Hollywater School
Inspire. Believe. Achieve.

Educational Visits Policy

Policy Updated	Agreed by Governors	Policy Review Date
May 2026 Reviewed by Charlotte Strugnell	May 2026	May 2027

Contents

1. Aims and scope 2
2. Legislation and guidance 3
3. Roles and responsibilities 3
4. Planning and preparation 5
5. Risk assessment 6
6. Volunteers 7
7. Communication and consent 8
8. Emergency procedures and incident reporting 9
9. Charging and insurance 9
10. Residential visits 9
11. Review 10
12. Links with other policies 10
Appendix 1: Risk Assessment Templates 11
Appendix 2: Form A 16
Appendix 3: Form B 17
Notes for the Visit Leader 17
Notes for the Provider 17
PART 1: To be completed by the Visit Leader 17
Appendix 5: template letter for parents/carers and consent form for adventurous and residential visits 25
Off-site Emergency Procedures – **BASE CONTACT** 27

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, Hollywater School, which require pupils to leave the school premises, having been authorised to do so by the Headteacher.

Hollywater School recognises the value of offsite trips and is committed to supporting outdoor learning and activities that enrich the lives of all its pupils. Hollywater School (and any contracted external providers

where an activity has been commissioned) works within the requirements set out in National Guidance available on EVOLVE. EVOLVE is an internet-based system used to facilitate the efficient planning, management, approval, and evaluation of visits. Through this system staff can also access and refer to National Guidance documents to help plan, and safely implement their offsite trips. Educational visits are a valuable way to enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our pupils' education and personal development learning.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. Legislation and guidance

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.

3. Roles and responsibilities

3.1 Headteacher

The Headteacher 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 body to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC)

Charlotte Strugnell is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and ensure all Teachers have the appropriate training to enable them to undertake risk management, plan and then lead offsite visits

- Assess external activity providers and ensure all safeguarding checks have been completed prior to offsite visits taking place
- Advise the headteacher and governing board when they are approving trips
- Access the necessary training, advice and guidance

3.2 Trip lead

Every educational visit will have 1 member of staff, for each class of pupils, designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the safeguarding, health and safety risks to pupils, staff and volunteers
- 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
- 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

3.3 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 outline approval, through EVOLVE, for all educational visits from the headteacher. Final approvals will then be given on completion of EVOLVE by the EVC and the Headteacher.
- 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 as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.4 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
- Give online consent through EVOLVE or 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

3.5 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

3.6 Pupils

Our school Relational 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
- Where able to, take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip lead

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 for learning policy at all times.

See the Relational Behaviour Policy

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the headteacher 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
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit and they will complete an outline approval on EVOLVE**, which is approved by the Headteacher.** This will consider the following:

- Dates and timings of visits
- Educational purpose
- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, 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 in order to reduce any risks

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

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

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.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) 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.

5. Risk assessment

We will carry out full risk assessments, Step 1 and Step 2, at least 2 weeks before the start of all trips.

These will be completed using Hampshire's risk assessment templates in the Offsite and Risk Assessment folder on the school network and in **Appendix 1**, and approved by the headteacher and EVC. Existing risk assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff will make a preliminary visit to the trip destination as part of the planning and risk assessment process.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male, where possible and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips or at the visit destination, and this is noted on the risk assessment Step 2
- For EYFS classes at least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in the policies folder on Teacher Resources
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip, by reading both the risk assessments and EVOLVE form and signing them

- The trip lead and staff will take regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the school, in line with MIDAS recommendations and requirements. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

All transport used will be risk assessed as part of the Step 2 risk assessment.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations/providers providing an activity have appropriate safety standards, liability insurance and safeguarding procedures and protocols in place.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

5.4 Safeguarding

If an external provider is being used to provide an activity, Form A **Appendix 2**, will be completed and information checked.

If the trip is over 24 hours or classed as adventurous, on the Hampshire EVOLVE system, then Form B **Appendix 3** will be sent to the providers (activities, accommodation and transport, when appropriate) to be completed and sent back to the visit lead.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party providers.

Every risk assessment and EVOLVE form will be approved by the headteacher and EVC, and a copy taken on the visit and another copy left with the Admin Team to be filed in the educational visits folder.

The EVC will visit any NEW external provider, where they are leading an activity with pupils, to ensure safeguarding procedures and policy are in place.

6. 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
- 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 read our Volunteer and Parent leaflet. See **Appendix 4** for our Volunteer and Parent leaflet.

Volunteers will receive the visit information from the lead Teacher on the day of the visit, prior to departure, including their responsibilities, reminders about the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

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.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. Communication will be via letter and/or email and information provided will include the date, travel times, destination, purpose of the visit, and the class attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child. We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached for visits of over 24 hours. See **Appendix 5.**

8. Emergency procedures and incident reporting

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 and are also written on the emergency procedure cards in the First Aid Bag.

In the case of an emergency, the lead Teacher will follow the emergency procedures on Hampshire emergency protocol cards **Appendix 6**.

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

All incidents and accidents will be reported in line with our Safeguarding policy using CPOMS, 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 recorded on CPOMS and on EVOLVE using the Evaluation system, to include steps that can be taken in the future to avoid similar incidents.

Evaluations of all visits will be completed by the Lead Teacher on EVOLVE.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times, this is found in the Policy folder on the school network.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential visits

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions including the Hampshire Medical and Consent form are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Accommodation options and arrangements
- Public health requirements, including any required vaccinations; Overseas residentials only
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

11. Review

This policy will be reviewed annually. At every review, the policy will be shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and Safety policy
- Charging and Remissions policy
- Relational Behaviour policy
- Child Protection policy
- First Aid policy
- Supporting pupils with medical conditions policy
- Safeguarding policy
- Equality Statement and Objectives
- Accessibility Plan
- Early Years Foundation Stage (EYFS) policy

Appendix 1: Risk Assessment Templates

STEP 1

RISK ASSESSMENT						
Answer all the generic questions by writing "yes" in the approriate grey highlighted box. (Read down the colums)						
The activity is...	**The participants are...**	**The activity leader ...**	**The environment is...**	**Describe the level of first aid access**	**Weather changes...**	**COVID-19 measures**
Within the everyday experiences of the individuals?	Very experienced with an appropriate level of competency	Is very experienced in leading this activity and qualified at the appropriate level	Urban or rural with predictable hazards	First aid and emergency support is available at activity site. School staff have appropriate, in date qualifications to suit the activity. (Proof will be required by EVC)	Will have no effect on the group	All individuals are competant at social distancing and following procedures independently
Outside the everyday experience of the individual but some tasks have familiar aspects	Regularly exposed to the activity with an adequate level of competency	Regularly participates in this type of activity but may have minimal qualifications and little leadership experience	Urban or rural with hazards that could change quickly	First aid and emergency support is available at activity site. School staff have generic, in date first aid qualifications. (Proof will be required by EVC)	Are appropriate to the activity. Any changes will have minimal effect but will not affect safety.	Individuals are knowledgable of COVID-19 procedures but may need intermitent adult verbal reminders
Outside the everyday experiences of the individuals but competency has been achieved in training (Evidence of training will be required by EVC)	Have some exposure to the activity: experience at a recreational level; some competency	Has had some exposure to the activity as a leader, recreational participant and may have only minimal qualifications in this activity	An industrial location or An overnight stay	First aid and emergency support available at activity. School staff have minimal or lapsed first aid qualifications	Could lead to problems if the group is not adequately prepared with training and equipment	Individuals are knowledgable of COVID-19 procedures but may need adult visual modelling and verbal reminders
Outside the everyday experience of the individual but training has been given (evidence of training will be required by EVC)	Have very occasional exposure to the activity; some experience at an introductory level / no competency	Has had very occasional experience to the activity as a leader, limited experience as a participant, no qualifications	Close proximity to water, cliffs or other dangerous topographical feature	Nor first aid and emergency support readily available at the activity. School staff have in date first aide qualification (evidence will be required by EVC)	Could cause serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped.	Continually support from leaders to follow COVID-19 procedures
Outside the experience of the individual with no training prior to the trip	Absolute novice; no experience of the activity	Has no experience of the activity in a leadership capacity; some experience as a participant	Travel to other countries Or sea yoyage Or wilderness Or area classed as advance by NGB's	No first aid or emergency support readily available at the activity; school staff have no first aid qualifications	Could have serious repercussions for the group.	No understanding of any COVID-19 procedures i.e. social distancing
Low Risk	**Medium Risk**	**High Risk**	**Unacceptable Risk**		→ **Total risk:**	

Hampshire County Council · West Berkshire Council · Southampton City Council · Portsmouth City Council

STEP 2

Educational Visit Risk Assessment

Hollywater School
Inspire. Believe. Achieve.

Establishment		**Visit Leader**		**Visit Location**	

Other Staff / Volunteers		**Date(s) of Visit**		**Group Size**		**Ratio**	

Key Contact Numbers	Take the emergency action cards with you. Ensure you have full group details close to hand.		
	Visit Leader (name and number):	**Emergency Base Contact 1 (name and number):**	**Emergency Base Contact 2 (name and number):**

Benefits (aims, objectives, intended outcomes…)	
•	•

Group	**Consider: SEND/ behaviour/ dietary / safeguarding / adults' needs**	
Identifying the hazards – assessing the risk	**Control measures – reducing the risk**	**Risk Rating (H/M/L)**

First Aid and Medical Arrangements	Consider: medicine dispensing / equipment / training / nearest A&E	
Identifying the hazards – assessing the risk	**Control measures – reducing the risk**	**Risk Rating (H/M/L)**

Leader and Activity Arrangements	Consider: competence / responsibilities / staffing arrangements / self-led activity	
Identifying the hazards – assessing the risk	**Control measures – reducing the risk**	**Risk Rating (H/M/L)**

Travel and Transport	Consider: supervision of coach / mini-bus / walking / drop off / public transport	
Identifying the hazards – assessing the risk	**Control measures – reducing the risk**	**Risk Rating (H/M/L)**

The Site / Venue and its Environment	Consider: management and supervision on site / proximity to water / public	
Identifying the hazards – assessing the risk	**Control measures – reducing the risk**	**Risk Rating (H/M/L)**

Downtime (time spent out of structured activity)	Consider: the supervision and management / remote supervision	
Identifying the hazards – assessing the risk	**Control measures – reducing the risk**	**Risk Rating (H/M/L)**

Overnight supervision and time in accommodation (where applicable)	Consider: fire safety / security / sleeping and showering arrangements / other groups in the accommodation / how students seek help at night	
Identifying the hazards – assessing the risk	**Control measures – reducing the risk**	**Risk Rating (H/M/L)**

Other factors to consider and note including alternative plans (Plan 'B'/Plan 'C')
•

Ongoing risk management:	Examples:	
1 **Apply the control measures** 2 **Monitor how effective they are** 3 **Change, adapt, revise as required**	• monitor the weather • monitor water/river levels/tides • monitor traffic on road • monitor conditions underfoot	• monitor group and leaders' response and motivation • monitor behaviour • assess group risk awareness in different environments • monitor the response of your supporting adults

Completed by	Date:	**Head of establishment or EVC :**	
	Visit Leader: Signed by VISIT LEAD TEACHER:		
Accompanying staff: **I have read and agree to adhere too.**		**Print**	**Sign**

This document is based upon the HSE 5 Steps to Risk Assessment : https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm

For further support contact Hampshire Outdoors or reference OEAP national guidance: https://oeapng.info/visit-leader/

Appendix 2: Form A

Preliminary Visit checks – FORM A

As part of organising an offsite visit and/or activity, you must undertake a preliminary visit, or are already familiar with the venue and any provider.

Do they have the following documents? Check website before visit.

- Data Protection /GDPR procedures or statement
- Privacy Policy or statement
- Child Protection/Safeguarding Policy or Statement and procedures in place

Health, safety and emergency policies and procedures

On your preliminary visit please enquire about the following:	
Are all staff enhanced DBS checked?	
Is there First Aid support?	
Is there current public liability insurance? If Yes, what is its indemnity limit?	
Do the location, facilities and activities offered by the provider match your desired outcomes?	
How experienced and competent are the provider's staff (e.g., in facilitation of learning)?	
Can the programme be tailored to fulfil your requirements?	
Is the programme flexible, to meet changing circumstances?	
What provision will be made for your pupil's individual needs?	
Is there a clear understanding about the responsibility for supervision and welfare of participants at all times during the visit?	
To what extent will you be able to involve the provider in evaluation of the visit's outcomes?	
Is any travel to the venue worth its time and environmental impact?	

If you are using an external provider for an activity, please complete and then attach to your EVOLVE form as other document titled ' Preliminary check Form A'

ALL NEW external providers will have an EVC visit.

Appendix 3: Form B

PROVIDER STATEMENT FORM B – RESIDENTIALS OR ADVENTUROUS ACTIVITIES

Notes for the Visit Leader

- You should complete **Part 1** and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotcqualitybadge.org.uk.
- If you need advice on the interpretation of information given by the provider on this form, you should contact your Educational Visits Coordinator (EVC); Charlotte Strugnell

Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader
- You can find out about the guidance that establishments and Visit Leaders should follow at oeapng.info – see especially document 4.4h "Using External Providers and Facilities".

PART 1: To be completed by the Visit Leader

Name & address of establishment	Hollywater School Mill Chase Road Bordon Hants GU35 0HA
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit	

PART 2: To be completed by the provider

Please consider the following questions and respond with **YES, NO or N/A,** or give the specific information required. If you wish to provide additional information, please add * to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete **only Section A** and the **Confirmation**.

SECTION A **To be completed for all types of visit**		
1. **Learning Outside the Classroom Quality Badge**		
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
2. **Data Protection**		
2.1	Do you comply with the Data Protection Act 2018 and GDPR?	
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?	
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?	
3. **Waivers / Disclaimers**		
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?	

SECTION B **To be completed for all types of visit**		
4. Insurance		
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?	
4.2	If Yes, what is its indemnity limit?	£ M
5. **Health, Safety and Emergency Policies**		
5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?	
6. **Vehicles**		
6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints?	

7. **Staffing**		
7.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
7.2	Are there regular opportunities for liaison between your staff and establishment staff?	
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	

8. **Accommodation**		
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
9. **Sub-contracting**		
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C

To be completed if the visit includes activities or field studies

10. **Adventure Activities Licensing Authority (AALA) Licence** to be completed if any activities are within the scope of the licensing regulations			
10.1	AALA Reference number Date of expiry		
10.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?		
11. **Activity Management** to be completed about all activities			
11.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?		
11.2	Do you maintain a written code of practice for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?		

11.3	Do you confirm staff competence by appropriate AALA-recognised qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
11.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
11.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
11.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	
11.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	
SECTION D **To be completed by Tour Operators**		
12. **Tour Operators**		
12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?	
12.2	Details of bonding (ATOL, ABTA, etc.)	
SECTION E **To be completed if the visit includes an overseas expedition** **as defined at oeapng.info/downloads/download-info/7q-overseas-expeditions**		
13. Overseas Expeditions		
13.1	Do you comply with British Standard BS8848:2014?	
SECTION F ACCREDITATION		
14. **Details of any accreditations held by the Provider**		

PROVIDER CONFIRMATION				
I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.				
Signed			Date	
Name			Position	
Name of Provider				
Address of Provider				
Telephone		Website		
Email				
Additional information				

Appendix 4: Parent/Volunteer offsite guide

This guide sets out the expected behaviour for volunteers attending school visits. Volunteers should read the leaflet confirming that they understand and agree to follow this guidance while acting on behalf of the school. If they feel they cannot agree with this code, please speak to the Lead Teacher at the earliest opportunity and withdraw from the trip.

A copy of this leaflet will be kept in the school office.

Welcome to Hollywater

Your health and safety is important. Whilst you are here we would like to ensure your visit is as safe as possible. Please read through this leaflet and if you have any questions, then please ask a member of our office team who will endeavour to help you.

Visitor Procedures

All volunteers must sign in at the office. All volunteers will be issued with a visitor's badge which must be worn at all times whilst on the school site and during the offsite visit.

Expectations during offsite visits

Do your best to ensure the health and safety of everyone in the group.

Speak to the lead teachers or LSA's if you are concerned about the health and safety of the pupils at any time.

You will not be left in sole charge of a pupil/pupils except where it has been previously agreed as part of the risk assessment and you have had a DBS check by school

Follow the instructions of the lead teacher and school staff and help with control and discipline. The lead teacher sets and leads the rules, routines and expectations for the day.

Ensure your group follows all instructions e.g. they must stay with their group and the group adult at all times.

Inform a member of school staff if you need to leave your group for any reason.

Let the lead teacher know immediately if there is a medical or other emergency. The lead teacher is responsible first aid and for contacting the school and associated parents in emergency situations.

Accompany your group back to the classroom at the end of the visit.

Additional Information

The lead teacher will give parent helpers a list of children for whom they are responsible.

Volunteers may not bring any siblings or additional children on a school trip.

If the children have been asked not to bring spending money, please refrain from making purchases.

Please respect and value the children's independence and social interaction with their group and peers.

If the trip involves a minibus journey, please help the children in your group put on their seatbelts.

Children are not allowed to eat or drink on the minibus unless stated by the lead teacher. The lead teacher has sick bucket/bags, if needed.

When walking in public places, volunteers should encourage children to walk in twos rather than in a group.

If you have any queries or problems concerning the trip, please direct these in the first instance to the lead teacher, or if you would rather, the Headteacher on return from the trip.

If you have any good ideas on how we can improve something, please let us know – we are always willing to listen.

Mobile Phones

Mobile phones are not to be used in school or offsite at all. If there is a need to make or receive a call, please take the phone an area away from children. Visitors who need to make notes during their visit for any reason, should use a tablet or pen and paper. Thank you for helping keep our school a safe place for all.

Photographs

Under no circumstances should you take photographs of our children whilst at our school or during off-site activities.

Hollywater School

Inspire. Believe. Achieve.

Parent/Volunteer OFFSITE Guide

Headteacher:
Sarah Kitching

Hollywater School
Mill Chase Road
Bordon
Hampshire
GU35 0HA

Tel: 01420 474396

What should you do if you are worried about a child?

We take the safeguarding of our pupils very seriously at Hollywater School.

If, whilst working with a child, you become concerned for any reason e.g. by:

- A comment made by a child.
- Marks or bruises.
- Changes in behaviour and demeanour.

Please report your concerns to one of the designated safeguarding leads.

The office team will assist you in finding one of them.

Please do not decide to do nothing or leave our school without telling anyone.

What should I do if a child discloses he/she is being harmed?

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Do not promise confidentiality.
- Allow the child to talk freely, listen rather than ask direct questions.
- The DSL will provide you with a form to record your concern.
- Record details as soon as possible, recording exact words and phrases used by the child.
- This information must then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms and documents.

How do I assure that my behaviour is always appropriate?

- Always be a positive role model by behaving in a mature, respectful, safe and considered manner.
- Appropriate relationships with pupils should be based on mutual trust and respect.
- Treat all pupils fairly and equally.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children, exchange emails, text messages, and phone numbers or give out your own personal details.
- If you have any concerns please ask to speak to the safeguarding lead:

Miss Sarah Kitching



Appendix 5: template letter for parents/carers and consent form for adventurous and residential visits

Medical and Consent Form
Name of Establishment:
Visit:
Date/s:

Personal Details of Participant

First Name: _____

Surname: _____

Mobile (if applicable)_____

Date of Birth: ___ /___ /___ Age: _____ Male / Female (delete as appropriate)

Address:_____

_____

Post Code: _____

Emergency contact must be contactable for the duration of the visit / activities

Emergency Contact – 1) Name: _____Number: _____

Emergency Contact – 2) Name: _____Number: _____

Any special dietary requirements?

_____

Medical Information

Name and address of participant's Doctor:

_____

Telephone Number: _____NHS Number (if known): _____

Has the participant had or have any of the following? Where 'YES', please give specific details overleaf.

Asthma or bronchitis	Yes	No	Allergies to any know medication	Yes	No
Heart condition	Yes	No	Other allergies (material, food, animal, plasters)	Yes	No
Fits, fainting or blackouts	Yes	No	Other illness, disability or special needs	Yes	No
Severe headaches	Yes	No	Travel sickness	Yes	No
Diabetes	Yes	No	Sleepwalking	Yes	No
Regular medication	Yes	No	If a residential, overnight care considerations	Yes	No

Is the participant receiving:

Support and/or treatment for mental health from their counsellor or Doctor?	Yes	No
Medical or surgical treatment of any kind from their Doctor or hospital?	Yes	No
Has the participant been given specific medical advice to follow in emergencies?	Yes	No

If the answer to any of these questions is Yes, please give details overleaf (including name, dosage of any medicines)

If it is considered necessary, do you consent to mild painkillers (Paracetamol) being administered? Yes No

If it is considered necessary, do you consent to hypo-allergenic sun screen being provided? Yes No

Has the participant received vaccination against Tetanus in the last 10 years? Yes No

Consent for programmed water sports and water related activities

(e.g. kayak, canoe, sail, windsurf, rafting, etc., or activities involving water e.g. caving, gorge walking)

Please tick ONE of the boxes below to confirm the water confidence and swimming capability of the participant.

Ticking either box confirms your consent to your child undertaking water activities within the programme provided.

This information will be passed to the Activities Provider to support any appropriate adjustments for inclusive participation.

☐ A) My child and/or I am water confident and can swim (including can submerge head without becoming distressed).

☐ B) My child and or I am a non-swimmer and/or may be nervous in and around water.

NB: If the planned water activities require a specific swim distance and or competence to take part, then this should be clearly communicated to the participants and or parent/guardian to gain this information.

If, for any reason, you wish to withhold consent for any activity, this should be detailed in the space below.

Additional Medical, Support Needs Information for the planned visit: (Add additional sheets if required).

_____

_____

_____

_____

Consent for the Visit

I confirm that I have parental responsibility for _____

He/she is in good health and I consent to him/her taking part in ALL activities set out in the visit information. (Any variation to this should be noted overleaf or above).

I am aware that the travel insurance synopsis is available for viewing in school / the Establishment.
In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetics. In the event of any change to these details, illness or medical treatment occurring after the return of this form and prior to the activity, I will undertake to inform the group leader. I accept that, by their nature, adventure activities and educational visits may involve some level of risk which cannot be fully eliminated, and I consent to my child taking part.

Print name here:_____Signed:_____
By person with parental responsibility for participants under 18 years of age.

Print name here: _____Signed:_____
By participant if aged 18yrs and over.

Date: _____

Image Consent - Note to visit leaders - Consent must be obtained if you intend to use images of identifiable young people and adults.
Schools should already have Image Consent in place as part of their enrolment procedures.
All other HCC groups - Photography, video and multimedia consent can be obtained by an additional form found on this webpage- https://hants.sharepoint.com/sites/CESC/SitePages/Guidance-and-consent-forms.aspx?web=1

GDPR Statement

By signing this form, I confirm my agreement to School / Establishment processing my / my child's personal data for the purpose of supervising and supporting my child on an educational visit. We do this to meet our professional responsibilities to look after you / your child.
This data may be shared with outdoor providers, doctors and other professionals to help us keep you / your child safe.
This data will be retained for one year, other than in the event of an accident/ incident, in line with HCC / School Retention Policy.
You have some legal rights in respect of the personal information we collect from you.
Please see our website Data Protection page for further details: www.hants.gov.uk/dataprotection

Appendix 6: Emergency Procedure cards

Off-site Emergency Procedures – **BASE CONTACT**

Action to be taken by the base & base contact person in the event of a serious accident/incident, e.g.:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- circumstances in which a group member might be at serious risk or have a serious illness
- any situation in which the press or media are or might be involved.

1) Record the telephone number of the group leader and the group. Listen carefully and write down:
   - what happened
   - to whom
   - where
   - when
   - what has happened since the incident.
2) Inform the head of your establishment or a senior member of staff of the relevant details as soon as possible.
3) If agreed or as necessary, telephone the Children's Services emergency number as follows:

HCC:	Daytime:	Outdoor Education, PE and DofE Service: 01962 876218
	24 hrs:	Emergency Planning Team: 07623 960259 (when asked to leave a message, tell the operator that the message is regarding an emergency on a school visit).
PCC:	Daytime:	City Contact Officer: 023 9284 1717
	24 hrs:	Follow your agreed procedures.
SCC:	24 hrs:	Children's Services out-of-hours service: 023 8083 3675
WBC:	24 hrs:	Emergency switchboard: 01635 551111 (hold for 'all other enquiries' option, and explain that you are calling regarding an emergency on a school visit).
IOW:	First call:	Local Education Officer
	Daytime/Out of Hours:	01983 821105 (available 24/7) and ask for the Emergency Management Duty Officer to be paged.

Hampshire Outdoors offers advice and guidance to any of the above during work hours on 01962 876218. In a serious emergency, if you cannot contact your own provider, you can use the HCC numbers above.

4) Not only must the parents of any injured young person be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child(ren) or young people.
5) If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
6) If necessary, an incident centre should be established as soon as possible. Each school/youth area should have a planned location for this eventuality.
7) Refer all press/media enquiries to the Media Centres: **HCC** 0370 7790000/ **PCC**:023 9268 8073/ **SCC** 023 8083 2000 / **WBC** 01635 519125 / **IOW** 01983 823793, or via the emergency contacts above.

All base contacts must have by their telephone:

- lists of all group members (including adults) together with the addresses and telephone numbers of their next-of-kin
- complete details of the itinerary
- telephone numbers of senior staff from the establishments concerned
- telephone numbers of Children's Services/EPT contacts.

My base contacts are:
Base Contact (1) **SARAH KITCHING** Telephone 01420474396/personal mobile
Base contact (2) **CHARLOTTE STRUGNELL** Telephone 01420474396/personal mobile