



Northern Star
Academies Trust



Harrogate High School

Educational Visits and School Trips Policy

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| Adopted: | November 20 |
| Last Reviewed: | |
| Next review: | November 22 |
| Policy Owner: | L Wilson |

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Statement of intent

Harrogate High School understands that visits and trips can be empowering and highly engaging learning opportunities – providing rich cultural capital experiences for all pupils and especially for those who are disadvantaged.

They are also effective ways of motivating pupils, and they can offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical and real-world setting.

The school 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.

Signed by:

_____ Headteacher Date: _____

_____ Chair of Governors Date: _____

1. Legal framework

- 1.1. This policy has been created with regard to relevant legislation including, but not limited to:
 - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
 - 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'
- 1.3. This policy should be used in conjunction with the following school policies:
 - Complaints Procedures Policy
 - Behaviour Policy
 - Health and Safety Policy
 - Charging and Remissions Policy
 - Equality and Diversity Policy
 - NSAT DBS Guidance

2. Definitions

- 2.1. '**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.
- 2.2. '**School trip**' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.
- 2.3. '**Residential**' means any school trip which includes an overnight stay.
- 2.4. Activities of an '**adventurous nature**' include, but are not limited to, the following:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

3. Key roles and responsibilities

3.1. The **governing board** is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Trust's **Complaints Procedures Policy**.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

3.2. The **headteacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Educational Visits Coordinator (EVC), liaising with the governing board as necessary to ensure the correct appointment is made.
- Liaising with the Educational Visits Coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- 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.

3.3. The **Educational Visits Coordinator** has overall responsibility 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.

- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Conducting risk assessments 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 parents and staff to ensure the day is well organised and safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that any problems are raised in a meeting with the governing board.

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

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Completing all essential documentation for the trip, including a risk assessment.
- Informing parents of the proposed extra-curricular trip or activity **at least four weeks** in advance of the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- 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.

3.5. Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

- 3.6. Pupils are responsible for:
- Following instructions from staff while on school trips.
 - Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
 - Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
 - Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's **Behaviour Policy** with regards to this policy.

4. Training of staff

- 4.1. Staff will receive training on this policy as part of their induction.
- 4.2. Staff will receive regular and ongoing training as part of their CPD.

5. Planning school trips

- 5.1. 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'
- 5.2. A thorough risk assessment will be checked by the **educational visits coordinator** during the planning of the trip, to ensure pupil and staff safety.
- 5.3. Adventure activities will always be identified at the planning stage and never added during the trip.
- 5.4. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.
- 5.5. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.
- 5.6. Where there is a maximum capacity of pupils for a trip, places will be allocated on a **first come, first served basis**. This will be clearly communicated to parents in a **letter home**.

6. Risk assessment process

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.2. 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.
- 6.3. 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

7. Vetting providers

- 7.1. 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.
- 7.2. 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
- 7.3. If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.
- 7.4. If an organisation does not meet the school's standards, they will not be considered.

8. Equal opportunities

- 8.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.
- 8.2. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 8.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's **Equality and Diversity Policy**.
- 8.4. Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.
- 8.5. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.
- 8.6. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 8.7. 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.

9. Safe use of minibuses and seatbelts

- 9.1. The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip.
- 9.2. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.
- 9.3. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 9.4. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- 9.5. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

10. Parental consent

- 10.1. Parental consent is not generally required for off-site activities that take place during school hours.
- 10.2. Written consent is required for:
 - Activities of an adventurous nature.
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.
- 10.3. If preferable and appropriate, parents may complete an **annual** consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.
- 10.4. Separate consent will be sought for trips which require payment.
- 10.5. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

11. Staffing ratios

- 11.1. There will be sufficient staff to cope in an emergency and generally. Our staffing ratios will be determined by the type of trip, start and end time of the trip, the group of students and their needs, and the staff members on the trip.

12. Insurance and licensing

- 12.1. 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.
- 12.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.
- 12.3. Parents will be informed of the limits of any insurance cover.
- 12.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 12.5. Medical expenses will be recorded and stored in **the school office**.

13. Accidents and incidents

- 13.1. 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**.
- 13.2. 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 headteacher 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.
- 13.3. The **headteacher** will keep written records of any incidents, accidents and near misses.
- 13.4. Media enquiries will be referred to the **headteacher** or, if they are not available, the **deputy headteacher or the clerk to governors**.
- 13.5. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 13.6. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
- 13.7. 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.

- 13.8. To ensure pupils are easily identifiable, they must wear an item of clothing which clearly shows the school logo. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

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14. Missing person procedure

- 14.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 14.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with [section six](#) of this policy.
- 14.3. The **educational visits coordinator** will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 14.4. 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 [section 15](#) of this policy.
- 14.5. Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.
- 14.6. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.
- 14.7. Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.
- 14.8. Pupils and staff will wear school branded clothing, in accordance with point [13.9](#), in order to make them easily identifiable.
- 14.9. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 14.10. In the event someone goes missing whilst on a school trip domestically or abroad:
- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
 - The 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 contacted or located within **10 minutes**, the local police or relevant authorities, e.g. the British Embassy, will be contacted.

- If the police are called, the trip leader will contact the **headteacher**, or other available person, back at the school and inform them of what has happened.
- 14.11. 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.
- 14.12. If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the **educational visits coordinator** will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.
- 14.13. 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.

15. Pupils with SEND

- 15.1. Where possible, activities and visits will be reasonably adapted to enable pupils with SEND to take part.
- 15.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.
- 15.3. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

16. Finance

- 16.1. The financial procedures outlined in the school's **Charging and Remissions Policy** will always be followed when arranging trips.
- 16.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for 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.
- 16.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

- 16.4. 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.
- 16.5. 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, taking into account the cost to the school, including alternative provision costs.
- 16.6. 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, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.
- 16.7. 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.
- 16.8. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 16.9. 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 and including a small contingency.
- 16.10. Any excess of expenditure will be subsidised by the school fund.

17. Foreign trips

- 17.1. When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.
- 17.2. Validity of passports and visa requirements will be dealt with within **three months** of the initial notification of the trip, to avoid problems when the trip is due to take place.
- 17.3. Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 17.4. Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 17.5. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 17.6. Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.
- 17.7. Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.

- 17.8. At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.
- 17.9. When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks in the same manner as [paragraph 7.2](#) prior to agreeing to use the provider.

18. Evaluating trips and visits

- 18.1. Following an educational trip/visit, **the educational visit coordinator** will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.
- 18.2. Based on this assessment, recommendations will be made to improve future trips and visits.

19. Monitoring and review

- 19.1. The effectiveness of this policy will be monitored by the **Headteacher**.
- 19.2. The **Local Governing Body** will review this policy **bi-annually**.
- 19.3. The scheduled review date for this policy is **November 2022**.

Harrogate High School Party Leader Checklist for School Visits

| | | |
|---|--|---|
| <h3>Step 1</h3> <p>Outline proposal-</p> <p><i>This should be completed at least 6 weeks prior to the visit for non residential, low risk activities</i></p> | <input type="checkbox"/> | Specify the number of students and year group of students attending |
| | <input type="checkbox"/> | Specify the members of staff that will be supporting on the trip and include their role/s E.g. LEW/ ASSISTANT PARTY LEADER (APL) JLI /FIRST AID (FA) KH –SUPPORTING YR 8 STUDENT TH |
| | <input type="checkbox"/> | Explain the type of activity that you are proposing and identify any potentially hazardous activity that need further consideration |
| | <input type="checkbox"/> | Specify the mode of transport used and the contact number if a company is being used |
| | <input type="checkbox"/> | Insert the postcode of your trip destination and the distance that will be travelled |
| | <input type="checkbox"/> | Estimate the cost for the trip using the budget sheet |
| <h3>Step 2</h3> <p>Initial Approval</p> | <input type="checkbox"/> | Your trip documentation should be handed to LEW for SLT approval <i>Any trips that are consider to be high risk/ residential must also be approved at by the Governing Board. .</i> |
| <h3>Step 3</h3> <p>Formal Proposals</p> <p>(.....)</p> | <input type="checkbox"/> | Email your trip/visit letter to TCL for proof reading |
| | <input type="checkbox"/> | Provide a list of students that will be attending the trip (this is essential for ParentPay and attendance) |
| | <input type="checkbox"/> | Provide a detailed itinerary for the activity |
| | <input type="checkbox"/> | Give information about supervision (e.g. no remote supervision) & safeguarding (e.g. students go to the toilet in groups of 3 etc) |
| | <input type="checkbox"/> | Provide information of SEND provision/identified students |
| | <input type="checkbox"/> | Speak to the Health Support Officer to discuss medical provision for students on your trip |
| | <input type="checkbox"/> | Book first aid provision from Health Support Officer |
| | <input type="checkbox"/> | Email the provider assurances checklist to the activity provider to complete and return - all providers for off-site activities must have at least £5 million public liability insurance |
| | <input type="checkbox"/> | Complete a budget sheet and email to LWI (on the VLE under staff documents) |
| | <input type="checkbox"/> | Complete a familiarisation visit if relevant and specify the date of the visit |
| | <input type="checkbox"/> | Complete a risk assessment and share this with members of staff that will support you on your trip |
| <input type="checkbox"/> | Book free school meals from the kitchen | |
| <h3>Final Approval</h3> | <input type="checkbox"/> | EVC approval (LWI) |
| <h3>On the day of the visit</h3> | <input type="checkbox"/> | Collect FSM from the canteen |
| | <input type="checkbox"/> | Collect a first aid pack (this may need to be collected the night before if your trip leaves before 9.30am) |
| | <input type="checkbox"/> | A register of all attending students must be given to reception (a copy of the list will be shared with attendance and the finance team). |
| | <input type="checkbox"/> | Contact numbers of PL and attending staff should be left at reception |
| | <input type="checkbox"/> | If visit is out of school hours ensure you have LWI telephone number |
| <h3>During the Visit</h3> | <input type="checkbox"/> | Ongoing risk assessment |
| <input type="checkbox"/> | Frequent head count | |
| <input type="checkbox"/> | Notify school if you expect to be delayed on your journey back to school | |

Harrogate High School Visit Application Form

** Please note: High risk activities and residential trips must be approved by the Governing Board.

| | | | |
|--------------------------|------------------------|-----------------------|--|
| Visit or activity title: | | | |
| Place(s) to be visited | Site telephone number: | | |
| Date of visit: | | | |
| Time(s): | <i>Depart HHS:</i> | <i>Return to HHS:</i> | |
| Party Leader | <i>Mobile number:</i> | | |

| | | | | | | | | | | |
|--|--|--|--|------------|-----------------------|------------|-------------|-------------|----------------|--|
| Outline proposal- <i>This should be completed at least 6 weeks prior to the visit for non residential, low risk activities</i> | <input type="checkbox"/> | Number of students | <i>Total</i> | <i>Yr7</i> | <i>Yr8</i> | <i>Yr9</i> | <i>Yr10</i> | <i>Yr11</i> | <i>Yr12/13</i> | |
| | <input type="checkbox"/> | Staff and their role/s E.g. LEW/ ASSISTANT PARTY LEADER (APL) JLI /FIRST AID (FA) KH –SUPPORTING YR 8 STUDENT TH | <i>Staff/Role</i> | | <i>Cover required</i> | | | | | |
| | <input type="checkbox"/> | Type of activity, identify any potentially hazardous activity | | | | | | | | |
| | <input type="checkbox"/> | Transport arrangements | | | | | | | | |
| | <input type="checkbox"/> | Postcode and distance | <i>HG14AP - Distance (in miles):</i> | | | | | | | |
| | <input type="checkbox"/> | Estimate of costs | | | | | | | | |
| | <input type="checkbox"/> | SLT approval (LEW) | <i>Signature & date</i> | | | | | | | |
| <input type="checkbox"/> | Letter to parents given to LWI for proof reading | | | | | | | | | |
| <input type="checkbox"/> | List of students that will be attending the trip | | | | | | | | | |
| <input type="checkbox"/> | Detailed itinerary for the activity | | | | | | | | | |
| <input type="checkbox"/> | Supervision & safeguarding | | | | | | | | | |
| <input type="checkbox"/> | SEND provision/identified students | | | | | | | | | |
| <input type="checkbox"/> | Medical provision | | | | | | | | | |
| <input type="checkbox"/> | First aid provision | | | | | | | | | |
| <input type="checkbox"/> | Provider assurances | | | | | | | | | |
| <input type="checkbox"/> | Budget sheet | | | | | | | | | |
| <input type="checkbox"/> | Transport details | | | | | | | | | |
| <input type="checkbox"/> | Date of familiarisation visit | | | | | | | | | |
| <input type="checkbox"/> | Risk assessments completed and shared with all staff | | | | | | | | | |
| <input type="checkbox"/> | FSM booked from the canteen | | | | | | | | | |
| <input type="checkbox"/> | EVG approval (LEW) | <i>Signature & date</i> | | | | | | | | |

| Harrogate High School Event Specific Risk Assessment (suitable for non-residential/low risk day visit activities only) | | | | | | |
|--|------------------|---------------------|--------------------------|-----|------|------|
| Establishment | Location/purpose | | Establish contact number | | | |
| Visit Leader & mobile phone | Date(s) | No. of young people | | | | |
| | | Yr7 | Yr8 | Yr9 | Yr10 | Yr11 |
| Benefits of the trip to the young people involved | | | | | | |

| Hazard and Risk Identify significant hazards and assess the risk | Control Measure Reasonable practicable precautions | Who needs to know (staff/student/parent) |
|--|---|---|
| Group | <i>E.g. no remote supervision of students, adult to student ratio</i> | |
| Transport | <i>E.g. seat belts worn at all times</i> | |
| Site and the environment | <i>E.g. students supervised at all times, frequent head count</i> | |
| Activity arrangements (include itinerary) | | |
| Alternative plans | | |
| Ongoing risk assessment – the most essential element – NOTE THE FOLLOWING: 1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required | | |
| Emergency contacts e.g. Assistant Part Leader/ Transport/ School Contact/ Activity Provider) | | |
| Name/role: | Contact: | |
| Name/role: | Contact: | |
| Name/role: | Contact: | |
| Name/role: | Contact: | |
| Name/role: | Contact: | |
| RA completed: | Visit leader: | Date: |
| Review: | | |
| Reviewed by: | EVC: | Date: |



Harrogate High School Parental Consent Form



Offsite educational visit or adventurous activity

| | |
|----------|---------|
| Visit to | Date(s) |
|----------|---------|

| | | |
|----------------------|---------------|-----|
| Full name of student | Date of birth | VMG |
| | | |

| |
|--------------|
| Home address |
|--------------|

Emergency contacts (Please provide at least 2 contacts)

| Name | Relationship | Telephone numbers | |
|------|--------------|-------------------|--|
| | | | |
| | | | |
| | | | |

Doctor's details

| Name | Practice | Telephone number |
|------|----------|------------------|
| | | |

Medical and welfare information

Please let us know if any of the following are relevant for the participant – **please provide full details below**

| | | | |
|--|--------|--|--------|
| Recent serious illness | Yes/No | Asthma | Yes/No |
| Recent serious injury or broken limb | Yes/No | Allergies or historical reaction to medication | Yes/No |
| Epilepsy, seizures, convulsions or absenting | Yes/No | Taking any medication | Yes/No |
| Heart condition | Yes/No | Full tetanus vaccination | Yes/No |
| Diabetes | Yes/No | Any other medical, behavioural or diet issues | Yes/No |

| | | | |
|---------|--------|------------------|--------|
| Swimmer | Yes/No | Water confident? | Yes/No |
|---------|--------|------------------|--------|

Please provide any medical, behavioural, dietary or other relevant information which will enable us to support and care for the participant during this visit or activity, or attach further documentation.

| |
|--|
| |
|--|

Please ensure that the participant has sufficient prescribed medication for the duration of the visit

| Itinerary/programme | |
|---|--------|
| <ul style="list-style-type: none"> ▪ I consent to the participant taking part in this offsite, educational visit or adventurous activity. ▪ I have received full information about the itinerary and programme; I understand its nature and agree to the participant engaging in all the activities described which may include activities in or near water. ▪ I understand that the programme may be changed by the Visit/Activity Leader in conjunction with any external provider due to weather or for other reasons. ▪ The information I have provided on this form is accurate at the time of signing. I agree that this information can be added to electronic management systems where required and I agree to inform the Visit/Activity Leader as soon as possible of any changes before the start of the visit. | Yes/No |

| Behaviour and conduct | |
|--|--------|
| <ul style="list-style-type: none"> ▪ I understand that the participant must adhere to any code of conduct and behaviour set out by the Visit/Activity Leader, school, service or external provider. | Yes/No |

| Medical information | |
|---|--------|
| <ul style="list-style-type: none"> ▪ I understand that if the participant has an existing medical condition then their doctor may require information of the nature of the visit or activity in order to give medical advice on participation. | Yes/No |

| Medication | |
|---|--------|
| <ul style="list-style-type: none"> ▪ I understand that the Visit Leader may give the participant prescribed or non-prescribed medication for which I have already given written consent and that I will be informed. | Yes/No |

| Medical treatment (delete those you do not consent to) | |
|---|--------|
| <ul style="list-style-type: none"> ▪ I consent to the participant receiving any dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by medical authorities in the case of serious incident. | Yes/No |

| Please list any treatment you do not consent to so that medical authorities can be informed |
|--|
| |

| Photographs and video recordings | |
|---|--------|
| <ul style="list-style-type: none"> ▪ I consent to photographs and video recordings of the participant to be used by schools and services for teaching and coaching purposes and for use in marketing and publicity in line with relevant policies. | Yes/No |

| Consent | | | |
|-------------------------------|--|-----------------------------|--|
| Name of person giving consent | | Relationship to participant | |
| | | | |
| Signature | | Date | |

To be signed by a parent/guardian/carer unless the participant is aged 16 years or older and is living independently, in which case they should sign it.

Please return this form to the Main School Office.



Annual Consent on enrolment for routine educational visits



Educational visits during the school day which are part of the normal curriculum.

Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc. While parents do not have the option to withdraw their child from the school curriculum, it remains good practice to inform parents that a visit or activity is to take place.

This school will inform you of any proposed educational visit of this sort by **letter (this may be via email)**.

Educational visits beyond the school day or which are not a part of the normal curriculum

Trips and visits beyond the school day or which are not part of the curriculum require written consent which is given when your child enrolls at the school.

The trips and activities covered by this consent include;

- all visits which take place during the holidays or a weekend
- off-site sporting fixtures outside the school day,

The school will send you information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

School will inform you of any proposed educational visit of this sort by **letter (this may be via email)**.

For visits which are further afield, residential or include adventurous activities the school will request individual consent and where appropriate further medical information.

Educational visits during the school day which are part of the normal curriculum.

- | | |
|---|--------|
| <ul style="list-style-type: none"> ▪ I understand that I am not required to give consent for local educational visits during the school day which are part of the normal curriculum, but that I will be fully informed by the means described above. | Yes/No |
|---|--------|

Educational visits beyond the school day or which are not a part of the normal curriculum

- | | |
|---|--------|
| <ul style="list-style-type: none"> ▪ I give consent for my child to take part in local trips or educational visits beyond the school day or which are not part of the normal curriculum. I understand that I will be fully informed by the means described above. Further afield, residential or adventurous visits will require separate consent. | Yes/No |
|---|--------|

Medical information and contact details

- | | |
|--|--------|
| <ul style="list-style-type: none"> ▪ I understand that it is my responsibility to provide timely updated medical and contact details to the school. | Yes/No |
|--|--------|

Medication

- | | |
|--|--------|
| <ul style="list-style-type: none"> ▪ I understand that the Visit Leader may give the student prescribed or non-prescribed medication for which I have given separate written consent and that I will be informed. | Yes/No |
|--|--------|

Further information

- | | |
|--|--------|
| <ul style="list-style-type: none"> ▪ I understand that further information about administering medication, behaviour, charges for activities, safeguarding of children and other relevant policies are available on the school website or from the school office. | Yes/No |
|--|--------|

Consent

| | | | | | | | | | | |
|---|----------------------|-------------|--|--|--|--|--|--|--|--|
| Name of person giving consent and relationship | Name of child | | | | | | | | | |
| | | | | | | | | | | |
| Preferred contact email (please enter <u>one</u> character in each box) | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| Signature | | Date | | | | | | | | |
| | | | | | | | | | | |