

Trips and Visits Policy for use in



Approved by Essa Academy LGB:

19 September 2017

Approved by Essa Primary Academy LGB:

20 September 2017

Approved by Essa Nursery Management Committee:

19 September 2017

Policy reviewed:

June 2017

Next review date:

June 2020

All documentation for trips and visits should be completed using the specified documents in EVOLVE.

Evolve

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=essavisits.org.uk

A screenshot of the EVOLVE login page. At the top, there are two tabs: "Home" (highlighted in red) and "Contact" (highlighted in blue). Below the tabs, the text "Welcome to EVOLVE" is displayed in a large, black, sans-serif font. To the right of this text is a login form with fields for "Username:" and "Password:", each followed by a text input box. Below these fields is a blue button with a white right-pointing arrow. A link "Reset/Forgotten your password?" is located below the password field. Below the login form, the text "ESSA" is displayed in a blue, sans-serif font, followed by "Planning, Notification and Management System" in a smaller, blue, sans-serif font. At the bottom left, the copyright notice "© 2007 - 2017 eduFOCUS Limited" is visible. At the bottom right, a link "Privacy Policy" is provided.

The lead Educational Visits Co-ordinator (EVC) for each academy and the nursery is:

Essa Academy: Director of Social Capital – Sandy Reid

Essa Primary Academy: Principal – Joanna Atherton

Essa Nursery: Nursery Manager – Claire Thompson

All requests for trips regardless of duration MUST be presented to the Principal/ Nursery Manager using the proforma enclosed BEFORE any parental communication and/or bookings/payments are made.

NB. The terms child/ children are used throughout to include nursery children, pupils in Essa Primary Academy and students in Essa Academy.

1. Introduction and Statement of Intent

The EFAT Board of Directors has delegated responsibility for the development, implementation, and review of this policy to the Local Governing Bodies of Essa Academy and Essa Primary Academy and to the Nursery Management Committee of Essa Nursery.

Educational visits are not treated separately from other aspects of health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health and safety of children on activities outside the academy/nursery and to promote good behaviour on these activities.

The Principal/Nursery Manager will give advice on anything related to residential or day trips and has more detailed information available for party leaders on planning, required procedures and example paperwork.

2. Legal Implications

The legal implications are well known but worthy of clear statement:

The leader in charge is "in loco parentis" and has a duty of care to all members of the party.

In Essa Academy and Essa Primary Academy the Principal and the LGB have a responsibility for ensuring appropriate leadership, proper planning and organisation.

In Essa Nursery the Nursery Manager and the NMC have a responsibility for ensuring appropriate leadership, proper planning and organisation.

3. Initial Permission

A residential or day trip Request Form should be submitted to the Principal/ Nursery Manager for permission for the trip to take place by the Party Leader.

No parental communication and/or payments or firm bookings should be made until permission has been given by the Principal/ Nursery Manager .

If permission is granted, it is conditional on the submission of all the relevant documentation listed on the form.

4. Planning

The Party Leader has overall responsibility for the supervision and conduct of the trip, and should have regard to the health and safety of the party in accordance with the academy's/nursery's regulations, guidelines and policies.

The Party Leader must be a full time, experienced member of staff, in academies, not an NQT. Ideally, the Party Leader should have prior experience of the type of visit to be arranged. The Party leader should have a clearly designated deputy.

A designated account should be set up for the trip and financial details and responsibilities must be clearly stated in advance. Evidence of expenditure and income should be kept and checked weekly with the account details with the support of the Finance Team. A reconciliation form must be completed after the trip.

Ideally, the Party Leader should be a trained first-aider; if not, another member of the group must be a trained first-aider and a First Aid kit appropriate to the visit must be carried at all times, including on the journey. See the First Aid Policy.

A trip must not go ahead without adequate first aid support.

Risk assessment analysis should be evaluated for every trip. Templates are available on the EVOLVE Portal. Party Leaders should also arrange a meeting with the Principal/ Nursery Manager at least two weeks before the trip departs.

Mixed parties should be accompanied by at least one male and one female member of staff whenever possible. Where adults other than EFAT staff are accompanying the trip, the number of EFAT Staff should be more than half of the minimum number of supervisors required. A DBS check must be made for all such adults; otherwise they must never be left in sole charge of children, for their own and the children's protection.

The role of staff whose children are in the party should be considered and all parties should be made aware of the arrangements and their responsibilities.

Parents/carers must be fully informed (in writing) about the proposed trip before they are asked for their consent. Remind parents/carers that children cannot be taken on a trip if their written permission is not received by the academy/ nursery beforehand, and give yourself lots of time to chase parents/carers who forget to submit it to you.

Children should be briefed to ensure they clearly understand what is expected of them and what the trip will entail. In addition, children should clearly understand what standards of behaviour are expected from them and why rules must be followed. In addition, details about relevant foreign culture/customs, issues about ringing home (how to avoid causing concern or confusion at home), emergency procedures and rendezvous procedures and discussions about banned items not being brought on the trip and from being purchased during the trip may also be included. If there is to be any remote supervision, children must be made aware of ground rules and the size of groups to go around in.

The Party Leader should carry at least one emergency contact number for the MTD, Nursery Manager Principal, or Deputy Principal, as well as at least one for each of the children and member of staff on the trip. A mobile phone and charger should be taken on the trip [ICT Services can provide one if necessary].

5. Residential trips abroad

Party Leaders of new residential trips are asked to undertake an exploratory visit as part of the visit/site specific risk assessment, which will assist with pre-planning. If this is not possible, information/advice could also be sought from others involved in previous visits or from reliable local guides.

When using a commercial travel agent(s) specialising in school trips, it is important that the Party Leader carries out due diligence and ensures that the agent(s) is a member of ABTA (Association of British Travel Agents). If the travel agent is not, the trip will not be allowed to proceed.

Party Leaders wishing to arrange their own trips abroad should seek further guidance from the Principal to ensure appropriate insurance and safeguards are in place.

6. Foreign Exchanges

Party Leaders should establish a close line of communication with partner schools, inform hosting families in writing of any special dietary requirements and that guests should not be taken on hazardous activities (e.g. skiing) without prior consent. They should ensure that emergency procedures are in place.

Contact with host colleagues in the link school should be maintained throughout the exchange. After the

exchange has taken place, it should be evaluated, with input from children, staff and host families, with feedback given to the partner school to assist in the planning of future visits.

7. Staffing Ratios

It is recommended that there should be sufficient staff to cope with an emergency. The guidelines are:

Essa Academy

Abroad: 1:10 [with a minimum of two adult leaders]
Other residential: 1:15
Other visits: 1:20 [where the element of risk is normal to that in everyday life] –

Essa Primary Academy

Abroad: 1:6 [with a minimum of two adult leaders]
Other residential: 1:8
Other visits: 1:20 [where the element of risk is normal to that in everyday life]

Essa Nursery

Day trips: 1: 8

Written consent from parents/carers is not required for children to take part in the majority of off-site activities organised by an academy or by the nursery as most of these activities take place during the academy/nursery day and are a normal part of the child's education. However, parents/carers should be told where their child will be when not on academy/ nursery premises and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside the academy/ nursery day.

8. Disability and Special Educational Needs

The Party Leader should make every effort to include disabled children and children with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind should be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate mitigation measures should be implemented. See Supporting Children with Medical Conditions policy.

9. Written Risk Assessments

These should be completed, as appropriate, well before the trip - formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce the risk. Children must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

Risk assessment templates can be found on EVOLVE Portal, and include ones for transport and travel, accommodation, unsupervised time and various other activities. The EVC will help and give advice on the production of risk assessments.

10. Dynamic Risk Assessment

The Party Leader and other staff should monitor the risks throughout the trip and take appropriate action as necessary e.g. risks may need to be reassessed in the light of changing weather, new safety warnings, illnesses, behavioural problems or emergencies.

11. Indemnity

General indemnity forms have no legal force. Parents/carers cannot sign away their right to sue in cases of alleged negligence. However, it is possible to require parents/carers to indemnify staff against any claims made by a third party and any extra costs which the academy/nursery or staff might incur on behalf of the child or any loss arising from damage caused by the child. If an indemnity form is to be used, it should be incorporated with the general consent form sent to parents/carers.

12. Finance

The Party Leader should contact the Finance Team to confirm costs associated with the trip. If the cost of the trip is over £1000 then a number of quotes from different suppliers may be required – the Finance Team will advise on this.

Once the children going on the trip have been chosen, an account will be set up on ParentPay for parental contributions if necessary, and the Finance Team will provide weekly updates to the Party Leader on parental contributions.

It is important to ensure that all parents/carers are committed to paying for the trip before the academy/nursery itself commits to paying for it. This is very important for more expensive trips. A significant deposit should be required, which would become non-refundable once the academy/ nursery is committed to payment, unless another child takes the vacated place. A payment plan should be established with up to 50% paid before the academy/nursery commits financially. Parents should be given a reasonable amount of time to pay the deposit.

All requests for parental contributions must be in line with the trust's Charging and Remissions Policy.

13. Insurance

Academies and the nursery within the Trust are insured for travel within the UK only. If a foreign trip is planned then separate insurance will have to be procured and the cost included within the cost of the trip. The Finance Team can advise on this.

It is imperative that the Party Leader even for the shortest of trips ensures that adequate and appropriate insurance cover and medical cover is in place. Assistance and advice should be sought from the Finance Department. A copy of the limits of the insurance cover should be included with the trip details sent to parents/carers. The insurance should conform to the minimum benchmark insurance which can be accessed from the Finance Department. When thefts occur, whether at home or abroad, a report must be made to the local police as soon as possible and certainly within 24 hours and written confirmation obtained that this has been done. Where medical expenses are incurred, all accounts must be preserved.

For trips abroad, a valid EHIC card should be obtained for each member of the party where appropriate.

14. Reporting accidents, injuries and dangerous occurrences

Where actual injury is sustained the normal reporting procedure must be undertaken immediately on return to Academy- see the First Aid Policy. In cases of significant injury and/or incident a preliminary verbal report should be given to the Principal/ Nursery manager as soon as possible after the event and before returning from the trip.

Useful lessons can be learnt from "near misses" which may help the safety of future parties. Party Leaders are encouraged to report such occurrences to the Principal/ Nursery Manager. (The fact that a "near miss" has occurred will not be taken as implying criticism towards the quality or action of the leadership).

15. Use of Private cars

Written consent of parents/carers is required when private cars feature in travel arrangements. Drivers must have suitable insurance which covers use on EFAT business and specifically use to transport children.

16. Minibuses

Staff should be experienced drivers, usually over 25 years of age, and for certain vehicles must have passed the relevant PCV test (the age condition may be waived on application to the insurance company subject to the Principal's/ Nursery Manager's approval).

Drivers without experience of the EFAT minibuses must first show their licences to the Principal/ Nursery Manager to confirm that they have the required licence category and then arrange a time for driving evaluation with him.

17. Drivers

Maximum loading capacities must be observed and, in addition to the driver and front seat passengers.

Staff must not take risks if a fault develops; maintenance is the responsibility of the Trust. All drivers must be strictly within the law. Notification to EFAT insurers is required where drivers have either any previous motoring convictions or health problems affecting driving.

18. Seat Belts

All passengers must wear seat belts in all vehicles at all times.

19. Information to parents/carers

Clear written information must be given to parents/carers and their written consent obtained. This information should set out the following, requiring response on the signed and dated pro-forma [examples of these are at the end of the section].

- ♦ nature of activity and accommodation
- ♦ where and when it is to occur
- ♦ equipment, kit required, travel arrangements
- ♦ cost (including non-refundable portion as deposit)
- ♦ any special higher risk activity to be offered in programme requiring special consent
- ♦ request for dietary and medical details and inclusion of written consent for emergency treatment
- ♦ indemnity clause on reply slip and details of limits of insurance cover
- ♦ commitment to provide balance of fee by stated date on reply slip
- ♦ date for return of reply slips with deposits if required
- ♦ any disciplinary or conduct points or special regulations specific for the purpose of the trip

Before residential visits, or when the children are to travel abroad or engage in adventure activities, parents/carers should be invited to attend a briefing meeting to be provided with:

- ♦ times and place of departure and return – parents/carers must have agreed to meet their child on return
- ♦ modes and duration of travel including the name of any travel company
- ♦ the level of supervision including any times when remote supervision may take place;
- ♦ details of accommodation with security and supervisory arrangements
- ♦ details of provision for medical needs and procedures for children who become ill
- ♦ names of leader, of other staff and of other accompanying adults
- ♦ details of the activities planned

- ♦ standards of behaviour expected in respect of; alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents/carers should sign
- ♦ details of insurance taken out for the party as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents/carers need to arrange additional cover
- ♦ information on clothing and equipment to be taken
- ♦ spending money to be taken and arrangements for safekeeping and issue of pocket money
- ♦ the trip's policy on the use of mobile phones
- ♦ arrangements for medication their child is taking and what is required if staff are to administer their medication (See Supporting Children with Medical Conditions policy)
- ♦ contact phone numbers in case of emergencies

20. Dietary Requirements

At EFAT we aim to deliver catering provision for most dietary requirements as specified by culture, religion and medical concerns. When organising trips & visits, staff will organise meals for a wide variety of needs including coeliac, nut-free, dairy intolerance, vegetarian and vegan. Information relating to dietary requirements should be sought & provided at the time of booking.

21. Emergency Procedures

Leaders in charge of children during a trip have a duty of care to make sure that the children are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The Party Leader should normally take charge in an emergency and would need to ensure that emergency procedures are in place. However, in certain situations, it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the Party Leader to look after the rest of the party.

All staff involved in the trip should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. Prior to the trip, the name and 24 hour telephone numbers of an emergency contact should be identified. It is advisable to arrange a second emergency contact as a reserve. The emergency contacts should have all the necessary phone numbers and information about the trip. This information and telephone contact numbers should be provided (usually as a laminated small card format) and carried at all times by all staff during the trip.

Should an emergency occur:

- establish the nature and extent of the emergency as quickly as possible;
- summon the appropriate emergency services;
- ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
- establish the names of any casualties and get immediate medical attention for them;
- if the **party is abroad, notify the British Embassy/Consulate and the local police;**
- ensure that children are accompanied to hospital or police station by a member of staff;
- ensure that children, although they may wish to reassure parents/carers, are not allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
- as soon as it is practical the children's mobile phones should be collected but left switched on. It is not intended to prevent parents/carers and children contacting each other; merely to try to ensure that incorrect and sensationalised information is not being disseminated. If incoming calls from parents/carers are received, children should be allowed to answer these under staff supervision. After children have

greeted parents/carers, staff should speak to them, quoting the statement below. The children should then be allowed in staff presence to complete the conversation without giving details of the incident.

*“An incident has occurred on the [*****] trip. Your child is not involved in the incident. He/She is unharmed and is not the subject of any disciplinary action. Further details will be given out by the Principal/ Nursery Manager when all facts are known”.*

- later, when the full details are known, supervised contact between children and their parents/carers can be made, using the procedure above;
- parents/carers of the child/children directly involved should be contacted as soon as full details are known. Full co- operation should be given if the parents/carers of those directly involved wish to travel to their child, provided that the child is in a place of safety and the emergency services allow;
- inform the emergency contact at academy/ nursery/ trust
- ensure no one in the party speaks to the media;
- do not give the name of any casualty – adult or child involved to the media;
- all media enquiries should be answered by: *“any statement will be issued by the Principal/ Nursery Manager/ MTD in due time”*;
- collect details of the incident to pass on to the establishment, which should include: nature, date and time of incident; location of incident; names of casualties- adults and children- and details of their injuries; names of others involved but not casualties so that their parents/carers and the next of kin of any adults, can be reassured; action taken so far, including where casualties have been taken and action yet to be taken and by whom;
- write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible;
- liaise with the representative of the tour operator if one is being used;
- ensure no one in the party discusses the incident or legal liability with anyone outside the party;
- report the incident using appropriate forms, if necessary.

The emergency contact’s main responsibilities are to ensure that the Party Leader is in control of the situation, establish if any assistance is required from other sources and if necessary arrange for a senior member of staff to go out to take control or assist, contact parents/carers if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

22. Information to be left at the Academy/Primary/Nursery

See the list IN BOLD TEXT in Appendix 1- Information Required Before The Trip Departs.

23. General advice

The smooth running and general happiness of the party and its leaders will be greatly helped by adherence to the following general points. While these may not appear to be directly linked with safety, poor organisation in these aspects can quickly lead to accident or injury.

- Maintenance of agreed standards of behaviour when the party is travelling, often for long periods in confined spaces. Good food, adequate halts and keeping hydrated are essential.
- Maintenance of good order in hotel/hostel accommodation and awareness of emergency evacuation procedures. A sensible checking routine is needed, dependent on daily/evening activities. This can be effective without being onerous.
- Brief party about avoiding general public including involvement/conflict with other school groups nearby. Not always possible but desirable.

- When attending academy/ nursery events and trips including residential visits either in this country or aboard, employees are considered to be working and so the consumption of alcohol is not permitted. Inappropriate behaviour at events and on trips may result in disciplinary action.
- Minor crime - ranging from shoplifting to stuffing of coin in slot machines with inappropriate foreign currency, to smuggling goods and illegal articles. Be aware of the possibilities and sensitive to signs of problems. Encourage all children to be careful with property.
- Where group activities are involved - sensible choice of individuals in the group with clear instructions and emergency routine/phone number for all times.
- The Party Leader should specify a minimum group size for their party in any free time.
- Children in a group should be told to keep together and should inform staff of their names, where they are going and their time of return. They should be told the boundary within which they can move around. Clear instructions and emergency contact numbers, if applicable should be given.

24. Further Information

Further information can be sought from the Principal/ Nursery Manager.

25. Related Policies

This policy should be read in conjunction with:

Code of Conduct

First Aid Policy

Charging and Remission policy

Supporting Children with Medical Conditions policy

Information Required Before the Trip Departs

This information required by the Principal at least TWO WEEKS before the trip departs

Copies of items in BOLD must be left with the Principal, Deputy Principal DSL, Reception and any Emergency Contacts

- 1. Trip Itinerary and Travel Details**
- 2. List of Children's Names and their Forms**
- 3. Contact Telephone Number for the Party Leader**
- 4. List of Names of Staff (and other adults) on the trip and any Telephone Contact Numbers**
- 5. List of children's Home/Emergency Telephone Contact Numbers**
(in the form of a "Telephone Tree" for trips with over 15 children)
- 6. List of Telephone Numbers of Emergency Contacts** (e.g The Principal, DSL and Reception)
- 7. Name, Address and Telephone Number of Accommodation**
- 8. Name and Telephone Number of the Tour Operator(s)**
- 9. Name and Telephone Number of the Transport Provider**
- 10. Name of the Insurers and Certificate Number**
11. List of medical and dietary needs of children and staff
12. Risk Assessments for travel, accommodation, activities etc
13. Copy of all literature sent to parents/carers (see below for Consent Form requirements)
14. List of telephone numbers of 'Emergency Contacts' being used
15. Details of Emergency Procedures
16. Confirmation of DBS checks for adults not employed by EFAT e.g. supervisors, drivers, reps, instructors
17. Details of arrangements for emergency payments and the security of these funds
18. A copy of a Parents'/Carers' Brochure (if one is produced)
19. A copy of a Staff Information Pack (if one is produced)
20. A copy of the Rules of Behaviour for Children going on the trip (if one is produced)

A list of children's names and their Forms/ Year Group should be sent to the DSL and Head of Year or Principal as soon as possible

A list of children's names and their Forms/ Year Groups should be given to the relevant Head of Year and DSL or Principal, if registration will be missed

A list of children's names and their Forms/ Year Groups should be sent to the Catering Supervisor if lunch will be missed

ALL CHILDREN'S INFORMATION MUST BE SHREDDED AFTER THE TRIP

A TRIP RECONCILIATION FORM MUST BE COMPLETED AFTER THE TRIP RETURNS

Academy/ Nursery -amend as appropriate

Academy/ Nursery Logo

Parent/Carer Consent to a Trip & Child Details Form

Name of Trip _____ Dates of Trip _____

Child's Surname: _____ Forenames: _____

Current **Form**: _____ Date of Birth: ____/____/____ Age on departure: ____/____

Address: _____ Post Code: _____

Contact Phone Numbers

Daytime: _____

Evening: _____

Mobile: _____

[Relationship; _____]

Mobile: _____

[Relationship; _____]

Other: _____

[Relationship; _____]

Passport Details

Passport Number: _____

Expiry Date: _____

Place of issue: _____

Nationality: _____

Special Dietary Requirements - Please specify (especially allergies)

--

Medical Details

Doctor's Name: _____ Address of Practice: _____ Practice telephone number: _____

National Health Service Number: _____ Date of last tetanus injection: _____ EHIC no. _____**Medical Conditions** - Please list any medical conditions or allergies we should be aware of.

Medication- please list any medications/ inhalers etc being taken

--

Any other relevant information we should be aware of

--

Parent/ Carer Consent

I agree to my child, named above, attending the trip provided by- name of academy/ nursery.

I give my consent for the accompanying staff on the trip to arrange for any necessary hospital treatment, first aid or the administration of treatment for minor ailments.

I give my consent to all emergency or other medical or dental treatments, including examinations, inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and well-being of my son/daughter.

I give my consent for my child to travel in vehicles as directed by the staff in charge.

I shall notify the party leader of any changes to this Information before departure.

Signed: _____ Date: _____

Relationship to the child: _____

Parent/Carer Consent Form for Activities on a Trip

Nothing in this form excludes the legal rights of the child or those with parental responsibility in the event of negligence by the academy/ nursery causing personal injury or death.

Activities

Would you please read the information below so that we are sure that you are aware of the activities planned for the XXXXXX Trip and that your child has your permission for these activities now that the itinerary has been finalised.

I agree to my child taking part in the activities below *[please delete those that you do not wish him/her to do]*

Swimming in the Hotel swimming pool* with the permission and presence of academy/ nursery staff

Participate in beach activities on the beach trips* with the permission and presence of academy/ nursery staff

Swimming and water activities* on the water park trip with the permission and presence of academy/ nursery staff and adhering to the rules of the park

Go on theme park rides, following the safety rules for the ride and any instructions from park staff and academy/nursery staff

*Subject to specific risk assessments

Health/Accidents/Illness

I certify that to the best of my knowledge and belief that my child is in good health and I am aware of no reason on medical grounds why my child should not be a member of the trip.

I give my consent for the accompanying academy/ nursery staff on the trip to arrange for any necessary hospital treatment, first aid or the administration of treatment for minor ailments.

I consent to all emergency or other medical or dental treatments, including examinations, inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and well being of my child.

I will indemnify academy/ nursery staff on the trip in regard of any expenses reasonably incurred in consequence of any accident to or illness of my child, where this is not covered by insurance in place for the trip.

Behaviour and Instruction

I have been informed of the behaviour expected of my child and certify that my child is expected to be well behaved and to follow instructions throughout the trip.

Remote Supervision and Down Times

I certify that my child is expected to follow the instructions given by members of academy staff during periods of remote supervision and down time.

Loss and Damage

I agree to pay for any damage which may be occasioned solely through the misconduct, misbehaviour or carelessness of my child to the person or property of any other party or parties.

I will not hold EFAT staff on the trip responsible for any loss of personal effects or money incurred by my child during such visit where reasonable steps have been taken to safeguard such effects and money.

I agree to pay the cost of my child being sent home if deemed necessary.

Name of Child _____

Signed [Parent/Carer] _____

Date _____

Please return the signed form to **XXXXX** as soon as possible.

Academy/ Nursery –amend/ delete as appropriate

Academy/ Nursery
Logo**Request for a Day Trip**

Please complete the following as fully as possible and send it, for authorisation to: Essa Academy- the Principal's PA -Sara Padaliya/ Essa Primary Academy- the Principal / Essa Nursery- the Nursery Manager

Leave blank any information that is not known at present. The request will be considered, signed and returned when a decision has been made and a copy kept on file. Where choices are given, please CIRCLE the answer(s) that apply.

Name of Party Leader	
Title/Purpose of Trip	
Place(s) to be Visited	
Date of Trip	
Departure Time	
Return Time	
Transport to be used	Coach Minibus Minibus & Own Car Rail Walk Meet at Self Drive Driver Venue
Number of Children	
Year Group(s) Involved	
Cost per Child	
Total Number of Staff	
Names of Staff on Trip	
Has a similar trip taken place before?	Yes No

If any of the above information is unavailable at present, an updated copy of this form must be sent to The Principal / Nursery Manager before the trip departs via Evolve with all relevant sections completed.

If the request is made less than one week before the proposed date of the trip, the additional information listed below must accompany this request.

Additional Information required by Principal / Nursery Manager at least One Week before the trip departs. Copies of those **in bold** must be left with Principal/ Nursery Manager, DSL, Reception and Emergency Contacts.

- 1. Itinerary and Travel Details including the name and telephone number of transport provider**
- 2. List of Children's Names and their Forms/ Year Groups**
- 3. Contact number of Party Leader**
- 4. List of Names of Staff (and other adults) on the trip and any Telephone Contact Numbers for them -**
- 5. List of Children's Home/Emergency Telephone Contact Numbers if the trip goes outside the academy / nursery day in the form of a "Telephone Tree" for trips with over 15 children)**
- 6. List of Telephone Numbers of Emergency Contacts**
- 7. List of Medical and Dietary Needs of Children and Staff**

8. Risk Assessments
9. Copy of Literature sent to Parents/carers
10. Confirmation of CRB checks for adults not employed by Academy

A list of Children's Names and their Forms should be posted on EVOLVE as early as possible

A List of Children s Names and their Forms should be given to Head of Year if Registration will be missed

A List of Children's Names and their Forms should be sent to the Catering Supervisor if Lunch will be missed

ALL CHILDREN'S INFORMATION MUST BE SHREDDED AFTER THE TRIP

I have studied this request and I am satisfied with all the details outlined above. Approval for the trip is given, subject to the submission of the Additional Information listed above at least one week before the trip departs.

Signed: _____ (Principal/ Nursery Manager) Date: _____

Academy/ Nursery –amend/ delete as appropriate

Academy/ Nursery Logo

Request for a Residential Trip

Please complete the following as fully as possible and send it, for authorisation to: Essa Academy- the Principal's PA -Sara Padaliya/ Essa Primary Academy- the Principal.

Leave blank any information that is not known at present. The request will be considered, signed and returned when a decision has been made and a copy kept on file. Where choices are given, please CIRCLE the answer(s) that apply.

Name of Party Leader										
Title/Purpose of Trip										
Place(s) to be Visited										
Date of Departure						Time of Departure				
Meeting Place for Departure										
Date of Return						Time of Return				
Return Dispersal Place										
Transport to be used	Coach	Minibus Self Drive	Minibus & Driver	Own Car	Rail	Plane	Meet at Venue			
Number of Children										
Year Group(s) Involved	3	4	5	6	7	8	9	10	11	
Number of Academy Staff				Number of Other Supervisors						
Names of Academy Staff										
Names of Other Supervisors										
Party Leader's and Staffs' Experience of similar trips										
Cost per Child				Method of payment details for Parents/Carers						
Is Travel being arranged by a Travel Company				Name of Company						
Is Accommodation arranged by a Travel Company				Name of Company						
Bonding Arrangements	ABTA No	ATOL No	If other - give details							
Name of Insurance Provider										
Insurance Cover Provided										
Accommodation Address(es)										
Is an Inspection Visit possible?	Yes	No	Previous knowledge of Location?				Yes	No		

If any of the above information is unavailable at present, an updated copy of this form must be sent to The Principal, at least TWO WEEKS before the trip departs, with all relevant sections completed. PLEASE TURN OVER

ADDITIONAL INFORMATION required by the Principal at least TWO WEEKS before the trip departs

1. Trip Itinerary and Travel Details
2. List of Children's Names and their Forms/ Year Groups
3. Contact Telephone Number for the Party Leader
4. List of Names of Staff (and other adults) on the trip and any Telephone Contact Numbers
5. List of Children's Home/Emergency Telephone Contact Numbers
(in the form of a "Telephone Tree" for trips with over 15 children)
6. List of Telephone Numbers of Emergency Contacts
7. Name, Address and Telephone Number of Accommodation
8. Name and Telephone Number of the Tour Operator(s)
9. Name and Telephone Number of the Transport Provider
10. Name of the Insurers and Certificate Number
11. List of Medical and Dietary Needs of Children and Staff
12. Risk Assessments for travel, accommodation, activities etc.
13. Copy of all Literature sent to parents/carers (see below for Consent Form requirements)
14. List of Telephone Numbers of Emergency Contacts being used
15. Details of Emergency Procedures
16. Confirmation of CRB checks for adults not employed by Academy e.g. supervisors, drivers, reps, instructors
17. Details of arrangements for emergency payments and the security of these funds
18. A copy of a Parents/carers' Brochure (if one is produced)
19. A copy of a Staff Information Pack (if one is produced)
20. A copy of the Rules of Behaviour for Children (if one is produced)

Parents/carers should be asked to sign the consent form(s)- see Appendices 2 and 3- which

Allows Staff to administer first aid and medication

Allows staff to arrange emergency medical treatment and examinations

Gives permission for the student to take part in any activities being planned e.g. swimming, theme parks

Gives the rules of behaviour expected

Allows Staff to send home a child if deemed necessary and recoup any expenses involved

A List of Children' Names and their Forms/ Year Groups should be;

posted on EVOLVE as early as possible

given to Head of Year/ Principal if Registrations will be missed

sent to the Catering Supervisor if Academy Lunch will be missed

ALL STUDENT INFORMATION MUST BE SHREDDED AFTER THE TRIP

I have studied this request and I am satisfied with all the details outlined above. Approval for the trip is given, subject to the submission, at least two weeks before the date of the trip, of any missing information on this form and of the Additional Information required above.

Signed _____ (Principal)

Date _____