checklist to be completed.

**EDUCATIONAL VISIT CHECKLIST Y6 [INSERT DATE]****Visit:**

Organised by:

**Date and duration:****Classes:****Objective/s of the visit:****Who is organising and leading the visit?****Leading:****Supporting the visit****Name of Journey Leader:****Name of Deputy Journey Leader:****Names of other adults assisting:**

**Please provide copies of the risk assessments that have been done for this trip.**

**Please detail travel arrangements and appropriate insurance cover:**

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**Arrangements for accommodation, if required:**

**What is the cost of the visit per child and how will it be paid for? If voluntary contributions are requested from parents what will happen if not enough contributions are received?**

**How and when will the visit be monitored and evaluated?**

**What will happen if the visit cannot go ahead as planned? Is there a Plan B?**

**Has a similar visit been undertaken in the past?**

Signed: \_\_\_\_\_

*(School Journey Co-ordinator)*

Signed: \_\_\_\_\_

*(Headteacher)*

