

Aspirational Futures Multi Academy Trust



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Educational Visits and School Trips Policy - Primary

Aspirational Futures Multi Academy Trust Wide Policy

November 2025

Document Control

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Statement of intent

Aspirational Futures Multi Academy Trust understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The trust aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

Educational visits out of school provide a valuable opportunity for learning, curriculum enrichment and self-development and are part of a school's role in providing a broad and balanced curriculum that promotes spiritual, moral, cultural and physical development.

The trust takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following policies:

- Complaints Procedures Policy
- Primary Relationship and Behaviour Policy
- Health and Safety Policy
- Charging and Remissions Policy

2. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

'Type A visits' - Educational low risk off site visits, up to one-day duration, for example:

- Theatre visits

- Zoo visits.
- Museum visits.
- Lake cruise, river cruise, ferry, or canal boat visits.

‘Type B visits’ - (require approval by the County Council) Educational Off Site Visits:

- Involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.
- Involving adventurous activities
- To farms.
- To theme parks.
- To trampoline parks and non- curriculum one off sessions.
- Involving overnight stay or residential accommodation or overseas visits including foreign exchange visits.
- London day visits and other multi venue city visits, where the school is not also located in the city.
- Laser tag or Paintballing.
- Escape Rooms or Mazes.

Activities of an **‘adventurous nature’** include, but are not limited to, the following:

- Trekking
- Caving
- Water sports
- Climbing
- Horse riding
- Ice skating
- Archery

3. Roles and responsibilities

The Board of Trustees is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact pupils' lives, teaching them life skills and providing new experiences.

Individual headteachers are responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the LA as necessary.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the local governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.

- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits' coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Ensuring that the requirements of this policy are carried out across all schools.

The designated trip leader in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses.
- Completing all essential documentation for the trip and ensuring it has been checked by the educational visits' coordinator and approved by the headteacher. For type A visits this needs to be done 2 weeks prior to the visit taking place and for type B 5 weeks before the trip.
- Ensuring the information to parents/carers regarding the trip or activity contains clear details regarding eligibility to participate. This may include details regarding behaviour and attendance.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.

- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Checking the eligibility of pupils to attend.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extracurricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extracurricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety. (Form 5)

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present.

When planning an educational trip or activity, the local governing board will ensure the trip does not discriminate against a particular individual, group of pupils or single school. School trips being suggested for the first time should be agreed upon at LGB level before any formal plans have been implemented. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how

- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

6. Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

7. Equal opportunities

The trust promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extracurricular trips and activities offered to pupils will provide new experiences and develop life skills.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

8. Parental consent

Parental consent is not generally required for local areas off-site activities that take place during school hours. These are routine Type A visits, outlined by the DfE as those visits which are covered by a school's current policies and procedures. These are typically close to the school in the local area and require only a small amount of extra planning beyond the educational aspect of the visit. These are specified visits/activities within a designated geographical area that are part of the normal curriculum and take place during the normal school day. If the school has designated a Local Learning Area, then these activities should follow the Standard Operating Procedures set out and should not normally need additional risk assessments or notes added. A 'Signing Out' sheet containing relevant information should be left with the base contact/ office before departure.

Written consent is required for all other Type A and ALL type B visits. Unless consent has been obtained, a child/young person must not take part in the educational off site visit. For all Type A visits, consent can be sought using a general consent form at the beginning of a year, or even upon registration of a young person with the school/ service. It is still a requirement that parents/carers must be informed of individual off site visits in advance, and advised where their young person will be, and of any extra safety measures or clothing required. Schools must be aware of the need for up to date medical information and must build in a way to obtain this and incorporate it into their process.

9. Staffing ratios

Pre-school/ Reception/ Foundation:

Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that all children are adequately supervised and decide how to deploy staff to ensure that children's needs are met.

Years 1 to 3:

1 adult for every 6 children.

Years 4 to 6:

1 adult for every 10 children

10. Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the finance office.

11. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the Principal who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

12. Missing person procedure

The trust places pupil and staff safety as its top priority when participating in school trips.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, or identification in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone; these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be located within 10 minutes, the police will be contacted.
- If the police are called, the trip leader will contact the base contact and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

13. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with the pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extracurricular trip or visit.

14. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The trust will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for transport costs or trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Schools can ask for voluntary contributions to cover the cost of a trip. However, if the activity cannot be funded without voluntary contributions, it should be made clear to parents at the outset. The school must also make it clear to parents that there is no obligation to make any contribution. No child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

The trip leader **must** liaise with the finance team in a timely manner regarding all potential costs for the trip, prior to confirming the 'cost' to parents to avoid overcharging. Trip, permission letters and payment plans **must not** be sent out until checked and approved by the finance team. This will ensure the trip has an adequate financial contingency. The trip leader must also ensure that charge cards are used, where applicable, which is for audit purposes only. The finance team will advise if the use of a charge card is required for the trip/activity.

Additional costs are sometimes unavoidable, therefore, any excess of expenditure will be reviewed and subsidised by the school fund.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip. The letter must also contain information about eligibility and that deposits will not be refunded, if a pupil is withdrawn due to poor behaviour or attendance (i.e. the pupil is no longer eligible).

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, considering the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, considering the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, money paid to the travel company that can't be

refunded and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

15. Alcohol

Alcohol is not permitted to be consumed by staff members when they are on visits with primary aged pupils

16. Evaluating trips and visits

Following an educational trip and/or visit, the trip leader must assess, evaluate and close the trip on Evolve. Based on this assessment, recommendations will be made to improve future trips and visits.

Appendix A

Consent Form for Educational Off Site Visits

Please sign and date the form below if you give your consent for:

Name of child:	
-----------------------	--

- 1. To take part in an Educational Off Site Visit.**
- 2. To be given first aid or urgent medical treatment.**

Please note the following important information before signing this form

- The visits and activities covered by this consent include;
 - ★ Low risk off site visits, up to one-day duration. Examples include theatre visits, most field study visits, museum visits, activities in the local community or visits to local schools for an event,
 - ★ Off site sporting fixtures/swimming
- We will send you information about each visit or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child/young person to take part in any particular visit or activity.

Written parental/carers consent will not subsequently be requested from you for such off-site activities offered by the school/service. Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical Information

Details of any medical condition that the child/young person named above suffers from and any medication to be taken during visits:

Notes:

- 1. Please note that this visit is covered by ? There is no Personal Accident or Travel insurance provided for your child, which would cover injury or property loss/damage happening on the visit regardless of legal liability. If you feel that this is necessary, you will need to make separate arrangements.**
- 2. In the light of unacceptable behaviour, the school reserves the right to deny a place for a student on the visits or return the student home.**

Signed: (Parent/Carer)

Date:

Appendix b

Information Sheet for Type A Educational Off Site Visits

(This sheet is to be retained for information purposes)

Proposed visit to:	
Date(s) of the visit	
The proposed activities & educational objectives are:	
The alternative (Plan B) activity/venue is:	
Mode of transport: (inc. name of carrier)	
The time & place of departure is:	
The approximate time & place of return is:	
The base contact details are : <u>(NB these should only be used in emergency situations)</u>	Tel No:.....

Copies of written Risk Assessments for the activities (including Plan B) are available on request from the school/service.

For the visit and the journey to be a valid and safe educational experience, sensible active involvement is required from all participating children. To ensure that the maximum value is gained the school/service has particular requirements regarding conduct and behaviour. Your acknowledgement of this is essential (see attached consent form). If you require any further details, please do not hesitate to contact the school/service.

It is important that parents/carers contact the school/service prior to the visit if there has been any recent illness of which the Visit Leader should be aware. Furthermore, parents/carers should provide the school/service with any updated medical information and any changes to emergency contact numbers.

There will be no charge for this visit.

Or

The voluntary contribution for this visit will be £.....

Or

The cost of this visit will be £.....

If desired, parents/carers may request to see the Lancashire County Council's Educational Off Site Visits Policy and Guidelines and the school's own Charging and Remissions Policy.

Notes:

1. Please note that this visit is covered by ? There is no Personal Accident or Travel insurance provided for your child, which would cover injury or property loss/damage happening on the visit regardless of legal liability. If you feel that this is necessary, you will need to make separate arrangements.
2. In the light of unacceptable behaviour, the school/service reserves the right to deny a place for a student on the visits or return the student home.

Important

Parental/Carer Consent and Medical Information

The attached consent form **must** be completed and returned to the School **before** your child may participate in the visit/activity. Non-receipt of the form will mean that your child will not be able to participate in the visit/activity.

Parental/Carer Consent and Medical Information Form for Type A Educational Off Site Visits

(This form is to be completed in full by the parent/carers and returned to the School/ Service)

Details of Visit:

Visit to:

Alternative Activity (Plan B):

From: (date/ time) To: (date/time)

Child's name: Date of Birth: Form/class:

I agree to my son/daughter/ward taking part in the above stated visit/activity and having read the information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/her part and that the school/service reserves the right to prevent my son/daughter/ward taking part in the visit/activity in the case of poor behaviour. Further, I understand that there would be no entitlement to a refund of monies paid. I agree that I will update the school/service with any medical information or changes to emergency contact details.

Emergency Details:

a) I may be contacted by telephoning the following telephone number(s):

Home: Work:

Mobile Telephone no:

Name & Address:

.....
.....

b) Please state an alternative contact point: - Telephone number:

Name & Address of Contact:

.....

Other Information:

Please supply any additional information that you wish the Visit Leader to be aware of (e.g. medical conditions, allergies, recent illness, special requirements etc) which may affect him /her in this visit:

.....

.....

Declaration by Parent/Carer:

- In the case of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- I have read the attached information provided about the proposed visit and the insurance arrangements.
- I consent to my child taking part in the visit and, having read the information sheet, declare my child to be in good health and physically able to participate in any activities mentioned; subject to any agreed adjustments.
- I have noted where and when the children are to be returned and I understand that I am responsible for my child getting home safely from that place.
- I will ensure that any change in the circumstances (e.g. recent illness, medication or injury) which will affect my child's participation in the visit will be notified to the School/Service prior to the visit.

Signature of Parent/Carer **Date**.....

(N.B. Parental/Carer consent required for children aged 17 and under)

Name of parent/carers in block letters:

Address:

.....

Note: This Completed Form to be returned to the School.

Appendix C

Information Sheet for Type B Educational Off Site Visits and Adventurous Activities *(This sheet is to be retained for information purposes)*

Proposed visit to:	
Date(s) of the visit:	
The proposed activities & educational objectives are:	
The alternative (Plan B) activity/venue is:	
Date(s) of the visit:	
Mode of transport: (inc. name of carrier)	
The time & place of departure is:	
The approximate time & place of return is:	
For residential visits only - the address:	
The out of hours supervision arrangements are:	
The base contact details are: <u>(NB these should only be used in emergency situations)</u>	

A kit list and other information is enclosed (as appropriate). A parent/carer's briefing meeting has been arranged at the school/service on at

Copies of written Risk Assessments for the activities (including Plan B) are available on request from the school/service.

For the visit and the journey to be a valid and safe educational experience, sensible active involvement is required from all participating children. To ensure that the maximum value is gained the school/service has particular requirements regarding conduct and behaviour. Your acknowledgement of this is essential (see Part 1 of the attached consent form). If you require any further details, please do not hesitate to contact the school/service.

This visit/ activity has been planned in such a way that, at certain times, there may be an element of 'remote supervision' employed as a group management technique by the accompanying staff/ adult helpers. This is recognised as good practice and while the staff/ adult helpers will not be directly/ closely supervising the young people they will be positioned in such a way that they will be able to offer 'timely' assistance as required. On residential visits your child will be encouraged to contact you at suitable times, if appropriate.

It is important that parents/carers contact the school/service prior to the visit if there has been any recent illness of which the Visit Leader should be aware. Furthermore, parents/carers should provide the school/service with any updated medical information and any changes to emergency contact numbers.

There will be no charge for this visit. **Or**

The voluntary contribution for this visit will be £..... **Or**

The cost of this visit will be £.....

If desired, parents/carers may request to see the Lancashire County Council's Educational Off Site Visits Policy and Guidelines and the school's own Charging and Remissions policy.

Notes:

1. Please note that this visit is covered by ? There is no Personal Accident or Travel insurance provided for your child, which would cover injury or property loss/damage happening on the visit regardless of legal liability. If you feel that this is necessary, you will need to make separate arrangements.
2. In the light of unacceptable behaviour, the school/service reserves the right to deny a place for a student on the visits or return the student home.

Important

Parental/Carer Consent and Medical Information

The attached consent form must be completed and returned to the School before your child may participate in the visit/activity. Non-receipt of the form will mean that your child will not be able to participate in the visit/activity.

Parental/Carer Consent and Medical Information Form for Type B Educational Off Site Visits and Adventurous Activities

(This form is to be completed in full by the parent/carers and returned to the School/Service)

1. Details of Visit

Visit to:

Alternative Activity (Plan B):

From: (date/ time) To: (date/time)

Child's name: Date of Birth: Form/class:

I agree to my son/daughter/ward taking part in the above stated visit/activity and having read the information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/her part and that the school/service reserves the right to prevent my son/daughter/ward taking part in the visit/activity in the case of poor behaviour. Further, I understand that there would be no entitlement to a refund of monies paid. I agree that I will update the school/service with any medical information or changes to emergency contact details.

S/he is capable of swimming 25 metres unaided

Yes/No

Emergency Details

a) I may be contacted by telephoning the following telephone number(s):

Home: Work:

Mobile Telephone no:

Name & Address:

.....

b) Please state an alternative contact point: -

Telephone number:

Name & Address of Contact:

.....

Child's Health Service details: - Medical card number:

Family doctor (Name, address and telephone number):

.....

3. Medical Information

a) Does your child suffer from any of the following conditions?

Asthma	Yes/No	Bronchitis	Yes/No
Chest Problems	Yes/No	Diabetes	Yes/No
Fainting	Yes/No	Migraine	Yes/No
Heart Trouble	Yes/No	Raised Blood Pressure	Yes/No
Tuberculosis	Yes/No		
If 'Yes', to any of the above, please provide details:			
.....			

Epilepsy	Yes/No	If 'Yes',
a) What specific epilepsy syndrome has been diagnosed for your child?		
.....		
b) What is the pattern of any seizure?		
.....		

b) Does your child suffer from any other condition requiring medical treatment, including medication? Yes/No

If 'Yes', please provide details:

.....

c) Is your child allergic or sensitive to any medication (e.g. Penicillin), insect bites or food? Yes/No

If 'Yes', please provide details:.....

.....

d) Has your child been immunised against the following diseases?

Poliomyelitis

Yes/No

Tetanus (lock jaw)

Yes/No

If 'Yes', to tetanus, please give date if known

.....

e) Is your child taking any form of medication on a regular basis?

Yes/No

If 'Yes', please give full details, indicating the type of medication and dosage.

.....

Please ensure that your child has adequate supplies of medication and dosage for the whole visit.

f) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffer Yes/No

If 'Yes', please give full details:.....

g) In the case of a residential course, does your child have any: (please give the details).

Special Dietary needs?

Any childcare needs?S

h) Please supply any additional information that you wish the Visit Leader to be aware of (e.g. medical conditions, allergies, recent illness, special requirements etc) which may affect the full range of activities in this event:

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4. Insurance Cover

I understand that the visit is insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I have been specifically advised of this in writing by the organiser of the visit. I also understand that any extension of insurance cover is my responsibility unless advised differently by the School.

5. Declaration By Parent/Carer

- In the case of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- I have read the attached information provided about the proposed visit and the insurance arrangements.
- I consent to my child taking part in the visit and activities, and, having read the information sheet, declare my child to be in good health and physically able to participate in any activities mentioned, subject to any agreed adjustments.
- I have noted where and when the children are to be returned and I understand that I am responsible for my child getting home safely from that place.
- I will ensure that any change in the circumstances (e.g. recent illness, medication or injury) which will affect my child's participation in the visit will be notified to the School/Service prior to the visit.

I accept that there is an inherent risk of injury in participation of adventurous outdoor activities. Risk can be reduced to acceptable levels by implementing appropriate risk assessments. Copies of written risk assessments are available on request from the school/centre.

Signature of Parent/Carer
Date.....

(N.B. Parental/Carer consent required for children aged 17 and under)

Name of parent/carers in block letters:

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Address:

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Note: This completed form to be returned to the school