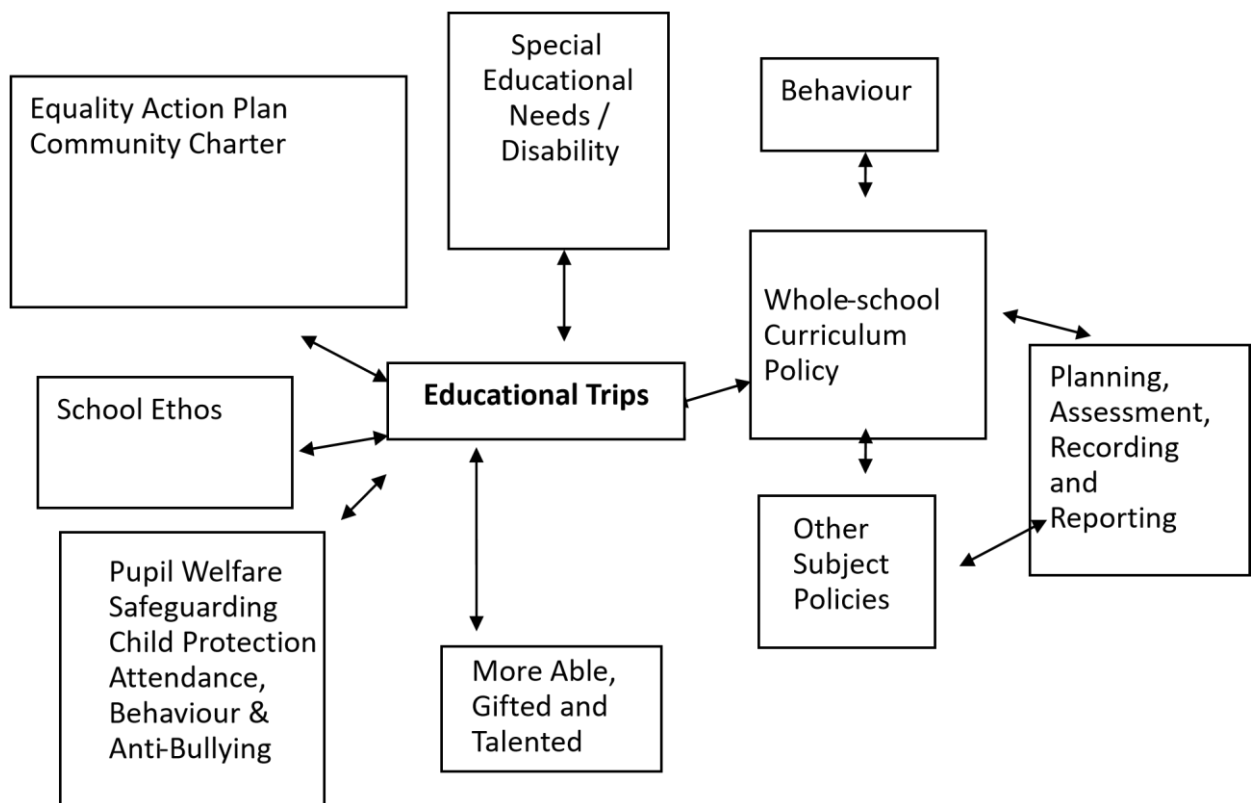


HOLBROOK PRIMARY SCHOOL

Educational Trips Policy

DELEGATION OF APPROVAL:	Full Governing Body
FREQUENCY OF REVIEWS:	<i>Annually</i>
DATE APPROVED:	Awaiting approval
CHAIR OF RESOURCES	Andy Wilesmith
CHAIR OF GOVERNORS:	Paul Hesketh
DATE RECEIVED BY WGB:	March 2025
DATE NEXT REVIEW DUE:	March 2026

This policy relates to:



Our Aims

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance

learning and improve attainment, and so form a key part of what makes **Holbrook Primary School** a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Legislation and Guidance

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

In addition to this Educational Visits Policy, **Holbrook Primary School**:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality'. Staff will input these on Evolve and get verbal permission from the head or EVC. Please see the separate '**Local Learning Area policy**' for these visits.
2. Day visits within the UK that do not involve an adventurous activity.
3. Visits that are either overseas, residential, and/or involve an adventurous activity.

Roles and Responsibilities

Head of School

The Head of School, Mr. Perry, is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

The educational visits co-ordinator (EVC)

Lucy Johns is the appointed EVC at our school. She is the first point of contact for advice on visit-related matters.

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Check final visit plans on EVOLVE before submitting them to the Head of School.
- Set up and manage staff accounts on EVOLVE
- Upload generic school documents
- Provide training and support to teachers on trip planning
- Advise the headteacher and governing board when they're approving trips

- Access the necessary training, advice and guidance

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments

- Plan the proposed visit using the STAGED approach (staffing, transport, activity, group, environment and distance), taking into account the health and safety risks to pupils, staff and volunteers in compliance with all relevant guidance and requirements.(see appendix 1).
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- When the venue/provider does not hold an LOtC Quality Badge, trip leads must complete the provider form for 'external providers'. (see appendix 2),
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Enter the trip information and **Event Specific Notes (ESN)** with details of specific risks, into the evolve form to be submitted to the local authority.
- Any incidents which occur on the trip need to be recorded by the visit lead on an incident form and printed for the child's school file.
- Complete the trip evaluation section on Evolve after the visit.
- Use the Trip Planner Check List provided in **appendix 2**

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the headteacher
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Carry out any required risk assessments and work with the trip lead

Communicate with parents and carers and make sure trips are inclusive of all pupils' needs

Look out for the health and safety of themselves and those around them

Help manage pupil behaviour and discipline as required while on the visit

- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

Provide all information required, such as emergency contact details and health/medicine information if applicable

- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

We do not require parental consent for routine or local visits, as the **health and safety on educational visits guidance** provided by the government in November 2018, states *These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different class.*

The school obtains blanket consent at the start of each year for all out of the ordinary trips, taking place within the school day hours, which are not in the local area, through a yearly consent form (**see Appendix 3**). The 2018 guidance highlights these as:

These are trips not covered by current policies. This could be due to things like:

- *the distance from school*
- *the type of activity*

- *the location*
- *needing staff with specialist skills*

This blanket consent signed by parents means all children will be able to attend these educational visits more easily, not missing out on vital learning. The 2018 guidance also states *written consent is not needed for most trips, as they're part of the curriculum. However, it's good practice to tell parents about them.* Therefore, we will inform families about these trips before they take place, asking for voluntary contributions and offering lunch is needed. These trips will also be inputted on evolve as they will need additional risk assessing and planning, not covered in our school policy risk assessments, due to the distance from school/type of activity/location etc.

When informing the parents about these trips, we will give them the option to 'opt out'.

Any trips which need a higher level of risk assessment or are outside normal school hours will require additional consent, not covered by the blanket consent forms (**See Appendix 3**). These will also be inputted on Evolve.

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- See **appendix 4** for volunteer form.

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times. <https://www.holbrook-pri.suffolk.sch.uk/behaviour-and-anti-bullying-policy/>

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Planning and Preparation

The decision on whether or not a visit will take place will be made by Chris Perry and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
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- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

Location and travel distance

Travel plans or options

Full cost breakdown, including multiple options where available

- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place to reduce any risks

Approval

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the head of school will seek approval of the governing board.

Once the risk assessment has been approved by the head of school, and the governing board where relevant, staff will communicate with parents/carers and provide trip information. (see **appendix 3**)

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

The approval process is as follows for each type of visit:

- A. Local visits follow the '**Local Learning Area policy**'.
- B. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 10 days in advance, and then forwarded to the Head for approval.
- C. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval at least 4 weeks (a month) otherwise it will be too late for LA approval.

Educational Visits Checklist-

Holbrook Primary School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Holbrook Primary School's Educational Visits Checklist may be downloaded from Visits and Trips Resources on the google teacher shared drive. When beginning the process of planning a trip, all staff involved discuss the risks involved using a staged approach (staffing, transport, activity, group environment, distance). The form shown in appendix 1 is used as a starting point for planning and risk assessment and the form in appendix 2 as a checklist for all of the tasks that need to be in place for a trip to go ahead.

Inclusion– Appendix 4

Holbrook work hard to ensure all children, regardless of background or abilities, can join on school trips, taking additional adults where necessary, ensuring medical care is considered when planning trips and working through a reasonable adjustments plan if staff are unsure whether taking a specific pupil will be safe and feasible.

Children will be sent home a trip **code of conduct** at the start of every year. On this agreement will be rules which we expect the children to adhere to on any trip. They will be asked to go through this with their parents and sign to say they agree to the rules stated. If any of the rules are broken, this will be recorded, and parents will be informed and could result in the pupil missing future trips if their behaviour might put themselves or others at risk.

For residential and adventurous trips, there will be an additional agreement the children will need to read through and agree to follow. Again, they will need to sign and return this to show they have gone through the expectations and will follow them.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

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In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

3. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip

- Those that have been given a DBS check

- The setting and circumstances of the trip

- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 4** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Charging / Funding for Visits– Appendix 5

Holbrook primary will ask for voluntary contributions to help fund trips where cost occurs.

Transport– Appendix 6

Coaches and buses are hired from a reputable company. The company should be able to offer assurances to support the service that they offer and will be able to direct you to other, similar users who can confirm this. One way to check the suitability of transport is to look for companies who are approved by the Local Authority or who have some form of third party accreditation.

Use of staff cars and private cars to transport pupils (Appendix 6) – Refer to the LA's guidance document. Staff and parents/volunteers are only allowed to transport children, other than their own, if they have submitted '**Use of Private Car**' form and if guardians of the children being driven by them have signed consent form for their child to be driven by a staff

member or driving volunteer of school i.e. parent. We will try and avoid parents taking other children as much as possible, asking parents or family members to take their own children, asking permission for them to go with a member of staff or hiring private transport. In instances where there are no means of transport and only parents, we will ensure permission is obtained from the pupil's guardians, giving permission for another parents to drive their child. We will also ensure driving information is checked prior sorting this transport.

Emergency procedures and incident reporting- See Appendix 7

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury

-
-
-

- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

The school has an emergency plan in place to deal with a critical incident during a visit (**see Appendix 7**). There are safeguarding forms and the customer first number included in the first aid packs and rucksacks. In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations..

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Insurance – Appendix 8

Public liability and indemnity insurance is free to all maintained schools and is in place 24 hours and 7 days a week. Trips must be logged on EVOLVE or listed on a spreadsheet called 'Travel Declaration form' which is then emailed to insurance@suffolk.gov.uk at the end of each term. **Travel insurance must be in place by the companies in use or private staff cars in use.**

Sports Trips – Appendix 9

Letters

For example sports trip and event letters, see Appendix 9. These may vary depending on the event or trip planned.

Swimming Lessons

Specific swimming lesson letters will be sent out to individual classes when their class is going to take part in swimming lessons.

Whole Class Sports Trips

Our aim is for each KS1 and KS2 class to attend a Sports Games event once a year. A coach will be hired and parents will be asked for voluntary contributions towards this. Any uncovered costs will be covered by the sports funding. We will try to ensure these sports events are linked to a sport or experience the children have had in their PE teaching at school.

Small Group Sports Trips

There will be a selection of small group sports events. These have been selected because they are focus sports in the school curriculum and will be linked to sports clubs in school. ***Children will be selected based on their attendance to the relevant sports clubs at school, which means they become part of the school team.*** Transport will be hired using money from the sports budget or subsidised by parents. At times, parents may be asked to drive their own child and staff members may drive children, with their parent's permission. We will try and avoid parents taking other children as much as possible, asking parents or family members to take their own children, asking permission for them to go with a member of staff or hiring private transport. In instances where there are no means of transport and only parents, we will ensure permission is obtained from the pupil's guardians, giving permission for another parent to drive their child. We will also ensure driving information is checked prior sorting this transport.

Collection After Trips

Dismissal - Whole Class Trips

After all whole class sports events, the children will have to travel back to school on the hired transport and will be picked up from school and if any children are left, the lead adult will ring family contacts on the pupils contact sheet to see when someone will be here to pick the child up. In the event of the child not being picked up and not being able to get hold of any of the child's contacts, the lead adult will then notify the police.

Dismissal - Local Events, including Local Sports

The lead adult will ensure all children are picked up from school and if any children are left, the lead adult will ring family contacts on the pupils contact sheet to see when someone will be here to pick the child up. In the event of the child not being picked up and not being able to get hold of any of the child's contacts, the lead adult will then notify the police.

Dismissal - Small Group Trips Away

After smaller events, pupils and adults may travel back to school for collection, or if parents join to watch, children can be picked up at the end of the event at a selected meeting point, after being checked off by the lead staff member of staff. Any children not collected from the trip destination will be transported back to school for collection.

Appendix 1 Teacher Risk Assessment Planning Form

- **Step 1** Visit Lead to complete with staff team prior to visit. Year ____

S.T.A.G.E.D	Who is affected?	What are the issues?	How to manage?
Staffing			
Transport			
Activity			
Group			
Environment			
Distance			



Appendix 2 – Trip Planner Check List

Holbrook School Educational Visits Checklist

Trip to: _____

Date: _____

Year groups: _____

At least a month before the trip

- | | |
|---|--|
| <input type="checkbox"/> Complete trip proposal form | |
| <input type="checkbox"/> PROVIDER OR ADVENTUROUS-does it have Lotc badge? If not, send provider form. | |
| <input type="checkbox"/> Start Evolve form | |
| <input type="checkbox"/> Cover forms given to office, if any cover is needed. | |
| <input type="checkbox"/> Inform PE lead, club leads, music teachers and intervention leaders if clashes. | |
| <input type="checkbox"/> Check location and transport is confirmed | |
| <input type="checkbox"/> Has provider form been returned <i>if trip is PROVIDER OR ADVENTUROUS</i> | |
| <input type="checkbox"/> Send letter out (check all chn have generic trip consent- extra consent needed if not in school day hours 8:50 – 3:30) | |
| <input type="checkbox"/> Complete the event specific notes for any risks:
Focus on: attendee needs (behavioural, medical, dietary, groupings or other) site specific risks
PLAN B – staffing if adults are absent/volunteers don't turn up.
Changes to trip out of our control (weather, closures, emergencies etc) | |
| <input type="checkbox"/> Has a pre-visit taken place or appropriate additional checks been made? | |
| <input type="checkbox"/> Confirm with volunteers if you require their help | |
| <input type="checkbox"/> Submit EVOLVE form. | |

In the week before

- | | |
|---|--|
| <input type="checkbox"/> Request list from office with dietary, medical and contact information. <u>A WEEK BEFORE!</u> | |
| <input type="checkbox"/> GDPR List - <i>Print updated (2022 GDPR form from Teacher Shared / GDPR Sept 2022)</i> | |
| <input type="checkbox"/> All trip items collected– first aid kit, spare clothes, cameras, mobile phone. | |
| <input type="checkbox"/> Final message to families reminding them of trip (send to office to forward on) | |

On the day

- | | |
|---|--|
| <input type="checkbox"/> Can the plan A go ahead? Inform parents if any changes have been made. | |
| <input type="checkbox"/> School pack lunches collected for children. | |
| <input type="checkbox"/> Ensure medical and dietary needs passed onto adult leads. Prescriptions/medicines with lead adults and <i>emergency sheets for all adult packs.</i> | |
| <input type="checkbox"/> Gone through itinerary, risks and rules with pupils. | |
| <input type="checkbox"/> All adults know the plan– groups list for each lead adults. Itinerary of day to give to all leads with times and locations on. (School mobile number attached for leaders.) Maps you would like to have on hand. | |

On return

- | | |
|---|--|
| <ul style="list-style-type: none"> Record any accidents or incidences on <u>Incident Report Form</u> – found in trip planning folder, teacher share Evaluate trip on evolve. | |
|---|--|



Appendix 3 – Parent Letters and Consent

Yearly Consent Letter for Trips

Holbrook Primary School
The Street
Holbrook
Suffolk
IP9 2PZ

Mr C Perry Head of School
Tel: 01473 328225
Fax: 01473 327896 e-
mail info@holbrookpri.org

Website: www.holbrook-pri.suffolk.sch.uk

Holbrook Primary School Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, _____ Yr__:

- To take part in school trips and other activities that take place off school premises, including the use of public and private transport; and
- To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include; o all visits which take place o 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.
- You will inform the school of any medical condition or physical changes as they arise

Please complete the additional information (inc. medical) section below and sign and date this form if you agree to the above.

Please note, written parental consent is not legally required for the majority of local, off-site activities offered by the school - such as visiting the local churches, fire station or local nature areas. Such activities are part of the school's curriculum and take place during the normal school day. These local environment trips and visits are included in our trips and visits policy. We will do our best to inform you when these will take place and ask for volunteers if required.

Additional information - Are there any medical changes or any other changes

.....

.....

Signed.....Date.....

Out of Ordinary Trip Information Letter



Holbrook Primary School
The Street
Holbrook
Suffolk
IP9 2PZ

Mr S Cloke Executive Head of School
Mr C Perry Head of School
Tel: 01473 328225

'Where Learning Is Fun'

Year ? Trip Title

Dear Families,

An educational trip has been organised to **PLACE** for pupils in Year on **DATE**. The trip is planned to take place in the school day. If there are any delays getting back, the school office will inform you. If there is a specific reason you do not want your child to take part on the trip, then please email the school office.

The purpose of the Visit

LO

What will be needed

<p><u>Bag</u> Please find a comfortable bag which can be carried around all day. A small rucksack or drawstring bag would be preferable.</p>	<p><u>Lunch</u> You will need to bring a packed lunch or ensure one is preordered, via SchoolMoney, by the DATE. Please ensure plenty of water, and a few snacks, are also packed.</p>	<p><u>Clothing</u> School uniform is to be worn with school shoes or trainers and a light waterproof.</p>	<p><u>Medication</u> The Trip Lead will take any medication kept at school. If there are any additional needs, including sickness tablets, please speak to the Trip Lead.</p>
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Voluntary Contributions

We are asking for a contribution of £ for this trip. All contributions are voluntary, but if we do not meet the costs of the trip then it may not be able to go ahead. Please log into SchoolMoney to make the voluntary payment of £ by DATE.

Volunteers

We are in need of ___ volunteers. Please email the office if you are available to help. We will let you know if your help is needed as soon as possible.

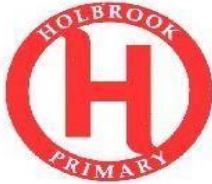
School Lunches

If you would like to pre-order a packed lunch for child, please book via your SchoolMoney account, selecting the specific sandwich option of your choice. If the choice does not meet your specific dietary requirements, please let the office know. If your child will be bringing their own packed lunch from home, please select this option.

Kind regards.

NAME

Out of Hours Trip Consent and Information Letter



Holbrook Primary School
The Street
Holbrook
Suffolk
IP9 2PZ

Mr S Cloke Executive Head of School
Mr C Perry Head of School
Tel: 01473 328225

Fax: 01473 327896 e-mail info@holbrookpri.org Website:

www.holbrook-pri.suffolk.sch.uk

DATE

Year ? Trip Title

Dear Families,

An educational trip has been organised to **PLACE** for pupils in Year on **DATE**. The trip is planned to take place outside of the normal school hours, so **we require permission** for all pupils to take part. If you would like your child to attend, **please log into school money to make a payment and to give permission for this trip.** The purpose of the Visit

LO

What will be needed

<p><u>Bag</u> Please find a comfortable bag which can be carried around all day. A small rucksack or drawstring bag would be preferable.</p>	<p><u>Lunch</u> You will need to bring a packed lunch or ensure one is preordered, via SchoolMoney, by the DATE. Please ensure plenty of water, and a few snacks, are also packed.</p>	<p><u>Clothing</u> School uniform is to be worn with school shoes or trainers and a light waterproof.</p>	<p><u>Medication</u> The Trip Lead will take any medication kept at school. If there are any additional needs, including sickness tablets, please speak to the Trip Lead.</p>
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Voluntary Contributions and Permission

We are asking for a contribution of £ for this trip. All contributions are voluntary, but if we do not meet the costs of the trip then it may not be able to go ahead. Please log into SchoolMoney to make the voluntary payment and give your permission for your child to attend this trip by **DATE**. #

Volunteers

We are in need of __ volunteers. Please email the office if you are available to help. We will let you know if your help is needed as soon as possible.

School Lunches

If you would like to pre-order a packed lunch for child, please book via your SchoolMoney account, selecting the specific sandwich option of your choice. If the choice does not meet your specific dietary requirements, please let the office know. If your child will be bringing their own packed lunch from home, please select this option.

Kind regards.

NAME

Appendix 4 – Inclusion

Code of Conduct for School Trips



Holbrook Primary School Code of Conduct for School Trips

For school trips to be beneficial, safe and enjoyable for all, you will be expected to comply with the following code of conduct. Failure to return the code of conduct signed will result in your place being withdrawn.

Before the trip you will:

- behave well.
- follow instructions from all adults in charge.
- talk to adults and children with respect.
- follow the school behaviour policy.



On the trip you will be expected to:

- behave well at all times.
- follow instructions from all adults in charge.
- wear seat belts when told to.
- look after your things.
- keep places you visit clean, tidy and undamaged.
- listen to rules.



If you break this Code of Conduct there:

- will be a discussion with the adults in charge about my behaviour.
- a call home to my guardians about the incident.
- removal from the trip.
- possible exclusion from future trips.

I agree to follow the above Code of Conduct

Young Person's Name _____ Class _____

Young Person's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Code of Conduct for Residential Visits

Holbrook Primary School Code of Conduct for Residential Visits



For this visit to be beneficial, safe and enjoyable for all, you will be expected to comply with the following code of conduct. Failure to return the code of conduct signed will result in your place being withdrawn.

Before the trip you will be expected to:

- behave responsibly at all times and show consideration for others.
- comply with all instructions from all adults in charge at all times.
- listen to adults with respect.
- treat other peers with respect, not hurting them in any way.
- follow the school behaviour policy.
- not get three or more ambers in the half term previous and leading up to the residential trip.

In general, during the trip you will be expected to:

- behave responsibly at all times and show consideration for others.
- comply with all instructions from all adults in charge at all times.
- take responsibility for your own possessions.
- remain in your designated group.
- know which member of staff is your nominated leader.
- keep all facilities and equipment clean, tidy and undamaged.
- abide by all host facility rules and regulations.
- in the event of an emergency, follow emergency procedure instructions.
- inform staff of any relevant medical conditions or injuries.
- inform a member of staff of any hazards and report any damaged or unsafe equipment.
- wear appropriate clothing.

On the coach

- Remain in your seat, unless given permission to do otherwise.
- Wear your seat belt, until permission is given not to.
- Keep luggage away from the aisle.
- Litter should be put in the bags provided.
- Do not distract the driver – no shouting out, no flash photography etc. □
When disembarking, be aware of traffic movement and direction.

Staying in the Accommodation

- Ensure that you understand the location of duty staff.
- Ensure that you understand you are only allowed to leave the accommodation when with the adults in charge.
- Ensure that you understand any instructions, which limit your access to parts of the accommodation. e.g. swimming pool.
- Ensure that you understand all instructions regarding access to other peoples' bedrooms.
- Ensure that you arrive on time for meals and meetings.
- Ensure that you understand any restrictions regarding the use of mobile telephones, taking pictures, internet access and viewing videos and DVDs.

Failure to comply with this Code of Conduct will result in some or all of the following sanctions:

- a discussion with the adults in charge about my behaviour.
- a call home to my guardians about the incident.
- removal from the residential and no longer attending (with a refund given).
- if you can no longer attend the trip, a guardian will make arrangements for your collection as soon as possible and within 3 hours of receiving the phone call.

I agree to abide by the above Code of Conduct.

Young Person's name : _____

Young Person's Signature _____ Date _____

Parent/Guardian's name : _____

Parent/Guardian Signature _____ Date _____

Appendix 4: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to Mr Perry or Mrs. Johns at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's [parent charter](#) .

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times

- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, vape, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff
- Use their mobile phones except in an emergency, when it should be used away from pupils.

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Reasonable Adjustment Form



Holbrook Reasonable Adjustment Template

Name of pupil: _____ Date completed: _____ Trip date: _____

Trip and location: _____

Issue: _____

Option	Advantages	Disadvantages	Comments	Feasibility/Decision

Appendix 5 – Charging Policy

Charging policy

Charging policy

What you can charge for and what you cannot is quite straightforward. Education in maintained schools (including Academies, Foundation and Trust schools) is provided free of charge during school hours. So, you cannot make a charge for these Learning Outside the Classroom experiences. You also cannot charge if you are planning Learning Outside the Classroom which is directly related to a statutory aspect of the National Curriculum¹, religious education or a syllabus for a prescribed public examination that pupils are being prepared for at the school. You may however, in both circumstances, ask parents to make a voluntary contribution.

Allocating funding to Learning Outside the Classroom as a curriculum priority is something which all schools should consider as part of their overall budgets. Learning Outside the Classroom should be seen as integrated in financial terms as well as in terms of learning.

Schools may fund some Learning Outside the Classroom activities entirely or partly from their delegated core budgets. They are permitted to direct this funding towards young people in need, but are advised to do so in accordance with arrangements agreed by governors as part of the school's remissions policy. In other words, do not assume that this can happen without the prior support of the governing body.

Schools can also seek external funding. One helpful solution in this area is to define some activities as entitlement activities – central to learning and the curriculum – and to meet the costs from both within the school budget and by recourse to outside funds. Such funding might come from:

- DfE-delegated budgets such as the Pupil Premium
- Grant giving bodies which fund volunteering work by young people
- Local charitable trusts specifically established to assist poorer families in the locality
- Councillor locality budgets enabling elected members to fund worthwhile local projects in their ward or constituency
- Fundraising
- Sponsorship
- The Youth Opportunities Fund, where young people in the 13–19 age range can ask for specific project-related funding
- Organisations who are keen to support particular types of visit, for example British Council or European Union funding supports certain foreign exchange programmes.

Charging policy

As you would expect, this contribution has to be genuinely voluntary and you must be careful not to discriminate against parents and carers who do not contribute. A key issue is how to enable all young people, including those from financially disadvantaged backgrounds, to participate in and benefit from learning outside the classroom opportunities. Nothing in law prevents you from asking for slightly more than the basic cost of the experience in order to balance your overall budget but it is good practice to be cautious where that is concerned. Some schools add a small and stated percentage to the cost of visits funded through voluntary contributions to create a 'benevolent fund' to assist families which would have difficulty in making the contribution. But ultimately it is up to parents whether, and how much, they choose to contribute.

If the experience is taking place largely outside school hours it can be considered to be an 'optional extra'. This is the case if it is not directly related to the national curriculum, religious education or a syllabus for a prescribed public examination which pupils are being prepared for at the school. These would be social or recreational visits, such as skiing or sightseeing in London, taking place at weekends or during holidays. However, if you are uncertain, take advice as to which category your planned experience falls into.

Reducing the cost

One of the most effective ways of achieving the inclusion of all young people in learning outside the classroom is by controlling the cost of the opportunities offered.

Don't overlook opportunities for learning outside the classroom on the school site including school wildlife areas, school ponds, adventure play areas, orienteering on the school site.

Consider how best to use the resources within walking distance, such as local parks or woodland, the local church or village.

Consider activities led by your own staff or volunteers, rather than instructors at a field study or activity centre.

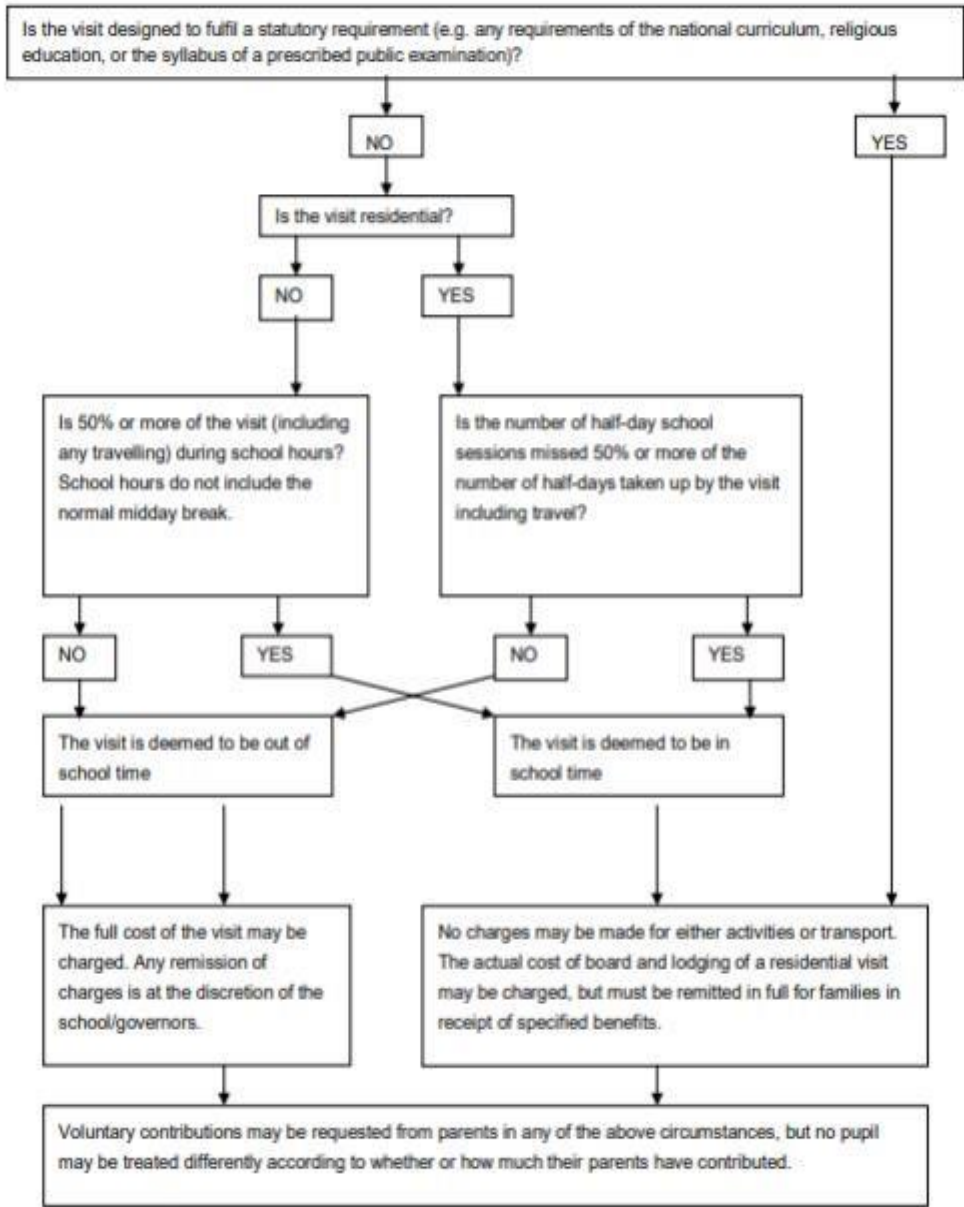
Consider camping as an inexpensive residential opportunity, particularly when this is local, or even on your or a neighbouring school site. Youth organisations such as the Scouts, Guides or the local youth service may be able to help with advice and equipment.

When the experience is defined as an optional extra, the parents and carers who consent to young people taking part can be charged the full cost of the experience including accommodation costs. What they must not be charged is any additional element to subsidise other young people. Parents and carers in receipt of benefits are unlikely to have their costs refunded. It is quite legitimate to explore other sources of funding for these activities. You may want to create a fund to help young people from poorer families participate in these activities – young people can feel very hurt when they miss out on activities that their more fortunate friends are able to do.

If you are charging for any activities, your governing body must draw up a charging policy which makes clear which activities you intend to charge for, and a remissions policy which sets out any circumstances in which you propose to remit those charges (e.g. for parents in receipt of certain benefits).

For further information on what schools can and can't charge for, visit the [Department for Education Website](#)

Charging policy



Appendix 6 – Private Cars



National
Guidance

4.5c Transport in private cars

Page 1 of 1

Good practice folder

Transport in Private Cars

Careful thought must be given to planning appropriate transport for off-site activities and visits. Statistics demonstrate that it can be more dangerous to travel to an activity than to engage in it, and establishments must follow any guidance from their employer about transport.

Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures.

As a minimum, recorded procedures must address the following:

- a) Seeking evidence that the vehicle is roadworthy. e.g. MOT certificate where relevant.
- b) Seeking evidence that the driver holds an appropriate and valid licence.
- c) Seeking evidence that there is a valid insurance policy covering the intended use. This requires that employees have "business use" cover.
- d) Ensuring that there is explicit parental consent to transport pupils in private cars and by specified persons.
- e) Ensuring that drivers properly understand their duty of care in this situation.

The driver of any vehicle transporting children or young people cannot drive and supervise at the same time. Therefore a key judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the children or young people may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted.

In addition, establishments who wish to use volunteer helpers or other young people to help transport pupils in their own cars must ensure that they are aware of their legal responsibility for the safety of the young people being transported.

Other than in an emergency situation, or where there is a specific job requirement as a day-to-day duty, staff or volunteer adult helpers transporting young people should not be put in a position where they are alone with a young person.

There are specific requirements for early years settings. The Early Years Foundation Stage Statutory Framework 2008 requires the following:

"Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport should have adequate insurance cover".



4.5c March 2012

Use of a private car to transport young people

1. To: The Head of School: Holbrook Primary School Establishment

I confirm that I am willing to use my own vehicle for transporting young people on education visits. I accept responsibility for maintaining appropriate insurance cover (see table below). I have a current valid driving licence and will ensure my vehicle is legal and roadworthy in all respects.

I understand that I will have a duty of care to the young people during the transportation. I have completed the volunteers code of conduct from the school.

I am happy for the school to complete the following checks:

Tax and MOT status can be checked at www.vehicleenquiry.service.gov.uk

Driver licence details can be checked at www.gov.uk/check-driving-information

Vehicle Reg: _____ Diver Licence Number:

Signed: _____ Print Name:

Address:

Date: _____ National Insurance Number:

The LA and the establishment reserve the right at any time to request copies of the any relevant documentation i.e: Registration Document, MOT, Insurance, Driving Licence.

Insurance Cover Required: _____

For teachers, youth workers, or other LA employees – ‘use by the Policyholder in connection with the business of the Policyholder’

For parents and other volunteers – ‘Use for social, domestic and please purposes’

School Use:

Tax & MOT - check completed Staff initials _____ please print and attach

Driver Licence - check completed Staff initials _____ please print and attach

Appendix 7 – Emergency Procedure

Appendix 7 – Provider Form and Incident Reporting Form

Provider Form – Completed by those without LOfC

For completion by ‘external providers’

May 2021

Providers that do not hold an LOfC Quality Badge, are required to complete and return this form in advance of the establishment making a commitment.

Establishment Staff member in charge.....

Date(s) of visit Name of provider.....

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.

2. Accident and emergency procedures are maintained and records are available for inspection.

Data Protection

3. The provider complies with relevant data protection law, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

4. The provider will enter into a GDPR-compliant contract in which the provider will commit to GDPR provisions.

Vehicles

5. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

6. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.

5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.

6. The provider has never been dismissed from any employment or had a contract ended.

Insurance

9. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

10. UK accommodation has a current Fire Risk Assessment and is safe from the hazards of fire.

11. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

12. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

13. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

14. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit YES OUT OF SCOPE

15. If YES, AALA Licence number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

- 16. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- 17. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 18. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 19. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 20. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 21. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 22. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers e.g. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

- 23. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
- 24. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.
- 25. ATOL, ABTA or other bonding body name and numbers.....

SECTION D - OVERSEAS EXPEDITIONS

- 26. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3).

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team (**DSL or ASL**), or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry an LA Emergency 'Card' (see EVOLVE Resources).
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.
8. The customer first number and safeguarding forms will be included in the trip packs.




Visit Leader Emergency Action Card

If an Establishment decides to adopt this 'card', it should be carried by all staff accompanying a visit.

It is recommended that this is printed, laminated, and also placed in first aid kits.

Emergency Procedure

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. **REMAIN CALM** - Assess the situation.
2. **Safeguard yourself** and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Essential First aid:

1. casualties need to be able to breath - if they are unconscious this means being put into a safe airway position
2. you need to try to find and stop any serious external bleeding
3. you need to protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

4.161 March 2014

4.161 Visit Leader Emergency Action Card Page 1 of 2

Good practice title


Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the following information:
 - Who you are, which Establishment you are from and what your role is within the group
 - What number can you be called back on?
 - What is the nature of the emergency?
 - How many casualties there are and their status
 - The total number of people in your party
 - Your current location
 - Whether you are staying where you are or moving - if you are moving where to?
 - What time did the accident/incident happen?
- Liebe with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to your employer's press office.
- Inform the Foreign Office Consular Assistance Team if abroad.

Emergency Numbers

Name	Telephone	Mobile
My telephone number		
School/Establishment		
Nominated base contact		
Head/Manager		
Employer (e.g. LA) (office hours)		
Employer (out of hours)		
Emergency Services (if travelling abroad)		
Foreign Office Consular Assistance	+44 20 7088 1500	

4.161 March 2014



4.161 Visit Leader Emergency Action Card Page 2 of 2

Good practice title

The above emergency card can be found in the trip packs.

Suffolk County Council SCHOOLS' INCIDENT REPORT FORM (IRF001SCH)



Please fill in all areas

Section 1: The person reporting the Incident (may or may not be the injured person):				
Today's date:		Reporting school:		
Title:		Surname:	First name:	
Job title:		Work contact details (address, phone & email):		
Section 2: Incident details				
Date of incident:		Time of incident (24 hr clock):	Address and location of the incident:	
Description of the incident:	<i>(please continue on separate sheet if required)</i>			
What happened? <i>(Please mark all relevant. If no injury - physical or emotional – please still fill in section 3 with regards to person affected by near miss or equipment failure, for instance).</i>	Involuntary harm from pupil with challenging behaviour / special educational needs	Electrocution / shock	Impact by moving object / vehicle / person	Premises issue
	Aggression / threat / fear of attack or harm	Exposure to hazardous substance	Injury from sharp / pointed implement (e.g., needle / knife / tool etc.)	Road traffic incident
	Assault / abuse (physical)	Fall / slip / trip	Moving and handling inanimate object	Security / theft
	Assault / abuse (verbal)	Failure of equipment	Moving and handling person	Sports / activity injury
	Contact with heat / fire	Failure of medical device / medication error	Near miss	Striking against / trapped by
	Contact / threat from animal	Hit by falling object	Pre-existing illness / taken ill / collapse	something Other (please state):
Section 3: About the affected person				
If multiple people affected has another incident report form been completed?	Y / N / not applicable	If yes, please state initials of other affected party(ies)		
Title:		Surname:	First name:	

Category of person (please mark one):		Employee / pupil / contractor / member of the public / volunteer / other (please state):	
Date of birth and age:		Job Title:	
Gender:		Contact details (address, phone & email):	
Was the person working alone?	Y / N		

If employee: Line manager's name and contact details:		Type of school:	<ul style="list-style-type: none"> • Primary • Secondary • Pupil Referral Unit <input type="checkbox"/> Special School <input type="checkbox"/> Other: 	
How was the person affected? (Please mark all that apply):	Affected vision	Crush	Infection	Puncture wound / sharps / needle
	Bite (human or animal)	Death	Inappropriate touching	stick injury Skin irritation
	Bump / bruise(s)	Emotional shock	Loss of limb or digit	Strain / sprain
	Burn / scald	Fracture / dislocation	Not applicable (no injury)	Stress arising from work
	Chipped / broken tooth/teeth	Graze / cut / scratch	Pain only	Practices Unconsciousness
	Concussion	Illness (including seizure / stroke / cardiac arrest.)	Poison by consumption / ingestion	Other (please state):

Which part(s) of the body were injured? (mark all that apply): If relevant, please indicate: L = Left, R = Right or B = Both	Abdomen	Emotional harm	Jaw	Thigh
	Ankle	Eye	Knee	Wrist
	Arm	Face	Mouth	Other (e.g. internal organ) – please state:
	Back	Finger / Thumb / Toe	Neck	
	Buttocks	Foot	Nose	
	Chest	Hand	Pelvis / Hip	
	Ear	Head / Scalp	Shin / Calf	Not applicable (i.e. no bodily harm)
	Elbow	Genitalia	Shoulder / Collarbone	

Section 4: After the incident

What happened to the injured person after the incident:	Went to hospital from the scene Sent	
	Remained at school	of the incident home
	Other (please state):	
Was first aid administered?	Y / N	
If 'yes' please detail:	First aider's name / contact:	

If the injured party went to hospital did they receive treatment?	Y / N / Not known Relevant details:		
If employee - are they absent from work as a result?	Y / N		
<i>If 'yes' – please note first date absent and notify your H&S Advisor of their return.</i>	Date absent from:		Date returned to work:
	If over seven days please inform Nina.Bickerton@suffolk.gov.uk immediately.		
Was a GP / hospital fit note submitted?	Y/ N <i>this form</i>		<i>If 'yes', please send fit note with this form</i>
Section 5: Further information			
Were there any witnesses to the incident? <i>If 'yes' please give details:</i>	Y / N If yes, who? Contact details and attach brief statement if given:	What has been done to prevent further incidents of this nature? <i>(Continue on separate sheet if needed).</i>	
<p><i>Thank you for reporting this incident. When incidents are reported we can analyse why they might have occurred and help you to prevent them from happening again. We can only do this if your report is clear and factual. Once completed, email this form to: schools.incidents@suffolk.gov.uk – please use secure email</i></p>			

Appendix 8 – Insurance

Suffolk County Council Insurance

Learning outside the classroom activities and educational visits (Not for academies and free schools)

The County Council offers the following standard insurances which include cover for learning outside the classroom and educational visits. However, for some visits you are required to declare details of the trip to activate the travel insurance. This document explains what is covered by the council's standard Combined Insurance, that LA schools can opt to purchase each year. It also helps you to determine if you need to declare a need for travel insurance by completing a declaration on Evolve or by using the Travel Insurance Declaration.

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Section 1 – Standard insurances including cover for educational visits

1.1. Liability Insurance

The County Council’s Combined Insurance provides cover

for:

- payment of compensation, costs and expenses for death, disease, injury or illness sustained by employees arising from their employment;
- payment of compensation, costs and expenses for death, injury, illness, disease, nervous shock, invasion of privacy or damage to property to third parties.

In either case, negligence of the County Council or its employees must be proven for a claim to succeed. The policies protect teachers, other staff and volunteers who, through their negligence, cause injury or loss to pupils or allow pupils to cause injury or loss to others.

1.2. Personal Accident Insurance

The County Council’s Combined Insurance provides personal accident insurance for employees whilst involved in extra-curricular activities. The policy extends the cover provided under 1.1 above to all occasions when employees have responsibility for the care of pupils. Cover is also provided for employees on all such occasions against the risk of assault. Personal accident insurance is also provided for volunteers whilst working on behalf of the County Council.

The County Council’s liability and personal accident policies together provide cover for employees and volunteers wherever and whenever an activity takes place,

provided that they are acting with the authority of your head teacher and on behalf of the County Council. These policies provide no personal accident insurance for pupils.

1.3. Motor Insurance

Schools can opt to purchase the Council's Motor Vehicle Insurance Policy (not included in the Combined Insurance) which permits the Council's vehicles to be driven by teachers, employees and volunteers on the Council's behalf with prior approval whilst carrying out official duties on behalf of the Council. 'Official duties' include all educational visits approved by the head teacher. "Council's vehicles" include owned, hired or leased by the school. The normal third-party protection is afforded to all passengers.

1.3.1. Use of privately owned or hired vehicles

Teachers, employees and volunteers, who use their own vehicles on behalf of the County Council, must ensure that their Motor Vehicle insurance policies specifically permit such use, commonly referred to as "Business Use". Privately owned or hired or leased vehicles are not covered by the Council's insurance policies. Should an employee or volunteer fail to make such an arrangement, or notify their insurer of a change in activities, and an accident occurs resulting in a claim, their insurers may declare the policy void. In addition, the employee or volunteer may be prosecuted for failing to have adequate cover.

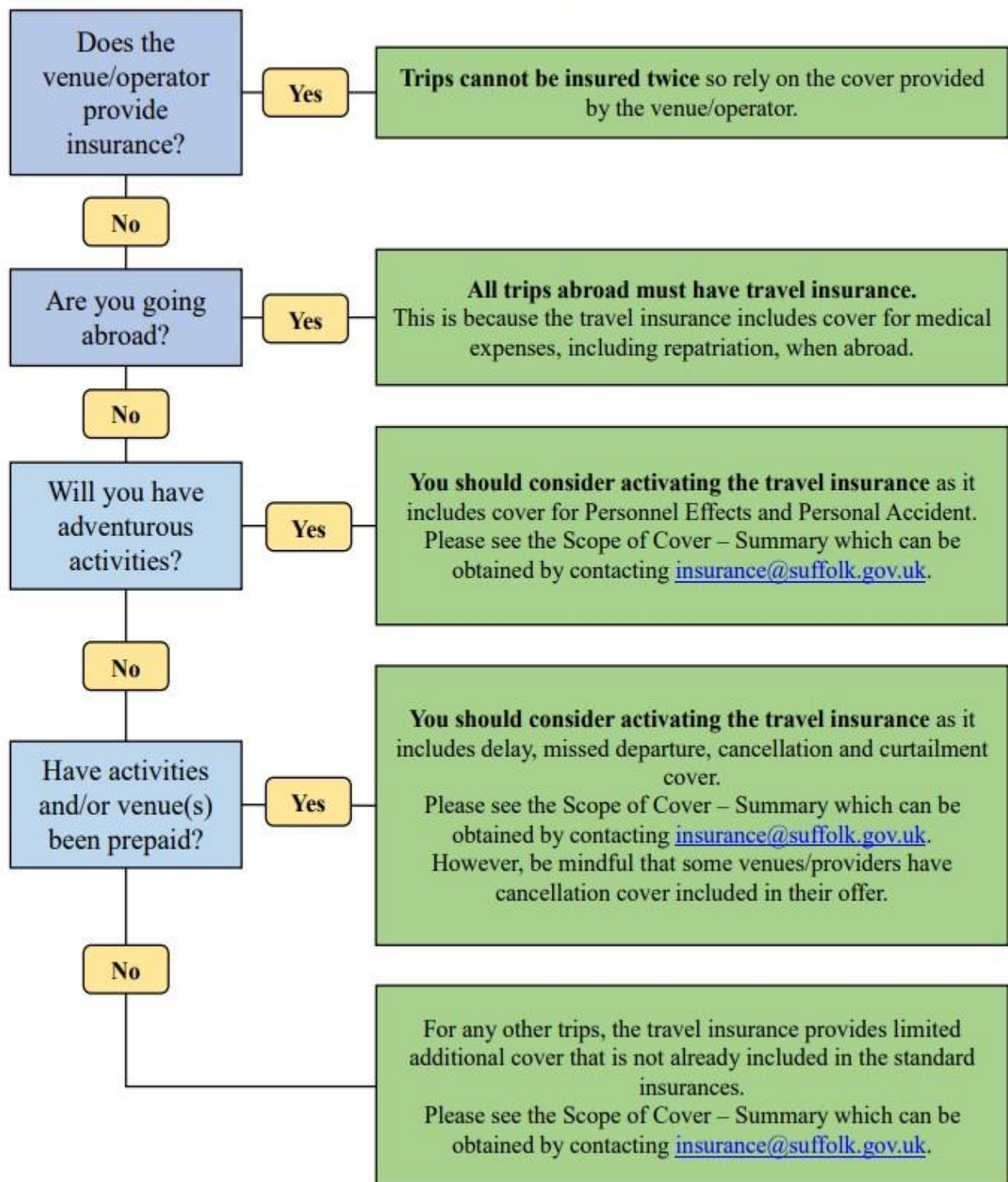
If you hire vehicles, you should equally make sure that you arrange adequate insurance.

You can find further information and guidance about [driving for work on Suffolk Learning](#), including driving mini buses.

Section 2 – Suffolk County Council Travel Insurance

Although Travel Insurance is included in the Council's Combined Insurance offering, schools must declare trips that require cover. Some trips would not benefit from insurance and in some cases, providers may include insurance within the cost of the package, these would not require declaration. You can contact insurance@suffolk.gov.uk to get the *SCC Travel Insurance Scope of Cover – Summary for Travel Insurance*.

2.1. When should you declare a need for travel insurance?



2.2. How to arrange travel insurance cover through the County Council

Cover is prearranged within the Combined Insurance; however, a declaration must be made by simply completing the Insurance section on the Suffolk Evolve portal to add travel insurance to the visits you are planning.

Alternatively, you can complete and return the [‘Travel Insurance Declaration Form’](#) available via the Schools’ Choice website.

The Insurance Team will collect the accumulated declarations, retrospectively, on a termly basis. Therefore, declarations should not be submitted until the last day of term, or at the financial year end. This enables schools to make changes up until the trip takes place. However, make sure the trip is recorded on the system as soon as the bookings are made as evidence of your intention to insure.

You can get full details of the County Council’s travel insurance policy from the Insurance Team Manager or via the insurance secure area on Schools’ Choice website. You should make sure this information is available to visit leaders, and to the parents of pupils covered by the policy, if requested; you could simply share the Scope of Cover – Summary which can be obtained by contacting insurance@suffolk.gov.uk.

Details of the policy can change from time to time, so make sure you keep up to date with the information regularly.

If you take out the travel insurance it provides cover for pupils, staff and volunteers as long as you detail the number of all relevant people involved in the visit. You can also take out the travel insurance for staff going on reconnaissance visits, though you need to make sure you do this as a separate declaration from the actual school visit.

2.3. Suffolk County Council Travel Insurance Premium

Costs for travel insurance are already included in the Combined Insurance. So, you will not be charge any additional charges when declare a need for travel insurance.

2.4. Alternative Travel Insurance arrangements

2.4.1. Travel Insurance Offered by Tour Operators and External Providers

In certain circumstances, you may wish to insure participants on a visit via other means than the Suffolk County Council Travel Insurance Policy. Commonly, this will be where a tour operator or external provider offers a package that includes travel insurance.

Policies should cover, as a minimum, the same categories and levels as the County Council’s scope of cover. If in doubt, you can send details of the alternative insurance policy, with as much notice as possible, to the [Insurance Team](#) and gain approval before commencing the visit.

2.4.2. Insurance Offered through the Duke of Edinburgh’s Award Scheme

The Duke of Edinburgh’s Award Scheme automatically insures all participants and adult helpers against Personal Accident, whilst participating in Award activities. However, the scale of benefits is low, and the policy is not intended by the Award Scheme to offer primary cover. This policy is not an acceptable alternative to the County travel insurance policy.

Further Information

For further advice and information on insurance matters please contact:

Insurance Team Constantine House, Constantine Road, Ipswich, IP1 2DH, Tel: 01473 264038

Appendix 9 – Sports Trips Sports Trip Letter – In School Hours



Primary

School

Holbrook

The Street
Holbrook
Suffolk
IP9 2PZ

Mr C Perry Head Of School

Tel: 01473 328225

Fax: 01473 327896 e-

mail info@holbrookpri.org

Website: www.holbrook-pri.suffolk.sch.uk

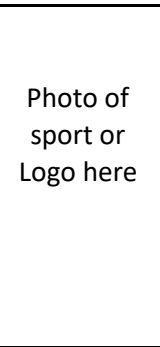
Date

Sport Event Trip Title

Dear Family,

An educational sports trip has been organised to **PLACE** on **DATE** and your child has been selected to represent the school.

The trip is planned to take place in the school day, if there are any delays getting back, the school office will inform you. We will be leaving at **TIME** and should be back for **TIME**. If there is a specific reason you do not want your child to take part, then please contact the school office.



The purpose of the Visit

LO

What will be needed

<u>Bag</u>	<u>Consumables</u> A	<u>Clothing</u>	<u>Medication</u>
Please find a comfortable bag to store their snacks, water bottle and extra layers when not needed.	bottle of water and a healthy snack.	School PE kit, with additional warm layers, in school colours.	The Trip leader will take any medication kept at school. If there are any additional needs, including sickness tablets, please speak to the leader.

Drivers

We hire private transport to take us to and from the event. However, the children would love for you to come along to support them, while they remain in our duty of care. If you are able to transport your own child/children to and from the event, please email the office to advise you can attend too.

Photo Permission

Sometimes photos may be taken and put on the School Games/event holders' website. If you would **not** like your child's photos to be used, please email the school office.

Email the Office

If you can drive your child to and from the event or would like to ensure your child's photograph is not used, please email info@holbrook-pri.suffolk.sch.uk ,the following:

I am able to drive **pupil name** to and from the **event** on **date**. My mobile number is _____ . I do not give permission for my **pupil name's** photo to be used following **event** on **date**.

Yours Sincerely,
NAME

Sports Trip Letter –Out of School Hours



Primary School

Holbrook

Holbrook

The Street

Suffolk
 IP9 2PZ
 Mr C Perry Head Of School
 Tel: 01473 328225
 Fax: 01473 327896 e-
 mail info@holbrookpri.org
 Website: www.holbrook-pri.suffolk.sch.uk

Date

Sport Event Trip Title

Dear Family,

An educational sports trip has been organised to **PLACE** on **DATE** and _____ has been selected to represent the school. ***The trip is planned to take place outside of the normal school hours, so we will require permission for all pupils to take part. If you would like your child to attend, please log into school money to make a payment and to give permission for this trip.*** We will be leaving at **TIME** and should be back for **TIME**.

Photo of
 sport or
 Logo here

The purpose of the Visit

LO

What will be needed

<u>Bag</u> Please find a comfortable bag to store their snacks, water bottle and extra layers when not needed.	<u>Consumables</u> A bottle of water and a healthy snack.	<u>Clothing</u> School PE kit, with additional warm layers, in school colours.	<u>Medication</u> The Trip leader will take any medication kept at school. If there are any additional needs, including sickness tablets, please speak to the leader.
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Drivers

We hire private transport to take us to and from the event. However, the children would love for you come along and support them, so if you are able to transport your own children to and from the event, please email the office.

Photo Permission

Sometimes photos may be taken and put on the School Games/event holders' website. If you would not like your child's photos to be used, please email the school office the following sentence: *I do not give permission for **child's** photos to be used following **name of event**.*

Email the Office

If you would like your child to attend this trip out of school hours, please email the office, info@holbrook-pri.suffolk.sch.uk, the following:

*I give permission for _____ to attend the **event** on **date**.
I am **able/unable** to drive my child to and from the event. My mobile number is _____. I
give/do not give permission for my child's photo to be used following **event**.*

Yours Sincerely,
NAME

Sports Trip Register

