

EDUCATIONAL VISITS POLICY SAINT RONAN'S SCHOOL

NMS POLICY B6

PERSON RESPONSIBLE: JL
3.20

SCOPE OF APPLICATION: All children in the School, including EYFS

Date of policy:
April 2025

Review date:

- January 2026

NO VISIT MAY BE UNDERTAKEN WITHOUT FOLLOWING THIS POLICY, WHICH APPLIES TO TRIPS AND VISITS OUT, BUT NOT SPORTS FIXTURES

The **Education Visits Coordinator (EVC)** will be responsible for the implementation of this policy, which has been approved by the Headmaster and the Bursar.

The Group Leader (GL) must follow the guidance given in this policy document.

THE PURPOSE OF THIS POLICY:

Visits off-site provide educational enrichment for the children involved but also present challenges to their health and welfare. This policy is designed to ensure that visits are planned and operated in accordance with its guidelines so that pupils can participate fully in educational visits in reasonable safety.

THE PLANNING OF EVERY TRIP:

- In the term preceding the trip, the ADHM (Enrichment) will decide, with the help of the EVC, how many trips each year group will have, where they will visit and when the visits will take place. The potential for academic enrichment will be considered, as will the dates on which the trips take place. Careful consideration will be given to minimizing disruption to other activities and lessons in the school.
- Once a trip has been decided, the EVC or nominated GL will book the trip and put it on the School calendar.
- Once all trips for the term ahead are finalized, the EVC will present a list to the HM.
- With the approval of the HM, these trips will be put on the school calendar for the following term.

THE GROUP LEADER (GL):

The GL must be a member of staff who is competent, fit and well enough to lead the trip.

THE PROCEDURE FOR EACH TRIP:

For each trip, the GL will fill in comprehensively and sign the following documents/forms and pass them to the EVC:

- **Trips 1:** Initial Request (to be counter-signed by the Deputy Head Academic)
- **Trips 2:** Request Form
- **Trips 4:** Risk assessment plus
 - Terrorism Risk Assessment
- **Post-trip Evaluation Form**

The Headmaster will sign:

- **Trips 3:** HM Confirmation Form

Parents must fill in and sign (for residential trips or 'hazardous' activities **only**):

- **Trips 5:** Parental Consent Form

The Parents **do not** sign Trips 5 (Parental Consent Form) for 'day' trips out; their consents are given via their signature of the 'Medical & Trip Consent Form' signed before their child joined the school. This form authorizes the school to authorize emergency medical treatment for a pupil, if necessary. **Trips 5 is used only as parental consent for residential trips, trips abroad and trips involving hazardous activities.**

Feedback after a trip should be given by the GL to the EVC via the Evaluation Form following a trip. If an incident has occurred, a report will be submitted to the Headmaster so that the suitability of the same trip in the future can be weighed up. Risk assessments for repeat trips will be added to, with any refinements drawn from the Evaluation Form from the previous trip and/or the GL's verbal feedback to the EVC.

ADDITIONAL PROCEDURES FOR RESIDENTIAL TRIPS OR THOSE INVOLVING 'HAZARDOUS' ACTIVITIES:

All the trip forms listed above will be filled in, with the addition of:

- **Trips 5: Parental Consent Form.** This includes a request from the parent/s for dietary and medical information, consent for the child to take part in swimming and any other activities taking place on the trip and the contact details for the parents while the trip is taking place. The EVC will take copies of these forms and give the originals to the GL to keep with him/her for the duration of the trip.
- Risk assessments for each activity will be sought by the EVC or the GL from the provider/organizer of those activities, together with their insurances and professional certifications. These will be checked by the EVC and will form part of the school's risk assessment for the trip. The EVC will check that every activity has been sufficiently considered and risk-assessed.
- The EVC will check that the tour company/airline is ATOL/ABTA bonded so that cover is provided in the event of the bankruptcy of the provider. They will also check what the refund or insurance situation is if a trip has to be cancelled because of a pandemic, for example. A member of staff will recce the location being visited, if we have not visited it before, and if this is not possible, the EVC will obtain a reference from another school.
- The EVC will check that any (non-school) staff (e.g. at an activity centre) have been DBS-checked by their employer and have all the necessary qualifications, including First Aid.

- The EVC will check with the travel advice unit of the Foreign and Commonwealth Office, if applicable, for the country being visited. If that country has advice on how to react in the event of a terrorist attack, the EVC will procure that document and give it to the GL, who will then brief the other members of staff.
- The EVC will procure a school credit card for use by the GL if necessary, plus cash and local currency if applicable.
- The EVC will procure a school mobile phone for use by the GL.
- If the trip is abroad, the EVC will provide the GL with the telephone number/s and address/es of the nearest local A & E hospitals.
- On arrival at an activity centre, the GL will satisfy her/himself that arrangements for safety and welfare are satisfactory. S/he should also agree with the activity centre about who will be responsible for the children for each and every activity and for what period of time.
- The GL will ensure that the fire drill for an overnight or extended stay is explained to every pupil by a designated person. This should include escape routes, alarm points, assembly points, use of towels, heads well down, avoidance of panic and so on.
- The EVC will ensure that the Activities/Tour Provider signs an 'Information Sharing Agreement' prior to the trip, confirming that they will store data about our pupils securely, not share it with any other organization and destroy it once the trip and all related matters have been concluded.

COMMUNICATING WITH PARENTS ABOUT TRIPS (RESIDENTIAL AND DAY TRIPS)

Parents are made aware of trips taking place during the academic year via the school calendar.

In addition, parents will be written to before every trip:

- For 'day' trips: 1-2 weeks ahead, as the trips are listed in the Blue Book.
- For residential trips: 6 months ahead (or more).

These letters will include the dates and timings of the trip; the transport details; the potential for personal or academic enrichment; the price and the payment structure (if applicable); a reminder about the appropriate clothing and a reminder that children may not bring electronic equipment of any sort. A kit list will be sent out, if necessary, with a full programme of activities.

For 'day' trips, the parents will 'opt out' rather than 'opt in', unless the trip costs over £50, in which case consent will be sought from the pupils' parents. Wording such as the following will be used in the letter to parents about the trip:

'If you have an objection to your child going on the trip, or the date presents a problem, please let (EVC) know by (date). Otherwise we will assume that you give your consent and are happy for the cost to be added to your bill.'

For **residential** trips, the receipt of a deposit will be taken as acceptance by the parents of the cost of the trip, their child's participation in it and their willingness to pay the subsequent payment installments. Deposits will not be refunded, nor will any subsequent payment installments if the school has already paid the activities provider for the child's participation. This will be made clear to parents in the trip letter.

For **residential trips abroad**, the EVC will write to parents requesting passports and GHICs (and any other information needed, for example, for an API form) 4-5 weeks in advance of the trip. Passports and GHICs will be logged and copies made by the EVC and the passports will be passed to the Bursary to be kept in the Safe until the departure date.

For **residential** trips, parents will be invited to an Information session, given by the GL, who will present an outline of what the trip entails and invite any questions. The idea will be to inform parents of what is likely to happen on the trip and to answer any questions they might have. Nearer the departure of the trip, parents will be furnished with a contact number (a school mobile phone) for the staff accompanying the trip. They will also be told about what to expect in terms of text updates and/or Facebook posts once the trip has commenced.

A 'final arrangements' email, text or letter will be sent to parents at least a week before a trip goes out, reminding them that their children should bring with them or supply to staff (if applicable):

- Sickness medication
- Formal Wear or other clothing/footwear/headwear applicable to the trip
- Pocket Money
- Small rucksack & water bottle
- Kit, if necessary
- No electronic equipment of any description (unless an exception has been made) including air tags.
- And inform them of any arrangements, such as an early start or a late return. If the return time changes, the EVC will text them with an updated ETA or of alternative collection arrangements, if necessary.

(This is not an exhaustive list.)

RISK ASSESSMENTS:

Risk assessments are legal requirements and careful consideration will be given to them. Staff on trips will act as a careful parent would and take reasonable steps to ensure the safety of the children for the duration. They must include/identify:

- What are the risks?
- Who might be affected by them?
- What safety measures must be in place to reduce risks to an acceptable level?

- What steps will be taken in an emergency?

Risk Assessments should include control measures for:

- Medical emergencies and travel sickness
- Transport problems (breakdown, embarkation/disembarkation, the need to wear seat belts, the need not to distract the driver)
- Keeping children safe when crossing roads
- Avoiding losing a child and how a child should be briefed to react if he/she is lost (children to approach a member of staff at the place being visited or an 'official' person in uniform, like a police officer). When the risk of getting lost/separated from the group is a major concern, wristbands or lanyards (bearing the name 'Saint Ronan's and showing the Saint Ronan's telephone number), or a way of contacting the school, will be issued to all the children. Registers and/or head counts must be done frequently.
- Keeping children safe when using public toilets & encountering the public
- Any special needs and how appropriate measures should be implemented
- The age and capabilities of the children
- Escape routes, alarm points, assembly points etc. in the event of fire
- Specific issues at the site they are visiting (the GL should obtain a site-specific risk assessment from the place being visited, which will form part of his/her own, as well as ferry/Eurotunnel risk assessments).
- Reassessing the risks (e.g. getting frequent weather forecasts) during the visit, changing the itinerary if necessary and having in place contingency arrangements, including how to terminate a trip

(GLs will use the Saint Ronan's generic risk assessment template as the starting point for each risk assessment and add and subtract as appropriate.)

The GL will remember that it is never sufficient to tell children where they may/may not go – a member or members of staff should remain with them at all times and ensure that instructions are observed.

The GL will be responsible for briefing the other adults, and the children, if applicable, regarding potential risks and the control measures.

The GL will take and keep the mobile phone number of the coach driver, if applicable.

TERRORISM RISK ASSESSMENT:

The GL will fill out a copy of the Terrorism Risk Assessment (6.3.7), carry a copy with him/her on the trip and be responsible for briefing the other members of staff accordingly. If the trip is to a location abroad, the EVC will also procure any advice given by that country's government on reacting in the event of a terrorist attack. The Terrorist Risk Assessment will contain the mobile telephone numbers of all the staff on the trip, emergency contact

numbers for the Headmaster & Bursar and the details of the nearest A&E hospital/s. The EVC will create a TEAMS group consisting of the staff accompanying the trip so that they can contact each other and disseminate information easily. It will also be a repository for important documents relating to the trip.

EMERGENCY PROCEDURES:

Every GL will read and carry with them the shortened version of the Educational Visits Policy (especially for staff on trips) and be responsible for briefing the other members of staff on the trip accordingly. As stated previously, when the risk of getting lost/separated from the group is a major concern, wristbands or a lanyard (bearing the name 'Saint Ronan's and showing the Saint Ronan's telephone number), or a way of contacting the school, will be issued to all the children.

MEDICAL CONSENTS AND MEDICATION, INCLUDING MEDICATIONS FOR SPECIFIC CHILDREN:

On **residential** trips, or ones including '**hazardous' activities**, the *original* copy of the Parental Consent Form (Trips 5) for each pupil will accompany the trip. Copies will be held by the EVC. These consent forms may have to be presented to a hospital in the event of an emergency.

Prep School only: For day and residential visits, the Matron will generate a 'Medicines Checklist' for the trip, including a list of children who need epi-pens, inhalers and/or diabetes kits and of children who have dietary needs and specific allergies. A report on each child will also be generated from the management system and appended to this, listing the child's GP and both the parents' contact details. These reports will also be downloaded onto the Microsoft Team created for a residential trip. The wording at the bottom of the medicines checklist will state clearly that the School already holds parental consent forms for the emergency treatment of all the children and that consent has been given for the use of paracetamol, unless specifically stated.

This information will be given to the GL by the Matron, who will brief him/her on how to treat specific pupils in the event of an emergency. The Matron will also give the GL a medical bag containing a general first aid kit and specific medication for any children who may require it. Sick bags, wipes and anti-bacterial hand gel will be included.

Pre-Prep only: The Pre-Prep keeps its own first aid kits (regularly audited by the Matron), with a Medicines Check List, and these will be taken on the trip.

FOOD ALLERGIES:

If visiting another school, or an activity centre in the UK or abroad, and they are to provide catering, the EVC will advise a member of that school's/activity centre's kitchen, medical or

office staff of any food allergies our pupils might have well in advance of the trip. Otherwise the Saint Ronan's kitchen will provide packed lunches and snacks, with labelled alternatives for pupils with food allergies or intolerances.

STAFFING AND RATIOS OF STAFF TO CHILDREN:

The trip will not take place unless suitably experienced party leaders are available. All staff must understand their roles and responsibilities and understand the correct procedures in case of an emergency. Staff will be aware of any pupils who may require closer supervision, such as those with a medical condition or behavioural problems. Staff will carry registers and do regular head counts when separating or re-forming groups and when moving between locations.

The GL will appoint a Deputy GL who can take over if necessary.

Staff supervision of children by age will be as follows, as a minimum, or as risk-assessed based on the activity and the age, maturity and pastoral/medical needs of the pupils:

Nursery	Nursery do not run outside trips
Infants (Reception to Year 2)	1:6, or as risk-assessed
Juniors to 11 (Years 3 to 6)	1:10/15, or as risk-assessed
Seniors 11-18 (Year 7 onward)	1:15/20, or as risk-assessed

Overnight stays in the UK and abroad

The ratios below will be followed:

Juniors to 11 (years 4 to 6)	1:10
Seniors 11-18 (year 7 onward)	1:10

On overnight stays in the UK and abroad, there should be a minimum of two teachers in every party and a woman teacher (or other adult helper) in the case of girls or a mixed gender party.

Where a trip includes the child of a member of staff accompanying the trip, that member of staff should not be responsible for the group containing their child and should not be included in the staffing ratio for the trip.

PARENT HELPERS:

If emergency help is required, and a parent is asked to do this, they will remain fully supervised/in the presence of staff at all times. Staff will retain the prime responsibility for supervising the children at all times. A parent helper will not be included in the staffing ratio for the trip.

RESPONSIBILITIES OF PUPILS:

The GL will make it clear to pupils that they must:

- not take unnecessary risks
- follow the instructions of the leader and other supervisors, including those at the venue of the visit
- dress and behave sensibly and responsibly, using safety equipment as instructed
- if abroad be sensitive to local codes and customs
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the GL or supervisor about it
- Uphold expected standards of behaviour and be a good ambassador for the school

If a child is deemed by the school to require 1:1 supervision on a trip, the school may ask the parent to fund, or help fund, this support.

Reasonable adjustments will be made for children on the SEND register, children with learning or behavioural difficulties, or children with health issues.

CHILD PROTECTION:

The School's Safeguarding and Child Protection policy and procedures will apply during educational visits. The Group Leader will be responsible for reporting immediate safeguarding concerns to the DSL. During out of school hours trips, there will be a designated DSL or DDSL available and standing by for the duration of the trip for the GL to contact.

Before any trip, the EVC will ask the DSL if there are any children on the trip with safeguarding concerns about which the group leader should be aware. If so, the EVC will arrange a meeting between the DSL and the GL.

TRANSPORT:

Coaches will only be hired from bona-fide commercial hire companies with the appropriate insurances. There will be a seat and seat belt for each passenger. Supervising staff will ensure that the children remain seated at all times and keep their seatbelts on.

Minibuses: All minibus drivers will act according to the guidelines of the Minibus Operating Procedures Policy 2016 (6.11). Only drivers with D1 on their licences and/or a competency training qualification will be allowed and insured to drive. These drivers must be on the drivers list held by the Health and Safety Officer. Minibuses should travel in convoy and every driver should carry a mobile phone. In the event of a breakdown the driver should contact the School Office.

Member of Staff's Own Car: These can be used occasionally, on an ad hoc basis. The parents of the child/ren should be informed.

Conduct on coaches: the children should stay seated, with seat belts on, for the duration of the journey. Staff should spread out around the coach – some at the front, some by the emergency exit and some at the very back. Care must be taken not to distract driver.

USE OF STAFF MOBILE PHONES ON A TRIP:

Staff may use personal mobile devices to take images of pupils (not EYFS pupils) on trips; however, all photos must be double-deleted from personal devices within 24 hours of being taken. This means they must be deleted from the device and then permanently removed from any recently deleted or backup folders. Under no circumstances may staff use personal mobile devices to take photos of EYFS children.

On residential trips, staff can share photos taken on personal devices via Microsoft Teams or other school systems. They must then be double-deleted from the staff member's mobile phone within 24 hours. Photos that have been taken on the school mobile phone should be handed to IT for downloading on return from the trip.

USE OF PUBLIC LAVATORIES ON TRIPS:

All children will be supervised when using public lavatories. Male staff should accompany male children and female staff should accompany female children, to gender-specific lavatories if possible. The entries and exits of each set of lavatories will be monitored by another member of staff.

If the children are in a mixed gender group and the staff comprise one gender only, the lavatories must be checked to be safe by a member of staff. Methods of checking or ensuring safety may include boys using the female lavatories or using the disabled lavatories (with permission).

If the children are in another school, they may visit the lavatories in pairs and without a member of staff.

ACCIDENT AND EMERGENCY:

Generally:

- The GL, supervisors and helpers should be aware of the risk, however remote, that there might be death, personal injury, damage to property or involvement with the police at a location where help is less readily available than under normal circumstances at home.
- It is only prudent for procedures to be drawn up, understood and agreed by the GL, supervisors and helpers and also the pupils.
- 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. Photographs should, if possible, record height of lens and approximate position on a sketch plan.
- No liability or any form of blame must be admitted without insurer's consent or cover under the policy may be jeopardised.

ACCIDENT AND INJURY:

The GL will :

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid, to the level of your training.
- Establish names of the injured and call relevant emergency services
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital or, if on your own, that you go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- 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.
- Control access to telephones until contact is made with the Headmaster, Deputy Headmaster or Bursar and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).

- Establish telephone numbers for future communication (identify alternate telephone numbers in case telephone lines become jammed).
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- Each witness who is able should as soon as possible make an individual written account of what occurred. Accuracy, names, dates and times are essential. A rough sketch plan should be drawn showing the main features if appropriate.
- Take photographs and generally record the circumstances as best may be done at the time.

STATEMENTS AND ADMISSIONS:

- 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.
- Where a claim might be brought following theft or other loss, the local police must be informed.
- The Group Leader should note down the name, address and reference of the official and the time and date the report is made.
- Written confirmation of the report should be obtained from the official, if practicable.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON A TRIP:

- An immediate head count will be carried out in order to ensure that all the other children are present. All adults and pupils will be asked to explain when they last remember seeing the missing pupil.
- An adult will search the immediate vicinity, including retracing steps to the last place the child was seen, and alert the management of the organisation, who will also search and secure the venue if necessary. The remaining staff will stay in one place with the other children.
- The GL will telephone the Headmaster by phone.
- The GL will inform the police.
- The Headmaster will inform the child's parents and explain what has happened and what steps have been set in motion. He will advise them as to whether to come to the location or wait at school.
- The remaining children will be taken back to school as soon as reasonably practicable.
- The DSL will inform the LESAS.
- The Headmaster will inform the Chairman of Governors.
- The Bursar will inform the school's insurers.
- The school will cooperate fully with any Police investigation and any safeguarding investigation by the local authority.

- Media queries will be referred to the Headmaster (after discussion with the LESAS, if appropriate).

ACTIONS TO BE FOLLOWED ONCE THE CHILD IS FOUND

- The GL or other member of staff will talk to, take care of and, if necessary, comfort the child.
- The GL or other member of staff will talk to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- If the child is found, the Headmaster, police and parents will be notified as soon as possible.
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment, a report (if deemed to be applicable) will be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days of the accident.
- The investigation/ incident report will be made by the GL covering time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, as well as articulating lessons for the future. The investigation will involve all adults concerned with the trip and they should provide written statements.
- The school will review its procedures and, if necessary, these will be adjusted.

INSURANCE:

Comprehensive insurance policies covering all risks normally associated with school visits (including residential trips and trips abroad) will be maintained and updated by the Bursary. The EVC will check with the Bursar if in doubt as to whether or not a specific activity or circumstance is covered by the school policy, or whether it should be covered by the insurers of the activities provider. On residential trips, the GL will take a copy of the school's insurance policy with him/her.

ON THE RETURN TO SCHOOL FROM THE TRIP:

- Medical and contact information for each pupil or member of staff will be returned to the EVC for shredding
- All first-aid kits, epi-pens, inhalers and any other medication will be returned to the school matron
- The GL will report back verbally to the Headmaster and EVC about the trip
- Any money will be returned to the Bursary
- A report will be written for inclusion in the news section of the website or the end of term Ronian magazine.

References:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

<http://www.hse.gov.uk/services/education/school-trips.htm>

ISBA policy guidance for Educational Visits

SAINT RONAN'S SCHOOL
INITIAL REQUEST OF APPROVAL FOR A SCHOOL TRIP

FAO: - the Deputy Headmaster (Academic)
 - the Deputy Head (Pastoral)
 - Head of N&PP

TRIPS FORM 1

Group Leader:

The Group Leader should complete this form before starting to plan the trip and hand it in to the School Office, preferably in the term prior to the suggested outing (or, failing this, with as much advance notice as possible).

When approval is given, one copy should be kept by the Group Leader and another by the Deputy Headmaster (Academic).

Form(s) / Group(s) involved: _____ Subject(s) involved: _____

Term in which the outing would take place: _____

Suggested date(s): _____

Likely mode of transport (e.g. school minibus): _____

Likely duration of the outing: _____

(Possibly: Time of departure: _____ Time of return: _____)

Venue(s): _____

Purpose of the visit: _____

Signed: _____

Date: _____

APPROVED BY:

DHM (Academic): _____

Date: _____

DHM (Pastoral)/Head of NPP: _____

Date: _____

TRIPS FORM 2

SAINT RONAN'S SCHOOL APPLICATION FOR APPROVAL BY THE HEAD FOR AN EDUCATIONAL VISIT

Group Leader		Group	
<p>The Group Leader should complete this form as soon as possible once the preparations are complete. The Group Leader should have already received approval of the proposed visit in principle and should have regularly updated the Head on the progress of the preparations. The Group Leader should obtain parental consent (see Trips Form 3).</p> <p>When approval is given, one copy should be retained by the Head and another by the Group Leader. The Head should be informed of any subsequent changes in planning, organisation or staffing. If required, the Head should seek approval from the school trustees.</p>			
Purpose of visit and specific educational objectives			
Places to be visited			
Date of departure		Time of departure	
Date of return		Time of return	
Transport arrangements			
<p>Include the name of the transport company and vehicle registration number(s)</p>			
Organising company / agency (if any)			
<p>Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.</p>			
Name		Licence number	
Address		Telephone	

Proposed cost and financial arrangement	
Insurance arrangements for all members of the proposed party (including voluntary helpers)	
Insurance company	Insurance cover
Address	Policy number
Accommodation to be used	
Name	Name of head of centre
Address	Telephone
Details of programme of activities	
Details of any hazardous activity and the associated planning, organisation and staffing	
Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party	
Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency	
Name	Address
Telephone	
Existing knowledge of places to be visited and whether an explanatory visit is intended	

Size and composition of the group			
Age range		Adult to pupil ratio	
Number of girls	Number of boys	Leader/participant ratio	
Information on parental consent Information on whether the Group Leader received all consent forms duly completed and signed (parental consent may precede or follow approval)			
Please attach a copy of the information sheet sent to parent and the risk assessment form			
Names of pupils with special educational or medical needs			
Catering Needs (Packed Lunches/Extras)			
Signed [Group Leader]		Date	

TRIPS FORM 3

SAINT RONAN'S SCHOOL CONFIRMATION FROM THE HEAD OR TRUSTEES FOR A VISIT TO GO AHEAD

To be completed by the Headmaster	
To the Group Leader I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given. 1. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave. 2. Please provide me with your report and evaluation of the visit including details of any incidents as soon as possible but no later than 14 days after the party returns	
Signed Name Head	Date
[A copy of the completed application form and details of any subsequent changes should be retained by the Head. A copy should also be available for the Trustees.]	

TRIPS 5: SAINT RONAN'S SCHOOL

PARENTAL CONSENT FOR RESIDENTIAL TRIPS OR TRIPS CONTAINING HAZARDOUS ACTIVITIES

This form must be returned to Clare in the School Office by		
Pupil's surname	Pupil's first name	
Boy / girl	Form	Date of birth
Pupil's age at time of signing this form	Years	Months
Name of parent / guardian		
Pupil's home address		
Home telephone number (with area code)		
Daytime telephone number (with area code)		
Alternative telephone number (with area code)		
Medical conditions		
Special dietary requirements		

Consent of parent / guardian
Nothing in this form excludes the legal rights of the pupil or those with parental responsibility in the event of negligence by the School causing personal injury or death.
Transport I/We consent to the pupil travelling by any form of public transport and/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 knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I/We am aware of no reason on medical grounds why the pupil should not be a member of the party for this educational visit.
Disability and special needs

<p>I/We certify that I/we have provided full information on any disability or special needs that might affect the pupil's ability to take part in this educational visit or have an effect on the safety and welfare of others in the party.</p>	
<p>Passport etc</p> <p>I/We certify that the pupil has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited.</p>	
<p>Accident / illness</p> <p>I/We consent to all emergency or other medical or dental treatment including inoculations, 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 the pupil</p>	
<p>Swimming and other activities</p> <p>I/We certify that the pupil *is/is not a competent swimmer. (*Please delete as appropriate) I/We agree to the pupil taking part in any/all of the activities that will form part of the visit/trip.</p>	
<p>Personal effects of the pupil</p> <p>I/We acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I/We will not hold the School responsible for losses unless caused by the negligence of the School.</p>	
<p>Breach of discipline</p> <p>I/We understand and accept that if the pupil is sent home early from the visit because of a breach of discipline, I/We will be required to meet the costs.</p>	
<p>Indemnity I/We agree to indemnify the staff and the School against every loss not recoverable under the terms of the educational visit insurance including any liability incurred by the pupil (alone or with others).</p>	

<p>Signature of parent(s) / guardian(s)</p> <p>I/We, the undersigned have [joint] parental responsibility for [name of pupil] consent to the matters set out above.</p>	
<p>Signed</p>	<p>Signed</p>
<p>Relationship to pupil</p>	<p>Relationship to pupil</p>
<p>Date</p>	<p>Date</p>

Evaluation Form following a Saint Ronan's School Trip -2021 – 2022

Please fill in this form no more than 1 week after your trip and return it to the Educational Visits Coordinator (Clare O'Connell)

- Year Group/Trip:
- Trip Leader:
- Did the trip fulfil your learning objectives for the children?
- Would you run the trip again?
- Do you have any suggestions as to how the trip could be improved?
- Did you have any accidents or near-misses?
- Did the risk assessment address **all** the relevant risks or would you add others, if running the trip again? If so, please list them and suggest how you would recommend controlling the risk/s in the future.
- What notes would you like to carry forward for running the trip in the future?
(Clothing/food/timings/staffing numbers/ratios/transport/clothes and equipment)

Signed:

Date: