



*Tomlinscote School
Sixth Form College*

A Specialist Language College

Educational Visits Policy

Policy Type:	Mandatory
Approved By:	Resources Committee
Effective From:	June 2017
Revision Date:	June 2020

Tomlinscote School

Educational Visits

Policy and Procedures

1. Introduction

Tomlinscote School and Sixth Form College is committed to the provision of educational visits and outdoor education. Such opportunities enhance and enrich the learning experience and may even serve to change the course of a child's life. Educational visits can result in the development of self-esteem, interpersonal skills, independence, creativity and enhanced motivation. As a Language College, Tomlinscote School and Sixth Form College is passionate about the need to ensure that all of our students gain an experience of other cultures and exposure to language learning with native speakers in their own country.

The value of off-site educational visits is well recognised by the AQC and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for Tomlinscote School and Sixth Form College. It supplements and follows the advice and guidance contained within the following significant publications:

- OEAP National Guidance (<http://oeapng.info/>)
- Health and safety: advice on legal duties and powers statutory document published by the DfE (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)
- 'Risk education - Guidance on education visits' from HSE (<http://www.hse.gov.uk/education/visits.htm>)

2. Criteria for approval

2.1 All visits will be considered in three categories, A, B and C, with A being top priority.

Category A: those visits, which can be demonstrated to meet compulsory curriculum/examination syllabus requirements (e.g. Geography field trip for Year 12 Geography students) or contribute to the Specialist Language College (SLC) ethos. Category A visits take priority over other visits and may take place during term-time.

Category B: those visits, which do not meet specific curriculum/syllabus requirements but do have links to curriculum delivery **or** provide students with language-learning opportunities. Category B visits over one day in length will take place with a maximum of 50% within term time and the rest in school holidays/weekends.

Category C: those visits, which do not relate to any curriculum-specific or SLC targets or agreed international partnership projects.

Category C visits should not overlap with the timing of any A/B category visits, as this could jeopardise recruitment to Category A/B visits, and will take place wholly outside term-time.

2.2 Additional points for consideration:

- Financial support from the hardship fund, as available, will be directed to support students attending category A visits ahead of all other visits.
- Staffing/cover costs: In the interests of keeping cover costs as low as possible so that participation in school visits is affordable for students from lower income families, staff selected to accompany visits should, where possible, be those with the lowest cover requirements on the target dates.
- Best value for money should always be a key consideration in planning trips. It is important to enable the inclusion of students from low-income families.
- Dates for trips should also, whenever possible, be selected to minimise cover requirements (e.g a one week visit should where possible run from one weekend to the next, necessitating *five days cover* rather than from weekday to weekday, necessitating *six days cover*).

3. Roles and Responsibilities

3.1 The Group Leader is responsible for identifying the purpose of the visit and for following the procedures outlined in this policy document. It is important to realise that compliance with these procedures will be crucially important in protecting staff in the event of something going wrong. The Group Leader is responsible for completing the trip documentation online through www.surreyvisits.org.uk (see Appendix A). This requires the production of a risk assessment which is necessary for all off-site visits (see Appendix B). The risk assessment will take account of:

- Generic risks as published in the staff shared area (Z:\Events, Trips & Media\Educational Visits).
- Event Specific Risks as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success, or otherwise, of planned activities and procedures. This may involve inclusion of a 'Plan B' in the risk assessment produced prior to departure. The participants and staff will be fully briefed on the purpose and the risk assessment control measures. Participants are encouraged to consider risks involved in an off-site educational activity.

Provided these procedures are followed, the School will not take legal action against a teacher and, in the event of legal action by a third party, Surrey County Council will indemnify the teacher except in circumstances where the teacher has been found guilty of criminal negligence, assault, or criminal damage.

3.2 The Educational Visits Coordinator (EVC) is responsible for ensuring that all off-site activities follow the correct procedures. The person with these responsibilities, currently an Assistant Principal, will approve the group leader for every visit and check the written risk assessments to ensure good practice. In addition, the EVC has the following responsibilities and duties:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults.
- Ensure that Disclosure and Barring Service disclosures are in place where necessary.
- Arrange for an Emergency Duty Officer and draw up proper procedures to be followed in such an event. Current procedures are listed in Appendix C.
- Keep records and make reports of accidents and 'near accidents'.
- Review and regularly monitor procedures
- Liaise with the Local Authority(LA) Outdoor Education Advisor to ensure the proposed visit complies with the LA regulations.

3.3 The Interim Principal is delegated by the AQC to approve all off-site educational visits.

3.4 The AQC satisfies itself that the appropriate procedures, risk assessment and control measures are in place and that the documented guidance notes are being followed. The AQC delegates responsibility for the approval of educational visits to the Interim Principal.

4. Procedures for Off-Site Educational Visits

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

4.1 All group leaders will familiarise themselves with the advice and guidance available in the staff handbook. Training for group leaders can be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

4.2 It is good practice for group leaders to use the checklist in Appendix D. In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games/matches need to be planned ahead also. It may be possible to approve a series of events on an annual basis. Any visit that is scheduled to take place during school hours in term time must be approved in principle by the Interim Principal before it is formally submitted for authorisation. The first letter to parents/carers must be signed by the Interim Principal in line with the new expectations and no financial commitment should be agreed until all relevant approvals have been achieved using the pre-visit authorisation form (appendix E).

4.3 The electronic application on Evolve (see Appendix A) must be submitted to the EVC at least **two months** in advance for any educational visits which involve any of the following:

- Hazardous activities;
- An overseas trip and/or;
- A residential trip.

After approval by the Principal, approval for these visits will then be required from the Head of Strategic Risk Assessment at Surrey County Council.

4.4 All other educational visits will require the submission of an electronic application form on Evolve (see Appendix A) at least **one month** in advance. Any applications which are submitted with less notice may not be considered for approval. If a detail of the trip has not yet been confirmed, it is better that the application is submitted with the required notice and changed, if necessary, at a later date.

4.5 A completed risk assessment form (Appendix B) must be attached to the electronic application form. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventure Activities Licence is legally required. (See the DfE guidance or <https://www.gov.uk/adventure-activities-licence>) If this is the case their licence number need only be quoted instead of actually requiring their documents.

4.6 The initial letter to parents must be approved by Finance and the Interim Principal and subsequently attached to the electronic application form for approval before being distributed to parents. This letter will be signed by the Interim Principal once he/she is satisfied that the letter is appropriate and fulfils the legal obligations. This will then be returned to the Group Leader for distribution to parents. All subsequent letters relating to the trip should be signed by the Group Leader.

4.7 Once the required approval has been given by the Interim Principal for an educational, the letter should be sent to parents with an attached parental consent form and behaviour contract (Appendix F). Upon return of these forms, the details should be summarised in a contact sheet (Appendix H), a copy of which must be provided for the Duty Officer and Home Contact if applicable. The original consent forms must be retained by the group leader until the completion of the visit.

4.8 All details of the visit, as well as a copy of the initial letter to parents and the relevant Risk Assessment(s) must be uploaded onto Evolve and submitted. In the case of overseas visits, a detailed itinerary is also required

4.9 Before the visit takes place, the group leader must ensure that all supervising adults are familiar with the risk assessment and the Emergency Response Plan (Appendix C). Laminated Emergency Response Cards must be carried by all supervising adults. These are available from the staff shared drive or Evolve.

4.10 Evaluation Report: On return an evaluation report should be completed if there has been a 'near miss' or an accident. Notes should be made as soon as possible after the 'near miss' or accident and then officially reported on Evolve.

Appendices

Appendix A – Completing the online application form at www.surreyvisits.org.uk

Appendix B – Risk Assessment Form

Appendix C – Emergency Response Plan

Appendix D – Checklist for all off-site activities

Appendix E – Pre-visit Authorisation Form

Appendix F – Parental Consent Form and Behaviour Contract

Appendix G – Contact Sheet

Appendix H – Frequently Asked Questions

Appendix A

GUIDANCE ON COMPLETING AN ONLINE VISITS APPLICATION FORM

(To be used in conjunction with the Evolve Starter Guide on the staff shared drive Z:\Events, Trips & Media\Educational Visits\Educational Visits guidance from Staff Handbook and Forms to Complete)

1. Type www.surreyvisits.org.uk into the address bar.
2. Login with your user name and your password which is available from the EVC.
3. When you enter the system for the first time you will need to change your password to something you will remember. Do this by clicking on 'My profile' then 'Change password' and then enter and confirm your new password. Then click on 'continue' and then 'Update'.
4. To complete an application form, click on 'Add' tab at the top of the page. You will then need to complete all parts of the form as directed. These are automatically saved as you progress, so you can log out and return to the form at a later time.
5. Under 'Visit Type,' please be aware that any visit, except for those in the 'none of the above' category, will require approval from Surrey LA. This will be indicated at the end of the process.
6. When you arrive at the page requesting a D.O. (Duty Officer) this must be the Interim Principal, the Vice Principal or the EVC. You must seek their approval to act as the Duty Officer before completing the form. The 'Duty Officer 2' (Home Contact – see Appendix H) should be completed for visits taking place outside of standard school hours. This person will deal with routine matters and serve as a link between parents and trip staff for anything that is not regarded as an emergency.
7. On the page for attachments, you must ensure that a completed risk assessment is uploaded onto the form (use Appendix B. This can be achieved by clicking on '+ icon' on the right hand side of the page, on the 'Risk Assessment' row and then type the visit name in the box 'Name of Attachment' e.g. 'Geography Field Trip.' Then click on 'Browse' and find your completed risk assessment. When you have found your document, select it and click 'open.' Finally, click 'Continue.' This document will now be attached to your application form.
8. On the same attachments page, under 'other' you must attach your completed letter to parents. This can be uploaded in the same manner described in 7 above.
9. For all overseas visits, a detailed itinerary also needs to be uploaded by following the same procedures.
10. When you submit your form at the end of the process, you will be asked to send email notification to the EVC. Do this to ensure that the EVC knows that an application form is waiting on the system for their approval. Do not send incomplete forms to the EVC.

Any questions about this process should be submitted to the EVC by email.

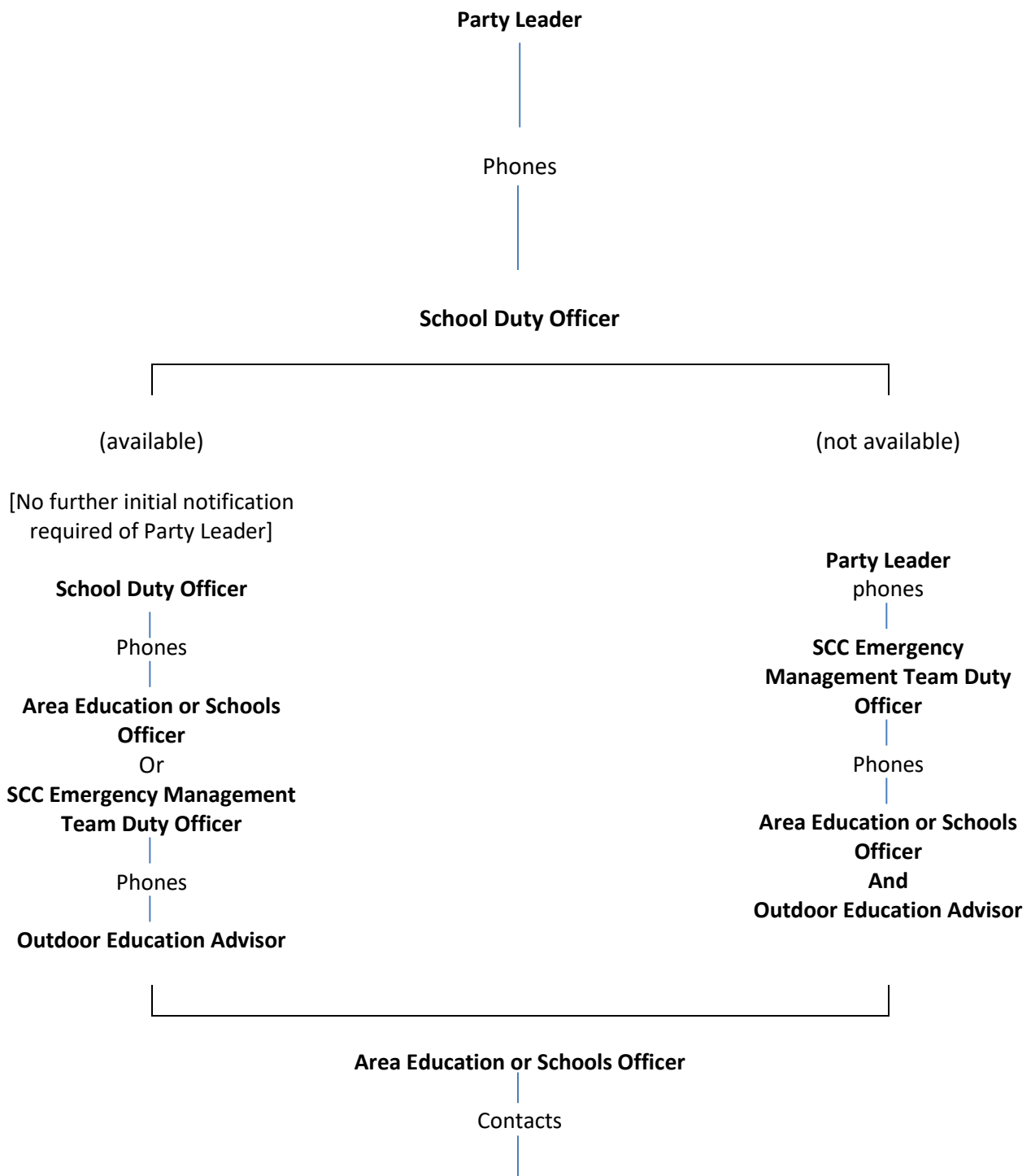
Appendix B

**Tomlinscote School and Sixth Form College
Risk Assessment Form**

Trip or Visit:		Date:	Depart Time:	Return Time:
Year Group(s):		Department		
Assessed by:		Date:		
Hazards	Identify Individual Risk	Who Manages It?	By Doing What?	

Appendix C

Offsite Emergency Contact Procedures for Schools



1. School Duty Officer
2. Interim Principal/Unit Head
3. Duty Press Officer and
4. Supports Duty Officer and/or Head in dealing with parents and others involved in the situation

Card to be carried by all supervising adults on educational visits:

IN CASE OF FATALITY OR EMERGENCY :

- Inform local emergency services
- Inform duty officer
Work tel:
Home tel:
Fax:
Mobile number:
- If duty officer unavailable, call SCC Duty Emergency Planning Officer (tel: **07831 473039**)
- You will be answered by either:
 - The SCC Emergency Planning Officer - quote OPERATION DUKE
 - or - An duty answer phone – quote OPERATION DUKE, leave a message and your number.
You will be called within 5 minutes
 - or - A messaging service - quote OPERATION DUKE, leave a message and your number.
You will be called within 5 minutes
- **DO NOT SPEAK TO PRESS OR MEDIA**
Refer to County Council Press Officer
Daytime tel: **0208-541 8996/9962**
Out of hours tel: **0208 541 7920**

Try to prevent staff and young people phoning home until contact has been made with your Duty Officer or Emergency Planning Officer

When contacting duty officer or emergency planning officer be prepared to give the following information:

- **Quote “Operation Duke”;**
- **Your full name;**
- **The telephone number you are calling from;**
- **Name of group involved;**
- **Exact nature of the incident;**
- **Is a fatality involved: Has it been confirmed? By whom?;**
- **Full name(s) and ages of injured person(s);**
- **Exact nature of injuries;**
- **Whether local police or emergency services have been informed;**
- **Whether any next of kin have been informed, if so, how? And;**
- **If contacting Emergency Planning Officer, name and number of unobtainable Duty Officer.**

Appendix D

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

The following checklist may prove useful in the planning and administration of an educational visit, but it must not be used in isolation and the relevant sections of the guidelines must be read in full.

Simple day visits not requiring transport or involving hazardous activities may not need to be processed in this way but the list may still prove useful as an 'aide memoire'.

"Who" is the most appropriate person to perform the task, not necessarily the party leader. A name or initial should be used.

"When" indicates when the task needs to be completed.

"Done" shows that the task has been carried out – the box should be dated.

	Who	When	Done
Initial Planning			
Have the aims and objectives been set?			
Will the visits, aims and objectives be linked to part of a structured programme of classroom learning, prior to and following the visits?			
Has the date been initially identified?			
Has the venue been initially identified?			
Has the composition of the group been identified?			
Have the supervisory requirements been identified?			
What is the approximate cost and who will pay?			
Is there Initial approval from Interim Principal			
The venue			
Has a venue been chosen, having considered best value, soundness of reputation and its ability to meet the aims and objectives?			
The preliminary visit			
Has a preliminary visit been undertaken?			

	Who	When	Done
Staffing			
Have staff been identified and booked with the Cover Manager via the pre-visit authorisation form?			
Are the members of staff capable of meeting any special needs that might be in the party?			
Do staff need any special training or qualifications?			
Is an appropriately trained first-aider required to accompany the visit at all times?			
Have all supervisors understood and agreed their roles and responsibilities with the party leader?			
Has a hierarchy been put in place and made clear to all in the party?			
Are all supervisors clear about expectations that, usually in the case of Residential Trips, at least 2 of them will refrain from consuming any alcohol during evening times, when not directly supervising students?			
Have all staff signed a medical disclosure form identifying any medical needs they have?			
Have all Disclosure and Barring checks been satisfactorily completed? Allow 3 weeks for this process.			
Have a duty officer and a home contact if appropriate ('Duty Officer 2' on the electronic form) been identified?			
Risk assessments			
Has a satisfactory risk assessment been completed?			
Have all outcomes of the risk assessment been shared with all appropriate members of the party?			
If appropriate, has the risk assessment been approved by the LEA?			
Have any contractors' risk assessments been checked by the Adventure Activities Licensing Authority or the LEA?			
Preparing young people			
Do the young people know what standard of behaviour is expected of them?			
Do the young people know any rules and regulations they must adhere to?			
Do the young people know who their leaders are?			
Have the young people been properly prepared, trained, qualified and tested to undertake the planned activities?			
Do they know what to do if lost or separated?			
Do they know what to do if approached by a stranger?			
Have pocket money limits been identified?			

	Who	When	Done
Preparing parents and carers			
Are parents and carers fully aware of what all aspects of the visit entail, including cost, timings, venue and activities?			
Have parents and carers given informed consent for all activities to take place?			
Have parents and carers disclosed medical details and given medical consent?			
Have parents and carers given consent to use the various methods of transport involved?			
Have parents and carers attended a pre-visit briefing and question-and-answer session if appropriate?			
Has dietary information been gained?			
Are parents and carers aware of the kit list/dress code?			
Has a phone tree been set up to communicate with parents/carers?			
Does the party leader have emergency contact details for all parents and carers for the duration of the visit?			
Health and general welfare			
Has first aid been considered as part of the risk assessment?			
Has appropriate first aid equipment been booked for the visit?			
Are designated supervisors aware of and suitably trained to administer young people's medication?			
Have all young people's medicines been collected and clearly labelled?			
Are dosages and timings for medicines clearly understood?			
Do you have the contact details of local doctors and hospitals?			
Do all party members have the appropriate clothing for either cold or very hot conditions?			
Equipment			
Has a kit list/dress code been issued to the young people?			
What equipment should the school/youth group take – including party and leader equipment?			
What equipment will the contractor provide?			

Transport			
What are the transport needs?			
Obtain quotes (reputable rather than simply cheapest).			
Has transport been finally agreed and booked?			
Hazardous activities and higher-risk environments			
Has approval been sought from the LA?			
Have the activities been checked by the Adventure Activities Licensing Authority?			
Has someone (usually the LA) checked activities not covered by the Adventure Activities Licensing Authority?			
Finance			
Costing using the appropriate Excel document available on the Staff shared drive, and seek approval from Finance via the pre-visit authorisation form.			
Communicate to parents			
Collection schedule – devise			
Collection schedule – communicate			
Refunds – calculate/give out			
Pocket money – calculate			
Pocket money – communicate			
Communications			
Plan schedule of communications			
Emergency communications (plan and tell parents)			
Mobile phone for party leader booked with school and taken on the visit?			
Accommodation (where appropriate)			
If centre has not been used before, describe and confirm suitability with head of establishment			
Check if hot water/showers			
Fire drills and procedures			
Fire exits			
Local Authority Registration check (if one exists)			

Environment			
Out of bounds areas identified			
Communicated?			
Marked?			
General			
On-site phone numbers			
24-hours contact number for site			
Approval – received from:			
Head of Cover			
Finance			
Interim Principal			
EVC			
LA if applicable			

TOMLINSCOTE SCHOOL

PRE-VISIT/EVENT AUTHORISATION FORM



Before any booking is made and before the Visit/Event is placed on Evolve, this form must be completed in full and passed onto Alban Daniel (EVC)					
Visit/Event: <input style="width: 100%;" type="text"/>			Visit/Event leader's name: <input style="width: 100%;" type="text"/>		
Date(s) of Visit/Event: <input style="width: 100%;" type="text"/>			Is the Visit/Event during the school day: <input style="width: 100%;" type="text"/>		
Visit/Event type: Overseas Residential Adventurous None of these (please tick) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
Year group(s) of students involved: <input style="width: 100%;" type="text"/>			Number of students involved: <input style="width: 100%;" type="text"/>		
Accompanying staff:					
Teaching staff code(s)	No. of lessons to cover (inc. KS4)	Teaching staff code(s)	No. of lessons to cover (inc. KS4)	Non-teaching staff code(s)	Which staff (if any) are First Aid trained?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Cover cost: £ <input style="width: 100%;" type="text"/>				Signatures:	
Karen Fenner				<input style="width: 100%;" type="text"/>	
Cost Centre to charge for cover: <input style="width: 100%;" type="text"/>				Dates:	
Budget holder's staff code: <input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>	
Provide Finance with: budget plan (if > £500), draft initial letter, overleaf account application (if required), student names for ParentPay (exclude non-paying students e.g. Pupil Premium)				<input style="width: 100%;" type="text"/>	
THE TRIP WILL BE LISTED ON PARENTPAY 3 WORKING DAYS AFTER THE FINANCE DEPT SIGNATURE					
Initial letter signed by the Interim Principal Rob Major (RM to inform Finance Team if trip withdrawn)				<input style="width: 100%;" type="text"/>	
SLT Duty Officer's staff code: <input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>	
Rob Major/Jacqueline Tonkin/Alban Daniel				<input style="width: 100%;" type="text"/>	
Home-based contact's staff code: <input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>	
(if the Visit/Event is outside of normal school hours)				<input style="width: 100%;" type="text"/>	
Visit/Event leader's declaration: <u>The above Visit/Event conforms to regulations and school policy.</u>				<input style="width: 100%;" type="text"/>	
Educational Visit/Event Coordinator Alban Daniel				<input style="width: 100%;" type="text"/>	
Once ALL relevant sections have been completed, the Visit/Event must be placed on Evolve and include a copy of the Risk Assessment as well as a copy of the initial letter sent to parents (signed by Rob Major). For all overseas Visits/Events, a copy of the group's itinerary is also required.					
Access to First Aid must be available at all times during the visit. A list of student names with medical info (and details of who manages potential issues and how) must also be carried by all staff on the Visit/Event.					
Timescale: Please note that all Visits/Events classified as Overseas, Residential or Adventurous have to be approved by the Local Authority and must be placed on Evolve two months before departure. All other Visits/Events must be placed on Evolve at least one month before departure.					

APPLICATION TO OPEN A SCHOOL FUND ACCOUNT

COST CENTRE CODE

[FOR OFFICE USE]

Name of account	
Who is authorised to: pay in cash and cheques	
draw out cash	
place orders	
sign invoices	

How are surplus funds to be dealt with after the visit (please tick)?

Surpluses under £5 a head will be placed at the school's disposal.

Surpluses of £5 a head or more will be refunded to parents/students.

Surpluses of any amount will be dealt with in a different way (such as a donation to charity). This must agree with the information included in the initial letter signed by Rob Major.

Payment by cheque	Payment by BACS
Name of the beneficiary: <input type="text"/>	Name of the beneficiary: <input type="text"/>
	Sort Code: <input type="text"/>
	Account number: <input type="text"/>

(if no bank details are provided, a cheque will be issued to the Visit/Event leader for forwarding)

Terms and Conditions

- There are to be no overdrafts without prior approval of Finance;
- If the total cost of the activity exceeds £500, budget plans are to be approved by Finance before the first letter requesting payment is sent to parents;
- Deficits may in exceptional cases be charged to the Visit/Event leader's departmental capitation;

[Acknowledgement of HoD]

- Deficits cannot be repaid from other School Fund activities;
- Surpluses cannot be transferred to other School Fund activities;
- Where payments have been made by ParentPay:
 - Income will be credited after the fee charged by ParentPay (currently 1.29%) has been deducted;
 - Refunds will be made through ParentPay.
- Cover costs shown on the Pre-Visit/Event Authorisation Form will be charged to the specified account without further reference to the account holder;
- Where refunds to parents are required, the account holder is to inform the finance office of the payees' names as soon as the activity has ended;
- At the end of the activity the account holder is responsible for ensuring all transactions have been processed before the balance is disposed of;
- Statements will be issued by the finance office to the account holder on request, every month and on closure of the account.

Appendix F

Tomlinscote Parental Consent Form

This form can be downloaded from www.tomlinscoteschool.com and completed electronically. A handwritten signature is still required. You may wish to save the completed form for next time.

Child's name	Name
Form	Form
A journey to	Destination
From (date)	Date
To (date)	Date
<p>I wish my son/daughter to be allowed to take part in the above-mentioned school journey and, having read the attached letter, agree to his/her taking part in any or all of the activities described.</p> <p>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.</p> <p>I accept that, if my son/daughter does not meet the requirements as to conduct, he/she may be returned home, accompanied by an adult, before the end of the journey and that I may be required to bear the cost of this; also the cost of any loss or damage caused by my son/daughter which is not covered by the School's insurance.</p>	
My child has (select one)	<input type="checkbox"/> no illness, allergy or physical disability <input type="checkbox"/> the following illness or physical disability: Details of illness or disability which necessitates the following medical treatment: Details of treatment
<p>I consent to any emergency medical treatment necessary during the course of the visit. I undertake to inform the Trip Leader as soon as possible of any change in the medical circumstances between the date signed and the commencement of the journey.</p>	
Painkillers	<input type="checkbox"/> I also consent to my son/daughter being given a mild painkiller (paracetamol) if consider necessary by the party leader.
Dietary Requirements	Details of dietary requirements

Main Contact – Parent / Guardian	
Name	Name
Relationship to student	Relationship
Telephone	Home phone Work phone Mobile phone
Home Address	Student and contact's home address
Second Contact	
Name	Secondary contact name
Relationship to student	Relationship
Telephone	Home phone Work phone Mobile phone
Alternative Contact (outside immediate family)	
Name	Alternative contact name
Relationship to student	Relationship
Telephone	Home phone Work phone Mobile phone
Home Address	Alternative contact's home address
Doctor's Contact Details	
Name	Doctor's name
Surgery address	Address
Surgery phone	Phone
Signature of parent/guardian	✕

Behaviour Contract

Name of student	Name
Form	Form
Date of Birth	DOB
Address	Student's address
Telephone	
<p>I understand and accept the code of behaviour for Tomlinscote School and Sixth Form College and I will not:</p> <ul style="list-style-type: none"> a) smoke b) drink or buy alcohol, if under the age of 18, or without permission from parents and the Trip Leader c) carry / buy a weapon of any sort d) carry / buy explosive material or anything which could cause a fire e) behave in such a way as to endanger others f) carry a mobile phone (with the exception of Sixth Form students) <p>I will:</p> <ul style="list-style-type: none"> a) listen to and obey instructions from members of staff b) return to base promptly at the given times c) behave in a courteous and respectable manner d) remain always in groups of no fewer than four 	
Student's signature	x
Parent's signature	x
Date	

<p>I understand that photographs may be taken throughout this visit and that these photographs could be used in the future by either the school or another external organisation for marketing purposes.</p>		
<p>Having read the above statement do you give consent for photographs of your son / daughter to be taken and used? (please tick appropriate box)</p>	<input type="checkbox"/>	<p>YES, I give consent for photographs to be taken and used</p>
	<input type="checkbox"/>	<p>NO, I do not give consent for photographs to be taken and used</p>
Signature of Parent / Guardian	x	
Date		

Appendix G

CONTACT SHEET

Four copies will be required for: a) Group Leader b) Duty Officer c) Home Contact (if applicable)

Name of Student	Parent 1 Work	Parent 2 Work	Parent 1 Home	Parent 2 Home	Parent 1 Mobile	Parent 2 Mobile	Medical Issues	Dietary Requirements

Appendix H

FREQUENTLY ASKED QUESTIONS

Answers to most queries can be found by consulting the exhaustive guidelines from Surrey County Council which can be found on Evolve. However, there are some questions which are asked so frequently, it is worthwhile providing answers below in this readily accessible format:

Q. What are our insurance arrangements?

A. We use the insurance package which we have bought back from the County Council. **Our insurer is Chartis Insurance Company and our policy number is 0010626179.** Details of this scheme are available from the EVC. Parents should be informed about the nature and extent of the insurance being taken out on their behalf. Some trips may require additional insurance arrangements e.g. expeditions abroad and winter sports.

Q. What is my duty of care as a supervising adult?

A. Adult supervisors in charge of young people during a visit are considered to be *'in loco parentis.'* They have both a duty of care towards those young people and a common-law duty to act as a reasonable, prudent and careful parent would in similar circumstances. Adult supervisors should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Q. What is the required supervision ratio?

A. This is no single recommendation as the ratio must be based upon the nature of the activities being undertaken and your associated risk assessment. However, as a minimum there should be 1 adult for every 10 – 15 young people, with at least two adults on every visit. For mixed groups there should be both male and female adults present. On residential or foreign visits, the ratio should be reduced to 1 adult for every 10 young people.

Q. Am I expected to be 'on-duty' day and night on residential trips?

A. No. Residential visits are very demanding of supervisors and it is extremely important that staff are given some time off when they are not 'on duty'. Otherwise, supervisors may become overtired, reducing their ability to effectively supervise activities. Time off is likely to be in the evenings and should be organised through some sort of rota system that ensures adequate supervision at all times. Those designated as 'on-duty' should either be directly supervising the party or be immediately available as required.

Q. A student with a serious allergy is coming on my trip and may require administration of adrenaline by epipen. I am not trained. Can I prevent this student from joining the trip?

A. No. You must either ensure that a member of staff who has received training accompanies the trip or that you receive training yourself.

Q. What is a Hazardous Activity?"

A. All school journeys are potentially hazardous. However, some activities are clearly more hazardous and visits involving these activities will require approval by Surrey County Council in addition to that of the school. The following activities would be regarded as hazardous: Bathing, Canoeing/boating, Caving, Climbing, Flying, Gorge Walking, Hill/Mountain Walking, Riding, Rowing, Sailing, Ski-ing, Sub-aqua sports, Swimming. This list is not exhaustive and advice should be sought from the EVC if you are in doubt. No hazardous activity should be engaged in when such an activity was not notified on the application form.

Q. What can parents be charged for?

Please also refer to the *Guide to Managing School Finances for additional information (Z:\Events, Trips & Media\Educational Visits\Educational Visits guidance from Staff Handbook and Forms to Complete).*

A. After the trip has been authorised, the letters to parents need to be prepared and issued. This is where it's important for you to know that if the activity takes place during school hours¹ it must be provided free of charge. So what you do is ask parents to make *voluntary contributions* towards the cost, and the first letter you send home needs to include this paragraph:

“Under the terms of the 1988 Education Reform Act it is necessary to indicate that the contributions requested must be regarded as voluntary contributions. Should insufficient voluntary contributions be forthcoming it will be necessary to review whether the activity goes ahead”.

This does not apply where the trip takes place out of school hours (e.g. an evening theatre visit or a ski trip during the holidays). In these cases (with some exceptions²) we can make a charge and are not obliged to take students who haven't paid.

The first letter home to parents should also include:

“Surplus funds arising from the trip will be returned to parents where the surplus amounts to £5 a head or more. Surpluses of less than this will be retained for the benefit of the whole school.”

The first letter home should include:

- a request for an initial contribution towards the cost (min 25% for residential trips; 100% for day trips) and, if applicable, a schedule of the dates and amounts for subsequent contributions;
- a closing date for applications. Replies by this date will indicate whether there is sufficient commitment to fund the trip and;
- a parental consent form.

The letter should only give the option to pay by ParentPay. Only if a parent has good reason not to use ParentPay (e.g. has no bank account or internet access) can cash and cheques be accepted. To have your trip listed on ParentPay, you will need to let the Finance Office know at least 2 days before the letter goes out which student, or class, or group is participating and the amounts of instalments expected from them. Please note that ParentPay charge 1.29%, which is deducted before payments are credited to your School Fund account. If you do take cash and cheques you will need to issue a receipt (see above). Receipts are automatically issued when ParentPay is used.

If the first letter is sent early enough a second contribution and possibly a third could be scheduled so that enough money is collected to meet the initial deposit and stage payments that we pay to the tour operator.

This should cement the commitment of parents earlier and further minimise the risk of loss to the school. Where parents cannot afford to contribute the Interim Principal may allow use of Pupil Premium or the Hardship Fund.

¹ If 50% or more of a non-residential trip takes place between 08:55 and 13:05 and again between 13:50 and 15:35 on a school day, it's deemed to be taking place wholly during school hours. If 50% or more of a residential trip takes place on school days (24 hours), it's deemed to be taking place wholly during school hours.

² The exceptions are all trips required to fulfil the school's statutory duties in relation to the national curriculum or religious education, or required by students for a public examination. These trips are to be provided free of charge irrespective of whether they fall outside school hours, but we can still ask parents for voluntary contributions towards the cost.

Where the cost of a trip may fluctuate, for example a foreign trip organised a few years in advance may be subject to airport tax or currency fluctuations, tell parents that the cost may change and any adjustment will be made to their final instalment.

During the trip please retain all receipts for purchases made and pass them to the Finance Office for audit purposes.

Q. What information needs to be included in the letter to parents?

A. All of the following where applicable:

- Name and address of destination and any other bases; date of visit and duration;
- Travel arrangements including time, dates and places of departure and return (and arrangements for notification of delays), method of travel;
- Passport and visa requirements;
- Whether minimum numbers of pupils required;
- Itinerary, including dates and places of overnight stays;
- Details of anticipated activities and visits in which the pupils will be allowed to participate and whether included in the cost/voluntary contribution of the trip;
- Cost/voluntary contribution; details of banking money; name of staff responsible for money; deposit and date after which deposit cannot be returned if cancelling;
- Health formalities (i.e. inoculations) and the need to inform the school of any health problems concerning the pupil;
- Name of the group leader; arrangements for supervision generally and during specific activities;
- Name and address of travel company through whom arrangements are made;
- Advice on clothing, equipment and pocket money;
- Code of conduct and;
- Contact details of the Home Contact if applicable ('Duty Officer 2' on the application form).

Q. What is the role of the Home Contact?

A. This is referred to as 'Duty Officer 2' on the online application form, but is different to the role of the Duty Officer. The Duty Officer is the first point of contact for the group leader in case of an emergency - a fatality or a serious illness or injury. The contact details of the duty officer must not be given to the parents. The Home Contact ('Duty Officer 2' on the application form) provides a channel for communication between parents and the group leader. This can be used for routine matters; for example, to inform parents of delays. The contact details of the Home Contact must be provided to the parents in the letter so that they can contact the group leader if necessary. The Home Contact must retain a copy of the Contact Sheet detailing the contact details of the parents and he/she must be able to contact the group leader at any point during the visit.