



<b>Procedure</b>	Health & Safety – School Visits, Journeys and Activities
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Committee	Date of Ratification	Review Date/term	Staff Responsible	Circulation
F&R	Summer 2021	Summer 2023	Designated member of the Leadership Team (Support Services Manager)	Website File Shared staff

The school has a detailed Risk Register which the Governing Body uses to monitor and measure the impact of its decisions as well as informing its planning.

The Risk Register also includes the School's Policy Statement for Risk and Opportunity Management.

To ensure that Risk Management permeates the working of the Governing Body, this policy is referenced in the Risk Register and the committee responsible for the policy should consider the "likeliness" and "impact" level for the appropriate risks.

## 1. Introduction

We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential journeys and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our students' social, cultural and academic development. For the purpose of definition in school, a visit is a trip out of school made during the course of the day; a journey is a trip that lasts more than one day and involves overnight accommodation. The term 'trip' can be used to refer to both visits and journeys.

The safety of students and staff during all visits/journeys is paramount and for this and other reasons meticulous planning and organisation are essential.

Under the **Health and Safety at Work etc. Act 1974**, the School must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety, both on or off school premises. We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of students, and they act in loco parentis. They will also have duties as employees and/or managers under health and safety at work legislation.

As a responsible employer we understand our obligations to:

- assess the risks to students, staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell our employees about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

Orleans Park School subscribe to **Evolve**, a service that supports the planning, risk assessment and evaluation of all school visits/journeys.

The Senior Leadership Team will consider all overseas visits/journeys, if approved these will be noted by the Governors' Student & Community Committee.

Proposals for visits/journeys take into consideration the equal opportunities policy of the school to ensure that reasonable access is offered in relation to gender, disability, ethnicity, cultural and economic criteria. We hope that the full benefit of school journeys is made available to as many students as possible.

Every attempt is made to ensure a wide variety of visits/journeys. Parents should, however, be aware of the optional nature of these activities. Non-participation will in no way have an adverse effect on students' academic progress.

We require that party leaders follow school guidelines in respect of preparation, safety and finance.

We aim to balance the number and variety of visits/journeys offered with the needs of all students and staff who remain in school. We aim to make the selection of students for school trips as fair as possible and criteria for selection will be explained to parents as soon as the trip is announced. Parents/carers will be given the best possible notice of a proposed visit/journey together with any known factors which may influence their decision to participate, such as other planned trips for which their child may be eligible.

Financial support is available in accordance with the school's **Charging and Remissions Policy**.

## **2. Procedures**

Details of **all** proposed visits and journeys must be submitted first to the designated member of the Leadership Team who oversees Educational Visits. This should be done as early as possible, before any arrangements have been set in motion and before any information is given to parents/carers or students. No proposals will be accepted if submitted less than 4 weeks before the visit/journey is due to take place.

This is to ensure that:

- there is appropriate overall coordination;
- aims and objectives are stated;
- there is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the school;
- where appropriate it will be linked to work within school by preparation and follow-up activities;
- it is suitable for the students involved having regard to their ages, abilities, needs and aptitudes;
- regard is had to inclusivity;
- regard is had to the impact on in-school teaching and learning and cover implications.

**When planning and organising a school visit/journey the following are required:**

- The approval of the designated member of SLT for the visit/journey;
- Risk assessments specific to the trip and completion of an EVOLVE application (other than in respect of activities forming part of the school day, as referred to above, generic risk assessments must not be used as the trip leader needs to consider specific risks for that trip);
- Review of the list of participating students; if the SEND needs of a student may require reasonable adjustments to facilitate full or safe participation or the behaviour of a student may put the health and safety of that student or others at risk then this must be raised with the Inclusion Team/and or the Senior Leadership Team at an early stage, so that a risk assessment process can be commenced and where required suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a student to participate in a trip will be made by a member of the Senior Leadership Team and other staff should not discuss this directly with students or parents/carers;
- Financial viability of the trip;
- Regard to the School's Health and Safety Policy and health and safety advice from the DFE and the HSE;
- Insurance cover;
- Completion of parental consent forms for the trip (including informed consent for activities and for the administration of medicines and medical treatment where required), making parents aware of the activity and giving the opportunity to withdraw;
- Regard to child safeguarding procedures (taking into account the additional risks involved in residential and overseas visits/journeys);
- All staff to be aware of the medical needs of any of the students (including medical emergency procedures);

- Consideration of the ratio of staff to students needed;  
(**Student to staff ratios** for school trips are not prescribed in law. Those planning trips should decide the ratios on the basis of risk assessment and consultation with the Education Visits Co-ordinator, taking into account the activity to be undertaken and the age and maturity of the students. Consideration will also be given to the practicalities of dispatching a substitute member of staff during the visit should they be required to cover an incident, emergency or to replace a member of staff. General guidance is that there should be one adult for every 15 students and on a journey there should be a minimum of 2 staff members);
- First aid training has been completed by sufficient members of staff for the number of students involved. This will be dependent on the level of risk the trip involves. First aid kits are available at all times;
- Training needs of the staff on the trip considered and met;
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS;
- Where practical, a preliminary visit to the venue to establish the adequacy of the facilities, equipment and staff at the venue;
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return;
- A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether;
- A contingency plan for a major incident, including terrorist attack;
- Details of the liaison contact at school in case of emergencies;
- Emergency contact details for all parents and staff for the duration of the visit;
- A list of all participants with details of student's dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met);
- Parents/carers are to be made aware of the food and drink arrangements for the trip and the Catering Team informed of the trip so that school lunches can be cancelled and packed lunches ordered for free school meal students;
- Staff and any volunteers must be asked to make the trip leader aware of any medical conditions which are pertinent to the trip and they must consent in writing for that information to be shared in a medical emergency;
- An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

#### **Further procedural details:**

- As soon as visits and journeys and trips/events have been approved by the Senior Leadership Team they will be published in the next staff bulletin and added to the yearly calendar so that there is always an ongoing record of future plans. Colleagues will be asked if they would like to be considered to accompany school journeys;
- Parents/Carers will always be informed as far in advance as possible;
- Detailed accounts of all finances will be kept. All money will be paid into the Orleans Park School Journey Account, which is administered through the Finance Office;
- All information to be circulated to parents/carers will be passed by the Designated member of the Leadership Team who oversees visits/journeys. All letters, along with other paperwork will be uploaded to EVOLVE;
- Parents/Carers will be asked for necessary medical information and to give

- contact numbers for both parents in the case of an emergency;
- If a trip departs and/or returns outside normal school hours (before 7.30 am or after 5.30 pm, Monday to Friday) please advise the Premises Manager so that the Premises staff are aware of the activity on site. Pick up and drop off arrangements for parents/carers should be confirmed with the Premises Manager beforehand and detailed in the letter to parents;
- Trips or journeys running during the school day will usually be expected to make a contribution of £150 per teacher on the trip to help fund the cost of cover.

## **See appendix 1: School Visits/Journeys - Guidelines (Staff)**

### **3. Risk Management**

The procedures for planning school visits/journeys seek to ensure that students and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare.

Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their students safe.

The main legislation covering school visits/journeys is the Health and Safety at Work Act 1974 and regulations made under that Act. As the employer, Orleans Park School has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and school staff and others have a duty to take care of students in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

If activities are annual or infrequent, a review and update of an existing risk assessment may be all that is needed. If it is a new activity, a specific risk assessment must be carried out by a competent person and significant findings recorded. Risk assessments will be undertaken by the trip leader in consultation with the designated member of SLT who oversees Educational Visits and ratified by EVOLVE.

However, a specific risk assessment is not needed every time an activity forming part of the school day (e.g. regularly taking students to a local swimming pool, park, or place of worship) takes place. Risks from such routine activities will have been considered and a generic risk assessment will be implemented by the trip leader. A regular check to make sure the precautions remain suitable will be undertaken annually (or sooner should circumstances change) by the trip leader for that activity.

### **4. Inclusion - Selection of Students for Journeys and Visits**

Schools are required to ensure that students with SEND and medical conditions have full access to education, including school trips. We actively support SEND students and those

with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required.

We acknowledge that it is unlawful to treat a student with a protected equality characteristic (such as disability, sex, religion or belief) less favourably or fail to take reasonable steps to ensure that students with protected characteristics are not placed at a substantial disadvantage without justification.

We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that SEND students or those with medical conditions are included on trips and will consult with parents and students and take advice from relevant healthcare professionals to ensure that students can participate safely.

If the outcome of a risk assessment is that the residual risk to the health and safety of the student or to others is unacceptably high as a result of the student's SEND needs, taking into account all reasonable adjustments, then the decision not to include the student on that occasion will be communicated to the parents/carers of the student by a member of the Senior Leadership Team. The deposit and other monies paid will be refunded.

Reference should also be made to our SEND and Supporting Children with Medical Conditions Policies (these are both published on our website).

All trips shall be conducted according to the School's Behaviour for Learning Policy. The need to ensure appropriate behaviour is vital. However, where a student has been poorly behaved in school or where there is a real concern regarding the health & safety of the student him/herself and other students involved in the activity, then the Headteacher shall make a final decision on whether that student is allowed to take part in the visit. In this case we will make alternative arrangements to ensure that work developed during the visit is made available in another form to the student concerned.

In order to give all our students an equal opportunity to participate in a school trip, organisers should use the following procedure:

- In the letter to parents, it should be clearly stated for whom the visit/journey is intended, e.g. Year 8, all students, those studying GCSE Geography
- When slips requesting a place are returned, organisers should consult with the member of SLT overseeing visits/journeys to the suitability of applicants participating in the visit/journey
- Priority for places on the visit/journey should be given to those who are eligible to participate and who have not been on a journey previously during the current academic year
- If there is oversubscription for places by eligible students after priority cases have been allocated, then normally a ballot would be held to allocate the remainder. The ballot would also be used to draw up a waiting list of students wishing for a place on the journey
- A central list of students who cause problems of any kind on a school trip will be kept by the member of SLT overseeing visits/journeys.

## **5. Staff participation in School Journeys and Visits**

The details of any proposed school trip will be published to all staff via the daily confidential Staff Bulletin, so that all staff will have an opportunity to put their names forward for consideration. Responsibility for selecting staff will be shared between the member of staff organising the journey and the Designated member of the Leadership Team overseeing visits/journeys.

### **The following points will be considered when agreeing the staffing for school journeys and visits:**

- The willingness of staff to give up their own time to organise and participate in school journeys;
- Supervisory staff must be prepared to accept full responsibility for a group of students and be prepared to play an active part in the activity involved;
- The need for a particular expertise, e.g. subject specialism or a specialist qualification;
- The availability of staff who wish to participate. Individual members of staff should not take part in several journeys or visits in one year which are in term time, unless there are special or extenuating circumstances. We need to be aware of the effect of staff absence on classes left in school;
- If the journey is repeated annually, as many different members of staff as possible should be invited to help with the supervision over the years. Only the organiser and teachers offering specialist qualifications should go every year. A list of staff interested in accompanying school trips will be kept by the Designated member of the Leadership Team overseeing educational visits;
- Implications for the whole school: for example, particular members of staff, such as Heads of Year, may be needed in school in order to maintain a proper balance of staffing;
- School visits and journeys that are mainly recreational in nature should not normally take place in term time;
- Organisers and participants should inform and consult with Heads of Department about taking part in a school journey or visit as early as possible;
- When on school trips, staff have an enhanced duty of care towards students and it is important that their professional judgement is not impaired in any way. To that end the trip leader has the responsibility and authority to ensure that, on any one day of the trip, an appropriate number of staff refrain from drinking alcohol. Similarly, the school guidelines are that all other staff on the trip should only drink alcohol in the evenings and limit their drinking to maximum of 4 units of alcohol.

## 6. Letters to Parents (appendix 3)

Standard paragraphs on Voluntary Contributions will be included in letters re trips for which we cannot charge and must ask for voluntary contributions:

*Legislation means that we cannot charge for school visits of this nature, and we may need, therefore, to ask for voluntary contributions. If the visit takes place, then students whose parents have not made voluntary contributions will not be treated differently from other students and will be eligible to go on the visit; if, however, we receive insufficient voluntary contributions then the whole visit will have to be cancelled and parents' money refunded. The minimum voluntary contribution needed per student for this visit to go ahead is*

*.....\**

*Priority will be given to those students who are eligible and have not participated in a school journey during the academic year. If there are still insufficient places for those who wish to go, then a ballot will take place.*

Name of student ..... Form..... Please tick  
below:

1. I wish my child to go on the visit .....
  2. I am prepared to make a voluntary contribution .....
  3. Amount of voluntary contribution (minimum \*) enclosed .....
- (to be refunded if the trip does not go ahead)

\* staff will obviously need to quote the amount

### **For School Journeys that take place during school hours only**

*If your child takes part in this visit and you receive Working Tax Credit or Income Support, then you will be automatically entitled to a subsidy of the "board and lodging" element of the total cost (approximately £ in this case). If you would like to claim this, then please indicate on the reply slip below.*

*We may also be able to make a limited amount of money available to help parents or carers who are having genuine and serious difficulties with finance, as per the school's Charging and Remissions Policy. If you would like to discuss this, then please do not hesitate to contact the person organising the trip. You will need to apply for financial assistance in writing to the Designated member of the Leadership Team overseeing visits/journeys;*

### **For School Journeys that take place outside school hours only**

*We may also be able to make a limited amount of money available to help parents or carers who are having genuine and serious difficulties with finance as per the School's Charging and Remissions Policy. If you would like to discuss this, then please do not hesitate to contact the person organising the visit in the first instance. You will need to apply in writing to the Headteacher.*



## **7. Charges and Refunds**

Charges for all trips and visits are made in accordance with our Charging and Remissions Policy (a copy is published on the [policy page](#) of our website). This was ratified in Spring 2019 and is due for review Autumn 2021.

If a student is withdrawn from a trip due to illness or injury, the school will submit an insurance claim on the student's behalf. Medical evidence, as specified by the insurer, must be provided to support the claim.

If the trip is cancelled for reasons beyond the school's control, the school will seek to recover all monies paid out via the trip provider's cancellation policies. Should any monies not be refundable, balances will be claimed through the insurer. The school will only refund parents/carers once all monies have been recovered.

If a parent/carer withdraws a student from a trip for reasons other than illness or injury, or if at any point a student's behaviour prohibits them from participating in a trip, the cost will not be refunded unless another student can be found to take the place at short notice.

## **8. Insurance**

Students and staff participating in domestic visits and activities are covered by Zurich Municipal, Zurich House, 1 Gladiator Way, Farnborough, Hampshire GU14 6GB. Separate insurance will be taken out for domestic trips which include adventurous activities and for overseas trips. The majority of our overnight trips will be arranged through external travel companies. Where this is the case, the provider will be checked to ensure that they are ATOL/ABTA protected.

The school will not accept responsibility for loss or damage to personal items brought on trips.

## **9. Volunteers**

Any volunteers who accompany any visit or journey will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained.

## **10. Information for Parents/Carers and students regarding Behaviour**

Appropriate behaviour is essential for all trips and ensures that effective, memorable learning and enrichment can take place. Students and parents/carers will be given a full programme of the trip (including any specialist activities) and arrangements for the use of any remote supervision will be explained (for example shopping during a trip without direct supervision). Students and parents/carers will be made aware of and must accept the Trips Code of Conduct attached at **Appendix 2**, which sets out the expectations of students, and the use of mobile phones and sanctions which may be invoked should these be breached (including exclusion from activities and being sent home early and responsibilities for collecting students in prescribed circumstances). For residential journeys, expectations regarding downtime, curfew times, bedtimes, alcohol and smoking will be made clear. Reference should also be made to the Behaviour for Learning Policy (a copy is published in the policies section of the school [website](#)). Students may be excluded from any trip where

their behaviour presents an unacceptable level of danger to their own safety and/or others, the decision will be based on a written risk assessment (copy to be retained) and will be communicated to parents/carers by a member of the Senior Leadership Team.

## **11. Accidents, Incidents and Emergency procedures**

A member of the Senior Leadership Team will be assigned as the home contact for the duration of all off-site trips, providing 24/7 cover. They will have secure access to all details of the trip including medical and next-of-kin information for all students, accompanying staff and other adults. They will follow the procedures set out in the school's Critical Incident Plan.

## **12. Reporting Injuries and Accidents**

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need to be notified to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013). Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. Orleans Park School is responsible for this, but staff may be asked to prepare the report.

Orleans Park School will always report accidents reportable under RIDDOR including those which result in:

- Death;
- Specified injuries (under RIDDOR);
- Over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- Where there is an accident connected to the work/school activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances); and specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

## **13. Evaluation**

Following all residential journeys and new trips there will be a process of feedback, review and evaluation. For residential journeys this should involve students, parents/carers, the leaders and partner organisations. This can be used to assess the effectiveness of arrangements and outcomes for students and can help the celebration of success as well as feeding into the planning of future trips. Any significant issues should be shared with the Headteacher and the Designated member of the Leadership Team overseeing visits/journeys.

This policy will be reviewed at least every TWO years by the Headteacher and the Designated member of the Leadership Team overseeing visits/journeys.

## Appendix 1: School Visits/Journeys - Guidelines (Staff)

### Introduction

The Evolve Travel System is an online tool for planning and managing educational visits, onsite activities, after school clubs and sports fixtures. The Evolve system helps to simplify the process of planning, approving, monitoring, evaluating and reporting all learning which takes place outside the classroom.

**Please follow this step by step guideline to apply for a school trip/visit.**

#### Step 1:

Please familiarise yourself with the trips/visits section of the OP handbook:

[Google: Team Drive: Key Documents: OP Handbook: Section 4](#)

In order to start planning your trip/visit you must complete the Initial Proposal form below and present it via email to Craig Weightman for initial approval, once you have discussed with your HOD/SLT line Manager.

[Initial proposal form](#)

#### Step 2:

Once you have received your email approval you may start arranging your trip/visit: The approval email will trigger Karla Sawyer to create a centrally held folder for you to house all your trip/visit documents.

This folder will be located in:

['whole school docs; school trips; Evolve; Year of trip folder'](#)

#### Step 3:

**Please ensure you follow the Trip Management Checklist when planning.**

[Checklist Form](#)

You must save all documentation regarding your trip/visit to your allocated folder. Karla will review the folder and upload all information and supporting documentation to the Evolve system. She will also chase you for any outstanding information.

- Please follow our visit/journey checklist
- Prepare and create your letter/correspondence regarding the proposed visit/journey. Email to reception for distribution and the Finance Officer if payment is required
- Complete the risk assessment form
- Upload all documents to your allocated folder including:
  - visit/journey proposal form
  - Risk Assessments
  - Itinerary
  - Booking confirmations and cancellation policy
  - External tour provider documentation (if used external supplier)
  - Student and staff list

## **Overseas journey**

If your visit/journey is travelling overseas you will need to collect passport and EHIC card information - this information will need to be uploaded on to the British Council website 4 weeks in advance of travelling.

Once your completed journey information and supporting documents have been uploaded to the Evolve System the trip form will be submitted for final approval to the Headteacher/C Weightman or the Local Authority depending on the type of visit/journey.

Once approval has been granted your folder will be red and moved to the approved visits/journey folder.

## Appendix 2 - Trips Code of Conduct

In order to ensure a safe and successful trip for all, we expect students to behave in an acceptable and responsible manner. Students are representing themselves and the school and expectations in relation to behaviour are the same as if they were in school.

### Students will:

- a) abide by the Home School Agreement as if they were in school;
- b) listen to and obey instructions and rules from members of staff and centre personnel;
- c) behave in a sensible, courteous and respectful manner;
- d) remain always in groups of no less than three and adhere to times given for return to a meeting point;
- e) be responsible for their personal possessions and respect each other's belongings;
- f) respect the rights of others to enjoy their trip;

### ***[Include for residential trips as appropriate]***

- g) listen to all guidance given in relation to fire drills and emergency exits at the place of accommodation, and for all modes of transport;
- h) be punctual at all times;
- i) attend all activities, unless medically excused;
- j) remain in their allocated room or tent after curfew each evening;
- k) be encouraged to speak to the staff present regarding any difficulties they experience on a trip (rather than calling parents/carers).

### ***[Include for trips abroad as appropriate]***

- l) Respect local customs and culture

### ***[Include for ski trips]:***

- m) use the snow and slope code and use ski lifts appropriately;
- n) look after all of the equipment provided;
- o) only ski/snowboard with a ski instructor;
- p) not go off piste;

### Students will not:

- a) behave in such a way as to endanger others;
- b) smoke, drink or buy alcohol;
- c) bring, purchase, have in their possession, or consume any illegal substances;
- d) bring, purchase or have in their possession any offensive weapon;
- e) use mobile phones or other personal devices without the express permission of a teacher (unless specific guidelines are issued by trip leaders on an individual basis and as required by the particular circumstances of the trip);
- f) use social media without the express permission of a teacher (unless specific guidelines are issued by trip leaders on an individual basis and as required by the particular circumstances of the trip). Should an incident occur students should not post on social media or contact anyone prior to the school making all relevant parties aware (so that parents/carers of any students involved are informed by staff rather than hearing about the incident through other channels).

***[Include for residential trips as appropriate]***

- g) wear inappropriate or offensive clothing;
- h) enter other students' rooms or tents without permission
- i) bring, purchase or have in their possession any explosive material or anything which could cause a fire;

***[Include for trips abroad as appropriate]***

- j) purchase or bring home any restricted or offensive items including laser pens.

## **Sanctions**

Appropriate consequences for failing to meet the requirements as to conduct will be decided by the party leader. These could be exclusion from activities, loss of evening activities, earlier curfew, constant supervision or in extreme cases the student may be returned home either accompanied by an adult or to be collected by a parent/carer (in each case at the cost of parents/carers).

In addition, the school may take further action following the trip, including removing students from forthcoming trips (with the loss of any money that has already been paid for the forthcoming trips.)

Parents/carers may also be required to meet the cost of any loss or damage caused by a student which is not covered by the school's insurance.

## Appendix 3 Trip/Visit Permission Letter Template

Dear Parent/Carer

Your child has been selected to attend a visit at location [ ] .This will take place on date between the times of [times].

The purpose of the visit is learning outcomes [ ]

Event:

Date:

Time:

Venue details:

Transport details:

Items they will need to bring: [Details of any adventurous other activities for which informed consent required]

For students attending this event we do request that they have their full school uniform to wear for the visit.

Please return the permission slip below to the school office, confirming acceptance of the

Trips Code of Conduct (attached).

Signature

Name

Role

Please return to.....:

Name of visit

I give permission for \_\_\_\_\_ to attend the above event/trip.

I am aware of and accept the terms of the school's Trips Code of Conduct and agree that my child will follow this whilst on this school trip.

All students will return to the school following this activity.

In case of emergency please contact:

Name:

Relationship to student:

Daytime Telephone:

Mobile:

Medical Information: Please give full details of any medical condition that your child suffers from

and any medication your child should take during off-site visits:

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

Signed:..... Date: .....

Name and relationship to child: