



Coopersale Hall School

Policy & Procedure for School Trips and Overnight Stays

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Coopersale Hall School



EDUCATIONAL TRIPS OR VISITS

The procedure below should be followed by the teacher (Group Leader) organising the trip/visit:

The Date

Check the school diary for convenient dates. Ensure the date does not clash with other events. Check with any specialist teachers who teach your class at the time of the proposed visit.

The Venue

Contact the venue and provisionally book a date. Check suitability for the group in terms of age, gender, behaviour and educational purpose. Ascertain whether school staff are responsible for the children during the whole trip or if the venue is supplying supervisors. If appropriate, check that their supervisors are qualified and the proposed ratios of staff to children.

Advise the venue if need be that you will be visiting them to carry out a risk assessment.

Staffing

The Group Leader should assess the staffing level for the trip. It is important to have a high enough ratio of adult supervisors to pupils for any visit so the following should be taken into account:-

- Sex, age, ability and behaviour of the group and any children with special or medical needs.
- Nature of activities
- Duration and nature of the journey.
- First aid cover
- Type of accommodation (if applicable)

The following minimum ratios should be used as a guideline only:-

LK, UK and Transition	1 adult to every 4 children
Years 1 and 2	1 adult to every 6 pupils
Years 3 to 6	1 adult to every 10 pupils

There should be enough supervisors to cope effectively with an emergency and there should be at least one qualified first aider in the group. If it is a visit involving EYFS children, at least one member of staff should hold a paediatric first aid qualification. An adequate first aid box should be taken on all trips.

In line with our Equal Opportunities and Disability Policies, the School must not discriminate against pupils with disabilities in relation to their access to educational trips or visits. The School must make reasonable plans and adjustments for children with disabilities, including more serious medical needs, to access the same trips and visits where possible.

Risk Assessment

The Group Leader should take the following factors into consideration when assessing the risks:-

- The type of visit/activity and the level at which it is being undertaken
- The location, routes and modes of transport
- The experience and qualifications of supervisory staff
- The ratio of teachers and supervisory staff to pupils
- The Group members' age and suitability for the activity
- The special educational or medical needs of pupils

- The quality and suitability of available equipment
- Seasonal conditions
- Emergency procedures

If the Group Leader has led a trip to the proposed venue within the last 12 months with a similar age group, or has been the accompanying teacher within the last 12 months, he/she needs to refer to the most recent Risk Assessment in the Visits File.

If the most recent risk assessment is older than 12 months and/or the Group Leader has not visited the proposed venue with a similar age group, the Group Leader must visit the venue and carry out a detailed risk assessment. (See form 1).

The Group Leader should take the following factors into account when assessing the risks:-

- What could go wrong?
- What are you going to do about it?
- What are the hazards?
- Whom may they affect?
- What can be done to minimise the risks?

Transport

The Group Leader should ensure that the coach is hired from a reputable company who have the appropriate public service vehicle (PSV) operator's licence. All transport should have seat belts fitted and appropriate insurance cover. The coach driver must be competent and trained with an appropriate valid licence.

The Group Leader should collect and complete a form from the School Office to arrange transport (see form 2). The Office holds a list of reliable coach companies we regularly use. Please bear in mind the probable journey time, traffic and road conditions when planning the trip and include the journey in your risk assessment. Please report any complaints about coach companies to the office on your return.

For away sporting fixtures, parents must be asked to sign consent forms for transport in the school minibus or other approved transport such as cars driven by other parents (see forms 3 and 4). If transport is being provided by other parents, e.g. sports fixtures, choir etc., the parent driver must sign a declaration confirming that the car is roadworthy, that they will not drink alcohol before and during the trip, that they have a current driving licence and the appropriate insurance (see form 5).

A blanket consent form is signed before children start at the school to allow them to travel in the school minibus or approved transport for local off-site visits as appropriate (see form 6).

Insurance

The Group Leader should check that the venue and the coach company have the appropriate insurance. Pupils are insured through the School's insurance policy for the trip but the policy only includes minimal loss of personal effects and accident cover and parents may wish to organise additional insurance cover. This is particularly relevant when pupils are going on a school holiday with adventure based activities. Optional extra cover for these stays should be included in the price.

The School's insurance company offers a high level of cover for the majority of trips, but it may be necessary to advise them about any potentially hazardous trips (eg ski trips) or trips abroad.

Approval

The Group Leader should submit a proposal to the Headmistress, who is also the Educational Visits Co-ordinator, for approval. The School Trip Application needs to be completed (see form 7A). The proposal should include :-

- Clearly defined objectives/educational purpose, making reference to the National Curriculum if appropriate. These objectives should be stated on all relevant paperwork, including letters to parents (not the National Curriculum links.)
- Likely date, duration and venue.
- Pupil activities and proposed staffing.
- Resources and estimate of costs.

Once approval is given, a form should be completed for Ken Jones to authorise the costings of the trip (Form 7B).

A check list is available for the Group Leader to follow to ensure preparation and arrangements for the visit have all been made, together with a check list for items to take on the visit. (see form 12).

Notification to Parents

The Group Leader should send the information letter to parents including all details of the trip together with a consent form that must be returned with payment for the trip. (See forms 8 and 9). All school staff will already hold an enhanced CRB check and any parent volunteers must also undergo an enhanced CRB check by the school before taking part. CRB checks can take around four weeks to come through so should be applied for in good time.

The Group Leader should send the thank you letters to those parents accompanying the trip together with a copy of the guidelines for school visits (see forms 10 and 11).

The Group Leader should ensure that parents, pupils and staff understand:-

- The aims and objectives of the visit
- Background information about the location of the visit
- What standard of behaviour is expected
- What is appropriate and inappropriate personal and social conduct
- How to avoid dangers
- What to do if approached by anyone outside the group
- Rules and safety precautions and why they should be observed
- Rendez-vous and emergency procedures

Lunches

Packed lunches are provided by the Kitchen together with requested drinks and snacks. The Group Leader should send a request to kitchen for packed lunches, countersigned by the Headmistress. (See form 13).

Finance

The Group Leader should ensure that parents have early written information about the cost of the visit together with clear details regarding payment. All costings should be checked by the Bursar before letters are sent out and letters should be authorised by the Headmistress.

The teacher should collect consent forms and payments (cheque or exact money only). When all payments are received, the money should be returned together with a payment form to the Office (see form 14). Any child who has not paid cannot participate in the trip.

If any cheques are required for the proposed venue, a request for a cheque should be put in writing via the Office in good time before the proposed date. The cost for coaches will be invoiced to the School.

Facilities, equipment and accommodation.

The Group Leader should view the facilities or equipment to be provided at the venue and list any equipment required for the visit. Where the trip involves overnight accommodation, the Group Leader should view and assess the suitability of the accommodation, ensuring that the night-time supervision is safe and feasible (i.e. close proximity of staff to pupils' bedrooms). Risk assessments should be completed.

Medical Information and Medicines

Current medical information will be provided by the School Office, which must be taken on the visit. The consent form requires parents to confirm that the medical details we hold are up to date. The medical form should be used for overnight visits and trips abroad.

If a child requires any medicines to be administered to them during the visit, a parent must complete the Request to Administer Medication Form (form 22). The medicine must be clearly labelled with clear instructions about dosages and timings.

Emergency Procedures, Information & Contacts

The Group Leader should:

- Check that consent is given by all parents of the pupils in the group going on the trip. ***If a consent form has not been received, the child may not go on the visit.***
- That there is a contact number for each pupil relevant to the timing of the trip.
- Collect all necessary information for pupils and adults, i.e. medical, dietary and contact numbers. This information is vital for any hospital emergencies (take class details).
- Collect all first aid information and medication, Epipens, asthma pumps etc. that may be required for children on the trip.
- Ensure that he/she takes the school mobile telephone.
- Ensure all adults and pupils are aware of emergency procedures. Take charge if an emergency occurs by:-
 1. Assessing the situation.
 2. Safeguarding the uninjured members of the group.
 3. Attend to the casualty
 4. Informing the emergency services and everyone who needs to know of the accident.
 5. Completing Emergency/Accident forms (see form 15)
- Ensure that a complete First Aid kit is taken on the trip which should include:-
 1. Antiseptic wipes
 2. Medical preparation for cleaning wounds
 3. Sterile dressings (adhesive) of various sizes.
 4. Surgical tape and scissors.
 5. Triangular bandages and a supply of safety pins.
 6. Plastic gloves
 7. A brief guide and notes on first aid.
 8. Telephone money/card for an emergency.
 9. Tourniquet (to be used only under supervision of First Aider)

In the case of an emergency, the Group Leader should liaise directly with the Headmistress and/or the Principal and take account of the following:-

- Following an incident, photographs that are taken, tape recordings and written statements and notes become evidence. Great care should be taken over accuracy and record keeping in particular names, timing and date.
- No liability or any form of blame must be admitted without insurer's consent or cover under the policy may be jeopardised.
- Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice. Make a written record of oral legal advice – including name, address, date and time.
- Statements to the police, customs & excise or other officials should only be made in the presence of a lawyer and on his/her advice. This applies equally to oral as to written statements.
- Where a claim might be brought following theft or other loss, the local police must be informed.

Pupil Conduct

Staff are responsible for the close supervision of pupils at all times. ***Children should never be unsupervised.*** Staff are also responsible for ensuring that pupils behave well and in an appropriate manner at all times during the trip.

Children should:-

- Observe normal school rules and abide by the rules and regulations of the place visited.
- Co-operate fully with leaders and not leave group sessions or accommodation without permission.
- Fulfil tasks or duties and participate in all activities.
- Be considerate to others and show respect to staff and accompanying adults.

Feedback and evaluation of trip.

Once the trip has taken place the Group Leader should :-

- Complete the Evaluation Form (form 16) and place with Risk Assessment and Trip Money Form in the School Trips file in the School Office.
- Forward photographs and account of trip to Lesley Elder for possible inclusion on the School website and/or pass to Val Steele Colton if appropriate to be sent to the local newspaper.
- Assess whether the reason for the trip was fulfilled.
- Add any pertinent information to the Risk Assessment that became obvious during the visit.
- Assess the need to monitor the risks throughout the visit.

Adventure Based Overnight Activities

Trips to Adventure Activity Centres involve a more detailed Risk Assessment. The School must check that all aspects of the operation of the Adventure Activity provider are satisfactory. The Group Leader/Headmistress should check:-

- That all staff leading the activities are appropriately qualified.
- Qualifications can be checked by contacting the Governing Body of each activity.
- That, where required, the provider holds a licence to operate.
- For approval, a preliminary risk assessment analysis should be sent to the Activity Provider in order that a legally binding contract can be completed (see form 17)

- An accommodation check list should be completed as part of the risk assessment (see form 18)

The Group Leader should make a preliminary visit to the centre to check the facilities are appropriate for the children's needs.

Once approval is given by the Headmistress/Educational Visit Co-ordinator, the Group Leader should arrange the following :-

- Write to Year 5 and 6 parents advising them of the location and dates, requesting they return a deposit for their child. All children should be encouraged to go on the holiday. NB The consent form required for overnight activities is as per form 19.
- The remaining payment should be requested nearer the date of departure.
- A parents' meeting should be arranged for staff to relay information to the families concerning the centre and activities the children would be involved in. At this stage, the parents should be given a list of equipment the children should take and complete their child's medical form (form 20).
- Ensure that all staff and parents are informed about insurance cover – additional insurance options should be taken to increase the cover to an appropriate level.
- Mobile phones are strictly forbidden.
- Before departure children must bring to school any prescribed medicines they are taking (and instructions) and this will be left with a designated member of staff. Teachers should also have for safe keeping the required pocket money, in labelled envelopes.

Swimming Or Other Adventure Type Activities

In addition to the procedures mentioned above, consent forms need to include the following clause where appropriate, e.g.

Swimming :

Please delete as appropriate :

- I/we certify that my/our child is/is not a competent swimmer.
- I/we do/do not agree to my/our child taking part in the activities planned and as advised.

Overseas School Trips

In the event of arranging a trip abroad, such as a day trip to France, it is essential to have all necessary paperwork completed before the event takes place. A copy of the Consent Form (form 19) Medical Information (form 20) and Overseas School Trip Form (form 21) should all be returned to the School together with payment of the trip which is non-refundable. Again, the Request to Administer Medication (form 22) must be completed if applicable.

HAVE A SAFE, HAPPY AND SUCCESSFUL TRIP!

Kaye Lovejoy
Headmistress

May 2011

Attachments

1. Risk Assessment
2. Request for Coach Booking
3. Away Sporting Event Parental Consent with Minibus Transport
4. Away Sporting Event – Parental Consent Form with School Approved Transport
5. School Sporting Event – Driver’s Transport Form
6. Consent of Parent/Guardian for Local Off-Site Visits
7. School Trip Application / Costings for Proposed School Outing
8. Educational Trip Information Letter
9. Consent of Parent/Guardian to School Outing
10. Trip Volunteer Letter
11. Guidelines for Parents Accompanying School Trips
12. School Trip Check Form
13. Request for Refreshments
14. School Visit Account Form
15. Emergency Action List in the Event of an Accident
16. Evaluation of School Trip
17. Activity Provider – Preliminary Risk Assessment
18. Activity Provider – Pupil Accommodation Check List
19. Consent of Parent/Guardian to School Holiday
20. Activity Holiday Medical Form
21. Overseas School Trips
22. Request for School to Administer Medication

FORM 1 - EDUCATIONAL VISIT RISK ASSESSMENT

SCHOOLVISIT TO

Hazard List significant hazards which may result in serious harm or affect several people	Who may be affected?	Risk Rating H, M, L	Control Measure List existing controls or note where the information may be found (eg information, instructions, training, systems or procedures)	Is risk adequately controlled?

Visit Approval

Additional requirements (eg staff training prior to visit)

.....

.....

Approved by Position Date

Emergency Procedure for Dealing with a Disaster on an Excursion or Visit
(including swimming and away school sports team fixtures)

What follows is given in the way of guidance that will need to be adapted to suit the situation.

1.	Establish the nature and extent of the emergency as quickly as possible.
2.	Make sure all other members of the party are accounted for, are safe and looked after.
3.	If there are injuries, establish the names of any casualties and get immediate medical attention for them. First Aid should be administered by a trained first aider or by a person who feels capable/confident of doing so.
4.	Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedure detailed in the Risk Assessment.
5.	Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
5.	Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
6.	Inform the senior member of staff on call (usually the Headmistress or Deputy Head). The school contact number should be accessible at all times during the visit.
7.	Pass on details of the incident to the School which should include: <ul style="list-style-type: none"> • Nature, date and time of the incident • Location of the incident • Names of casualties, details of their injuries if possible • Action taken so far • Names of others invoiced so that parents can be reassured • Telephone numbers for future communication • Action yet to be taken and by whom
8.	Group leader to decide responsibilities to be undertaken by each adult member of the group to ensure maximum safety of the group. (This should be included in the Risk Assessment)
9.	Arrange for an early return to base if appropriate
10.	If possible/necessary arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
11.	The Headmistress will take charge of the situation at school and contact parents if necessary. She will advise the Principal.
12.	The staff on the visit should not discuss the incident with the media.
13.	The Group Leader should write down accurately and as soon as possible, all relevant facts and witness details and preserve any vital evidence. A record should be kept of the names and addresses of any witnesses or people involved.
14.	Legal liability should not be discussed at any time.
15.	The Group Leader should keep a written account of all events , times and contacts after the incident.
16.	Complete the accident form(s) as soon as possible.
17.	The School will inform parents of any delays that will be necessitated.
18.	Venue must provide school with accident report and send RIDDOR report to H&S Executive (if hospital required) Group Leader (with Health & Safety Officer's help) should complete a School Riddor form and send to H&S Executive.

Coopersale Hall School

Form 2 - Request for Coach Booking

Name Class

Date of trip No of People

Destination

Time of Departure

Time of Return Departure

Coach companies contacted :

Name	Cost	Confirmed

Once a booking is confirmed, please put this form in the Coaches File kept in School Office.



Form 3

Away Sporting Event - Parental Consent Form with Minibus Transport

Child's Name ----- Class -----

Sporting Event -----

Venue -----

Date -----

Start Time ----- Finish -----

Anticipated time of return to school -----

Please delete as appropriate :-

- I / We consent to the child taking part in the event detailed above and consent to the child travelling in the School Minibus to the event as per the "Visits in the Local Area" consent form already signed. I/we understand the driver will be a member of staff who is suitably qualified and insured.
- I / We certify that the medical information held on the School database is current and up to date.

Please delete as appropriate :-

1. I / We shall / shall not be attending the event as a spectator.
2. I / We shall collect the child from the venue at the above finish time.
3. I/We consent to the child travelling back to Coopersale Hall School in the School Minibus to be collected from Tea Time Club after the event has finished. I / We understand the driver will be a member of staff who is suitably qualified and insured.

I / We can be contacted on the following telephone number during the event

Signature of parent/guardian

Date

PLEASE COMPLETE, SIGN AND RETURN THIS FORM TO YOUR CHILD'S CLASS TEACHER ASAP



Form 4

Away Sporting Event - Parental Consent Form with School Approved Transport

Child's Name ----- Class -----

Sporting Event -----

Venue -----

Date -----

Start Time ----- Finish -----

Anticipated time of return to school -----

Please delete as appropriate

- I / We consent to the child taking part in the event detailed above and consent to the child travelling to the venue by public/transport/school transport or other parents' vehicles driven in a responsible manner by an adult who is suitably qualified and insured.
- I / We certify that the medical information held on the School database is current and up to date.

Please delete as appropriate

4. I / We shall / shall not be attending the event as a spectator.
5. I / We shall collect the child from the venue at the above finish time.
6. I/We consent to the child travelling back to Coopersale Hall School in the School Minibus to be collected from Tea Time Club after the event has finished. I / We understand the driver will be a member of staff who is suitably qualified and insured.

I / We can be contacted on the following telephone number during the event

Signature of parent/guardian

Date

PLEASE COMPLETE, SIGN AND RETURN THIS FORM TO YOUR CHILD'S CLASS TEACHER ASAP



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Headmistress: Miss Kave Loveiov Cert. Ed.. B.Ed. (Hons)

Form 5 – Parent Driver's Transport Form

Driver's Full Name

Driver's Address

..... Post Code

Event

Venue

Date

Driver's Vehicle Details

Make Model

Colour Registration Number

1. I AGREE to transport pupils to and from the Venue in my vehicle which is described above.

2. I DECLARE that

- a) I am the registered keeper of the vehicle described above
- b) I have a valid UK driving licence and a copy is attached
- c) The vehicle has a current MOT certificate and a copy is attached (if applicable)
- d) I have a fully comprehensive policy for the vehicle which covers transport of young people/children on behalf of the school and a copy of insurance schedule is attached.

Signed

Print Name

Date

PLEASE COMPLETE, SIGN AND RETURN THIS FORM TO YOUR CLASS TEACHER ASAP



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Headteacher : Mr. Ray Probyn BA (Hons) PGCE

FORM 6 - CONSENT OF PARENT/GUARDIAN TO SCHOOL OUTING

Please complete & return to your child's teacher :

<i>Child's Name :</i>	
<i>Class :</i>	
<i>School Outing:</i>	Local Visits or Sporting Events
<i>Date :</i>	As Advised by Coopersale Hall School

➤ I/we, the undersigned, consent to our child taking part in local off-site visits.

Transport: I/we consent to my/our child travelling by school minibus or in a motor vehicle driven by the Group Leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

Health: I/we certify that to the best of my/our knowledge and belief my/our child is in good health and that there is no reason on medical grounds why he/she should not be a member of the party for this trip. I/we confirm that there is no change to the information entered on the latest medical form completed and returned to the school.

Accident/illness: I/we consent to all emergency or other medical or dental treatment including general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of my/our child.

Unforeseen Costs and Liability: I/we understand that circumstances could arise in which the school or a teacher personally incurs unforeseen cost arising out of my/our child's medical or welfare needs or arising out of deliberate or accidental acts or omissions on the part of my/our child. I/we understand that not every cost or liability will be covered by insurance and that there may be an uninsured excess.

Signature of parent/guardian

Date :



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Headmistress : Miss K. Loveiov Cert. Ed. B. Ed. (Hons)

FORM 7(A) - SCHOOL TRIP APPLICATION

ACTIVITY DETAILS :-

Name of Group Leader

Location Address

.....

Telephone

Departure Date/Time Return Date/Time

Other Staff Involved

Is there a First Aider included in the Party?.....

Qualifications for activity (if applicable)

.....

OTHER PERSONS INVOLVED : (Parents, helpers, instructors etc – names and contacts)

.....

.....

PUPIL DETAILS :-

Total Numbers Male Female

Age ranges Male Female

Adult/pupil ratios

Details of any pupils with special educational or medial needs

.....

.....

PURPOSE OF THE VISIT :-

.....

.....

ACTIVITIES PROPOSED :-

.....

.....

.....

OTHER LOCATIONS TO BE VISITED :-

.....

.....

.....

Has location general risk assessment been completed ?

Have safe systems been agreed for identified hazards ?

Name of contact person(s) at location(s)

.....

DETAIL OF LUNCH ARRANGEMENTS & FACILITIES ON SITE :-

.....
.....

PRELIMINARY VISITS :-

Existing knowledge of places to be visited and whether an exploratory visit is intended:-

.....
.....

TRANSPORT DETAILS :-

Mode of transport.....

If hired or public transport is to be used have minimum safety requirements been considered ? (e.g. seat belts on coaches). ***If a new company, copies of relevant motor insurance details, public service vehicle operator's licence and test certificate need to be obtained.***

Name of hire company

Telephone

If school vehicles are involved give details of vehicle and driver(s)

.....

Has vehicle safety check been carried out ?

EMERGENCY CONTACT :-

Name of contact person at school who will hold all information about the visit or journey in case of an emergency

FOR VISITS INVOLVING OVERNIGHT STAYS :-

(1) Organising Company/agency (if appropriate) :-

Name

Address

.....Tel. No

Licence number if registered with the Adventure Licensing Authority

(2) Accommodation to be used :-

Name

Address

.....Tel. No

Name of Contact at Centre

COSTS :-

Cost of transport	£
Cost of entry to venue (if applicable)	£
Amount of Deposit Sent (if applicable)	£
Other expenses	£
Total cost of trip to pupil	£

REQUEST TO HEADMISTRESS :-

I, as organiser, request your approval for the proposed visit, full details of which are outlined above.

I attach a copy of the risk assessment.

Signed Date

Print Name

HEADMISTRESS APPROVAL :-

- I have studied the above application and am satisfied that all aspects of leadership, planning, organisation and staffing have been considered.
- Please ensure that I am given all relevant information including a final list of members and a detailed itinerary at least 7 days before departure.
- Please inform me of any changes to the information given above as soon as it is known.
- I will require a report and evaluation of the visit including details of incidents or near misses within 14 days of your return.

Signed Date

Headmistress

N.B. A copy of this completed application form and any other relevant details must be retained by the organiser and made available to any responsible authority or person with direct supervisory duties.

Coopersale Hall School

Form 7(B) - Costings For Proposed School Trip

Teacher's Name Class

Destination of Proposed Trip

Date of Proposed Trip

Costings :-

Coach/Travel

Entrance Fees

Other charges (please specify)

.....

.....

.....

Number of Children Involved

Proposed Amount Per Child

Authorised by Ken Jones

Comments.....

.....

.....

.....

.....

Coopersale Hall School

Form 8 – On Headed Paper Educational Trip Information Letter

Date

Dear Parents

An educational trip has been organised for your child to visit on
..... The purpose of the trip is to

Your child will be involved in the following activities during the visit :

.....
.....

The class will depart at and return to school at
The cost of the trip is which includes

Would you please complete the attached parental consent form and return it with the
requested payment to me by

Yours faithfully,

Class Teacher(s)

Also add if applicable details of:-

- Lunches
- Clothing required
- Pocket Money
- Any other relevant information



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Headmistress : Miss K. Lovejoy Cert. Ed., B. Ed. (Hons)

FORM 9 - CONSENT OF PARENT/GUARDIAN TO SCHOOL OUTING

Please complete & return to your child's teacher :

Child's Name :	
Class :	
School Outing:	
Date :	

I/we, the undersigned, consent to our child taking part in the trip described above and enclose payment of (£.....)

Transport : I/we consent to my/our child travelling by hired coach or in a motor vehicle driven by the Group Leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

Health : I/we certify that to the best of my/our knowledge and belief my/our child is in good health and that there is no reason on medical grounds why he/she should not be a member of the party for this trip. I/we confirm that there is no change to the information entered on the latest database form completed and returned to the school in (October 2010).

Accident/Illness : I/we consent to all emergency or other medical or dental treatment including general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of my/our child.

Unforeseen Costs and Liability : I/we understand that circumstances could arise in which the school or a teacher personally incurs unforeseen cost arising out of my/our child's medical or welfare needs or arising out of deliberate or accidental acts or omissions on the part of my/our child. I/we understand that not every cost or liability will be covered by insurance and that there may be an uninsured excess.

Signature of parent/guardian

Date

Coopersale Hall School

Form 10 – On Headed Paper Trip Volunteer Letter

«date»

«name»

By Hand

Dear «name»,

Thank you for agreeing to accompany the school visit to «venue» on «seconddate» .

As I am sure you will appreciate, adults assisting any group of pupils on a school visit take considerable responsibility, ensuring the welfare and safety of the pupils are safeguarded at all times. Attached is a copy of guidelines for parents accompanying a trip.

The group leader on this trip is «teacher» and «heshe» will supply you with all relevant information relating to the arrangements. If you have any queries, please do not hesitate to speak to «herhim».

Thank you once again for your offer to help.

Yours sincerely,

Kaye Lovejoy
Headmistress



FORM 11

GUIDELINES FOR PARENTS ACCOMPANYING SCHOOL TRIPS

Please ensure that :-

- You make regular headcounts of your group.
- You know the children in your group by sight and that they know you.
- You understand from the teacher in charge of the outing what is required of you.
- Your own group is near you at all times.
- You watch your own group and that the children behave well.
- You do not become distracted from your group.

Please encourage your group :-

- To walk with a partner but to be prepared to go in single file if necessary.
- To watch where they are going and look out for other people.
- To wait as a group at the kerb for the leader, to watch for traffic and to cross roads only when instructed.
- To look after their own belongings and not to drop litter.
- Not to make excessive noise.

Coach Travel

- Adults should sit near their own group.
- Children should not run around the coach or stand on the seats.
- Children should wear their seatbelts at all times.
- Children should not sit in the front seats.
- Some coach companies will not allow eating or drinking on the coach.



Coopersale Hall School

Flux's Lane, Epping, Essex CM16 7PE
 Telephone : 01992 577133 Fax : 01992 571544

Website: www.coopersalehallschool.co.uk

E-Mail: info@coopersalehallschool.co.uk

Headmistress : Miss K. Loveiov Cert. Ed. B. Ed. (Hons)

FORM 12 - SCHOOL TRIP CHECK FORM

To Be Completed by the Group Leader of the School Trip

To Prepare For The Visit	√
Diary Checked	
Venue booked	
Venue insurance checked	
Transport Booked	
Transport insurance/licence/test certificate in order	
Appropriate Risk Assessment Completed	
Facilities/equipment/accommodation booked (if applicable)	
Headmistress approval obtained & costings approved by Ken Jones	
To Arrange For The Visit	
Deposit Sent (if applicable)	
Consent Letters Sent	
Parent Helpers' Letter and Guidelines sent	
Packed Lunches & Snacks arranged	
Parent Helpers' CRB checked	
Consent Slips & Money received	
Money sent to office with form	
Special Requests as appropriate	
Details of visit left with contact in School	
To Take On Visit	
Contact numbers for adults and children	
Children's medicine (if applicable)	
School Mobile Phone	
First Aid Box	
Sick Bucket	
Packed Lunches & Snacks	
Camera	
Itinerary	
Tickets/Entrance Fee	
Emergency Action List	
Pocket Money	
Appropriate clothing and equipment	
Bin Liners	
After the Visit	
Feedback and Evaluation	

Educational, adventurous and recreational visits checklist

N/A Yes Date

Planning

Completed

If using a commercial organisation or provider has it been approved by the Outdoor Education Advisory Panel?			
Is pre-visit required?			
Has the appropriate section of Code No 28 been complied with?			
Are proposed staffing levels adequate?			
Are first aid arrangements adequate?			
Have emergency procedures been produced?			
Have roles and responsibilities of staff been clarified?			
Have hazards travelling to/at destination been identified and suitable control measures introduced? (significant findings/risks assessed must be listed overleaf)			
Have the individual needs of all participants been considered (eg special educational needs)?			
Has a person been allocated responsibility for briefing on local fire and health and safety rules?			
Have security arrangements at venue been assessed?			
Has a system been established to evaluate the trip?			
Has the visit been approved by appropriate person/body/ Outdoor Education Advisory Panel?			

Before departure

Have details regarding visit including code of conduct, detailed itinerary, kit lists been circulated to parents (and fully briefed if appropriate)?			
Have all consent/medical forms been returned?			
Has insurance cover been arranged?			
Has detailed list of group members been prepared and a copy given to emergency contacts?			
Emergency cash arranged?			
Have all staff/children been fully briefed?			

Departure Day

Paperwork complete (e.g. passports, roll-call list, travel documents, emergency procedures, etc)?			
First Aid Kit?			
Emergency cash/mobile phone?			
Name and address of visit location given to all group members?			

Coopersale Hall School
Form 13 - Request for Refreshments

Outings

Date

Departure Time **Return Time**

Organiser

Destination

Number of packed lunches

Any other requirements

Meetings

Date

Venue **Numbers**

Requirements :-

.....

.....

.....

.....

Informed : Kitchen

Cleaners

Approved (Headmistress) **Date**



FORM 15

EMERGENCY ACTION LIST IN THE EVENT OF AN ACCIDENT

CHECK LIST

Step	Checklist	Completed ✓
1.	Establish the nature and extent of emergency	
2.	Account for all other members of the party and ensure they are safe.	
3.	If there are injuries, immediately establish their extent so far as possible and administer appropriate first aid.	
4.	Establish the name(s) of the injured and call whichever emergency services are required.	
5.	Advise other party staff of the incident and that the emergency procedures are in operation.	
6.	Ensure that an adult from the party accompanies casualties to hospital	
7.	Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.	
8.	Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.	
9.	Control access to telephones UNTIL CONTACT IS MADE WITH HEADTEACHER, emergency contact point or designated senior member of staff and until he or she has had time to contact those directly involved.	
10.	Complete details on the back of this form	
11.	Record on separate sheets details of conversations with people involved in the incident either as victim, witness or emergency assistance.	

Record full details of the incident below

Name(s) of those involved directly in the incident :-

Date and time of the incident :-

Nature of the incident :-

Location of the incident :-

Action taken so far :-

Other relevant information :-

Form Completed By :

Position :

Date :



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FORM 16 - EVALUATION OF SCHOOL TRIP
To Be Completed By Group Leader

Class(es)	
Group Leader	
Number in Group	Children Adult
Date(s) of Visit	
Purpose of Visit	
Venue	
Commercial Organisation (if applicable)	

Please comment on the following features :-

	Rating Out of 10	Comment
Venue's pre visit organisation:-		
Travel Arrangements:-		
Content of education programme provided:		
Instruction :		
Equipment :-		
Suitability of environment :		
Accommodation (if applicable) :		
Food : (if applicable) :		
Evening Activities (if applicable) :		
Courier/Representative		
Other comments and evaluation including "close calls" not involving injury/damage		

Signed **Date**



FORM 17

ACTIVITY PROVIDER - PRELIMINARY RISK ASSESSMENT

The questions below are intended to assist the school in complying with their legal duty to assess hazards and risk to pupils whilst under their control. Please give detailed answers to all questions so that the school activity organiser can assess whether a pre-activity site visit is required. Negative answers may not mean the venue is unsuitable but only that additional supervision, equipment etc. will be needed by the school.

1.	If your facilities are supplied in return for payment, do you have a license as required by the Adventure Activities Licensing Regulations 1996?	YES / NO
2.	Does the activity centre have a written safety policy document? (Please send the Activity Centre General Statement of Safety Policy with reply)	YES / NO
3.	Does the Centre operate a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for the safety and welfare of participants are competent to undertake the duties to which they are assigned? (Staff competence includes personal qualities and communication skills, as well as appropriate technical skills, experience and qualifications in the activities which they supervise or instruct.)	YES / NO
4.	Are all reasonable steps taken to check all staff for relevant criminal history and any involvement in civil actions for damage or negligence?	YES / NO
5.	Does the centre maintain a clearly defined authority and chain of responsibility for each programme or activity, and have in place a well understood system of reporting and accountability which is set out in writing or in diagrammatic form? (Send example with reply)	YES / NO
6.	Does the centre identify in the chain of management responsibility the key person or persons responsible for the supervision of staff leading activities?	YES / NO
7.	Do the staff who are identified as having any level of management responsibility for a particular programme possess the competencies, qualifications and/or experience required for the discharge of this responsibility?	YES / NO
8.	Does the centre maintain written local operating procedures/safe systems of work for each programme or activity offered? (send examples)	YES / NO
	(a) are these appropriate to the site or range of sites used and the level at which activities are undertaken?	YES / NO
	(b) Do operating procedures define the method of carrying out the activity and competencies, qualifications and/or experience required of staff undertaking different levels of responsibility within the programme?	YES / NO
	(c) Do operating procedures conform to the National Governing Body guidelines where these are relevant to the safe conduct of the activity at the level being undertaken?	YES / NO
9.	Are centre staff competencies confirmed by possession of National Governing Body (NGB) qualification where appropriate? In the absence of NGB qualifications, are staff competent in activities within the remit of a recognised NGB, assessed to the satisfaction of persons appropriately qualified with the NGB to undertake this role? Please list below names and qualifications of instructors likely to be involved with school pupils	YES / NO

10. Does the centre guarantee that, whilst in their care, all groups of participants are accompanied by, or have ready access to: (a) at least on responsible person with a current nationally recognised first aid qualification? (b) A member of the group who is trained in emergency procedures and carries appropriate equipment?	YES / NO YES / NO
11. Does the activity centre comply with the Activity Centre Advisory Committee (ACAC) Code of Practice?	YES / NO
12. Does the centre have written emergency procedures to deal with: (a) Fire (b) Medical Emergencies (c) Serious Accidents (d) Emergency Evacuations (Please send copies of written procedures)	YES / NO YES / NO YES / NO YES / NO
13. Does the activity centre have facilities for dealing with pupils with special needs?	YES / NO
14. Does the centre guarantee that sufficient equipment is used in all activities and that it is: (a) Safe? (b) Appropriate to the intended users? (c) Correctly sized and fit for the purpose intended?	YES / NO YES / NO YES / NO
15. Where applicable, does the centre ensure that equipment meets the appropriate UiAA, BSi, BmiF, CEN or other equivalent nationally accepted safety standards?	YES / NO
16. Does the centre guarantee that all equipment used is subjected to frequent checks and the results recorded in an equipment log? (Please send example of log)	YES / NO
17. Is all equipment checked to ensure that it is safe prior to each use?	YES / NO
18. Has the activity centre got public liability, product and third party insurance cover or adequate alternative provision? (Details of copies of current certificates should be included with reply)	YES / NO

Signed

Date

Print name

Name of Centre



FORM 18
ACTIVITY PROVIDER - PUPIL ACCOMMODATION CHECK LIST

Please complete this detailing accommodation for school pupils as part of an outdoor education activity. Any negative answers will not necessarily mean the accommodation will not be suitable.

Name & Address of Accommodation
--

Question	Yes/No	Comments
Are there separate male and female sleeping areas for mixed groups?		
Is there one bath or shower (with H&C) for every 15 people?		
Is there a washbasin (with H&C) with mirror for every 10 participants in close proximity to sleeping areas?		
Does the accommodation have adequate heating facilities?		
Do all sleeping areas have at least one external window providing adequate ventilation?		
Are all sleeping areas adequately lit?		
Do all bedrooms and bathroom windows have opaque blinds, curtains or the equivalent?		
Is there at least 30" between each set of bunks and adequate circulation space to allow for easy access to all facilities in one room?		
Is there adequate provision for the storage of clothes, rucksacks and other outdoor equipment?		
Is there provision for luggage storage?		
If applicable, is there a separate room available for the storage of special clothing and equipment?		
Are there any facilities for washing clothes in the accommodation?		
Is there provision for drying clothes?		
Is there adequate provision for safekeeping of valuables?		
If necessary would there be provision for a sick/infirm participant to stay in the accommodation during the day		
If food is provided, could you make arrangements for any pupils with special diet requirements?		
Has your chef obtained an accredited Food Hygiene Certificate? (give details)		

Question	Yes/No	Comments
Is the accommodation registered with the Local Authority?		
Has it been inspected by the Local Authority in the last 12 months?		
Are fire regulations fully observed and a fire safety emergency plan in place?		
Is there a fire alarm with suitable smoke/heat detectors fitted?		
How often is this alarm tested?		
Is there a general area where pupils can meet during the evening/morning?		
Other relevant details :		
Form Completed By :- Date		



FORM 19

CONSENT OF PARENT/GUARDIAN TO SCHOOL HOLIDAY OR TRIPS ABROAD

Child's Name Class.....

Name of Trip

Date of Departure Date of Return.....

- I/we, the undersigned, consent to our child taking part in the trip described above at the cost indicated and return our payment herewith.
- I/we declare and agree individually and jointly that:-

Transport : I/we consent to my/our child travelling by hired coach or in a motor vehicle driven by the Group Leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

Health : I/we certify that to the best of my/our knowledge and belief my/our child is in good health and that there is no reason on medical grounds why he/she should not be a member of the party for this trip. I/we confirm that there is no change to the information entered on the latest medical form completed and returned to the school.

Accident/Illness : I/we consent to all emergency or other medical or dental treatment including general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of my/our child.

I/we understand that, if our child has been exposed to any infectious diseases or is showing any symptoms of illness, then the school may require (as a condition of the child joining the trip) that he or she be examined by a doctor and certified fit for travel.

Swimming & Other Activities : I/we certify that our child is/is not a competent swimmer. I/we do/do not agree to our child taking part in all of the activities planned during the trip.

Personal Effects of our child : I/we acknowledge that our child will be responsible for the safety of his/her own money and personal effects. We will not hold the school responsible for losses unless caused by the negligence of the school.

Unforeseen Costs and Liability : I/we understand that circumstances could arise in which the school or a teacher personally incurs unforeseen cost arising out of my/our child's medical or welfare needs or arising out of deliberate or accidental acts or omissions on the part of my/our child (alone or with others). I/we understand that not every cost or liability will be covered by insurance and that there may be an uninsured excess.

I/we agree, as a condition of my/our child being allowed to go on this trip, that all such costs and liability caused by my/our child will be added to my/our school fees and will be payable by me/us unless caused by negligence or other wrongdoing of the school or its staff.

CONSENT DECLARATION

I/we will ensure that any changes in the circumstances which may affect my/our child's participation in the visit will be notified to the school prior to the visit.

I/we have noted where and when the pupils are to be returned and understand it is my/our responsibility to collect my/our child and take him/her home from there onwards.

Signature of parent/guardian Date



FORM 21 **OVERSEAS SCHOOL TRIP**

PLEASE RETURN THIS SLIP TO YOUR CHILD'S FORM TEACHER BY (DATE TO BE SPECIFIED)

CHILD'S NAME: CLASS:

Part 1

All children will need a valid passport to participate in this trip. Please delete as appropriate below :-

- My child has his/her own UK passport.

Passport number..... Expiry date.....

- My child has his/her own valid NON-UK passport.

Details.....

- I will acquire a UK passport for my child in advance of the date of travel. I understand that my child will not be able to travel without a valid passport.

Part 2

All children will need a valid European Health Insurance Card. Please delete as appropriate below :-

- I have a current EHIC card for my child which is valid for the above date
- I will acquire an EHIC card for my child to take on the above trip

Part 3

I/we attach the following documentation in relation to the above trip which has been completed in full :-

- Consent Form to the above trip.
- Medical Information form/Medical Authorisation Slip
- Request to Administer Medication (if applicable)

Part 4

The cost of this trip is (£...) and, due to the administration involved in organising an education trip abroad, any payment is non-refundable. Please return the payment for your child with this form. Cheques should be made payable to Coopersale Hall School.

.....
Signature of parent/guardian

.....
Date



Coopersale Hall School

Form 22 - Request for School to Administer Medication

Child's Name Class

Address

Name & Telephone number of G.P.

Condition or Illness

Name & Strength of Medication

Medicines must be in the original container as dispensed by the pharmacy. If more than one medicine is to be given, a separate form should be completed for each one.

Full Directions for Use :

Dosage

Method (eg orally)

Frequency & Timing

Special Precautions/Side Effects

Any Other instructions/Procedure to take in an emergency

- I certify that the above information is to the best of my knowledge accurate at the time of writing.
- I certify that I have sought medical advice as to the method of administration, the frequency and dosage of the medication.
- I give consent to the School to administer the medicine in accordance with the School's policy.
- I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine should be stopped.
- I understand I must deliver the medicine personally to the School and accept the responsibility for maintaining appropriate up to date medication.
- I indemnify the School (except if the School is negligent) against any claim made by a third party resulting from the administration of the medication.
- I understand that the School will use reasonable skill and care, having regard to the age of the pupil and the nature of the medication, in relation to the supervision of the pupil's medication but shall not, unless negligent, be liable for injury to or the death of the pupil resulting from the administration of the medication.
- I understand that the School reserves the right, upon written notice specifying a reason, to cease its involvement in the pupil's medication arrangements or to refuse to administer this medication.

Signature of parent

Relationship to child Date.....