



Claremont Primary School

A hub of educational excellence and innovation,
supporting and valuing everyone

Educational Visits Policy

Responsible person	Domonic Coulson, Educational Visits Co-ordinator
Responsible governor	
Responsible governor team	T&L Committee
Date approved	Summer 2020 Addendum Autumn 2021
Date of next review	Summer 2022
Policy reference	Claremont (internal)

At Claremont we believe and recognise that the diversity of our community is one of our greatest strengths and assets. We are committed to ensuring that our pupils are treated fairly, and we have carefully considered and analysed the impact within this policy to promote equality of opportunity for all and we will use our position of influence as a school to work with all stakeholders to eliminate discriminatory barriers and ensure that our pupils have a sense of shared, common belonging and understanding

INTRODUCTION

Claremont Primary School has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to. Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at <http://www.kelsi.org.uk> then click to The Outdoor Education Unit for information.

AIMS AND PURPOSES OF EDUCATIONAL VISITS

- Claremont Primary School has a strong commitment to the added value of learning outside the school classroom, some of which takes place beyond the statutory school day and beyond the school premises. Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school as outlined on the School website.
- The Governing Body has given approval to the following types of activities being arranged in support of the educational aims of the school:
 - Out of hours clubs
 - School teams
 - Regular visits around the locality
 - Day visits for particular year groups
 - Residential visits
 - Adventurous activities, which might be classed as higher risk (see appendix 5 for the HSE definition)
 - Use of the school grounds
 - Sporting activities including swimming lessons
- These activities will be made available to children in many ways. School clubs will be arranged by the teacher or teaching partner running the club and other trips will be arranged by class teachers.
- For further information on the above please refer to the Outdoor Learning Policy appendices.

APPROVAL

See addendum.

EDUCATIONAL VISITS CO-ORDINATOR

- Domonic Coulson is the named Educational Visits Coordinator (EVC). The EVC will have received suitable training for the role.
- The EVC will ensure all appropriate staff have usernames and passwords for EVOLVE.
- The EVC will ensure all staff are aware of EVOLVE and when and how to use it.
- The Headteacher needs to approve any initial planned trips before they are shared with parents/carers.

GROUP LEADER

- There will be a named Group Leader (and where appropriate, deputy) on all visits.
- The Group Leader will ensure sufficient staff and helpers of the right experience are checked (DBS if appropriate) and briefed throughout the visit.
- The Group Leader will ensure that the staff/volunteers pupil ratio does not exceed the Local Authority recommendations.

- The Group Leader will ensure they have followed all the steps on the trip arrangement form, including costing the trip and completing an insurance form (see appendices)
- The Group Leader will ensure risk assessment and management including generic, site specific and ongoing are undertaken and recorded. Risk assessments and itineraries will be shared with all helpers.
- The Group leader will ensure that a copy of the signed risk assessment is put in the folder in the office.
- The Group Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- The Group Leader will ensure there is a qualified First Aider on the visit and that there are adequate first aid kits. They will also ensure that all medication is taken on the visit.
- The Group Leader will take the school mobile phone with them and is responsible for ensuring it is sufficiently charged.
- Group Leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents. An incident book should be taken on trips.
- The Group Leader will ensure that a member of the SLT is named as an emergency contact number for their trip.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools or Local Authority if using new venues.
- The group leader will ensure that any images taken on the trip adhere to the guidelines in the Image Use Policy and the Child Protection Policy, as well as the Acceptable Use of Technology Policy.

STAFFING

- The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school trip. Teachers and other staff are supported in this through CPD and peer to peer support.
- The school will ensure that appropriate screening is available for volunteer adults assisting in educational visits. Those volunteers assisting on a regular basis require a DBS and any other volunteers will not be left unattended with a group of children.

RATIOS

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below

are the adult to pupil ratios that our school recommends. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Reception classes - 1:4
- Years 1 – 3 - 1:6
- Years 4 – 6 - 1:12

RESIDENTIAL TRIPS

- In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request.

- Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form.
- The school will ensure that adults of each gender accompany the children on residential visits.
- The school will handle medical and dietary information confidentially and will follow GDPR procedures.

TRANSPORT

See addendum.

PARENTS/CARERS

- Parents/Carers will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.
- Parents/Carers will be asked to make payments, if required, through the school's online payment system.
- The school has a standard policy for charging and remissions which applies to all educational visits. See Appendices attached.
- Where appropriate for high risk, residential and foreign visits, meetings with parents will be arranged.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and arrange for collecting children in certain circumstances.
- For all offsite activities, parents/carers will be asked to complete a general consent form when their child starts at the school.
- For residential or high-risk activities, further consent is required from parents/carers.
- Parents/carers will be advised of the timetable of any offsite activity and will be informed by school comms if it is cancelled or there is any delay on the return of the children.

PUPILS

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

EMERGENCY PROCEDURES

- The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.
- In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

1. Wait so that the trip leader can re-trace their steps to locate the child
2. If a child has been left on the tube/train, they are to get off at the next station and wait
3. Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them
4. The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.
5. If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.
6. The trip leader will contact the police as soon as they deem it necessary. This will be relative to each situation. If it is deemed there is a significant risk, no time should be wasted, and the police will be called as soon as necessary, to ensure the child's safety is not compromised.
7. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.
8. When the situation has been resolved, the headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

CONCLUSION

Although part of health and safety policy, educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, outdoor learning, special needs, policies for inclusion and staff development.

APPENDICES INCLUDE

1. Blank Risk Assessment form
2. Letter signed if transporting children in a car
3. Sample Sporting Events letter
4. Checklist for organising a trip/activity/sporting event
5. Sporting events/transporting children – Office Procedures
6. Health and Safety Executive definition of Adventure Activities
Definition of Adventurous / Hazardous Activities

ADDENDUM TO SUPPORT THE EDUCATIONAL VISITS POLICY FOR FULL REVIEW MAY 2022

OFFSITE SPORTING EVENTS

General

- Local Area Visits are defined as 'offsite, non-adventurous sporting events' that take place within the designated Local Learning Area only.

Boundaries of Local Learning Area

- The boundaries of the *Local Learning Area* are defined as 'recognised sporting venues / schools within in the Tonbridge and West Kent Sport Partnership' in the towns of 'Tonbridge Wells and Tonbridge'.

Operating Procedure for Sporting Events in the Local Learning Area

- These sporting visits/activities:
 - must be recorded on EVOLVE via the 'Local Area Visit' module. In the comments section, the following must be logged:
 - The sports taking place (for the purpose of cross-checking against the Risk Assessment)
 - The method of transport (i.e., walking, parents transporting their own children, a mixture of parents transporting their own children and parents transporting children who are not their own).
 - require additional parental consent.
 - require an insurance declaration by parents if they are transporting children who they do not have parental responsibility for
 - require the KCC insurance document to be completed for each event (see insurance form attached).
- Significant issues and hazards are detailed in the Sporting Event Risk Assessment.
- The Sporting Event Risk Assessment will be reviewed annually in September, in advance of the first of the new academic year's sporting events.
- The risk assessment will only need to be updated in the event that a child with an IHCP (where additional risks need to be mitigated) is attending an event.
- Once on site, pupils will be supervised by the group leader at all times.
- The Event Leader will not leave the event site until all children have been picked up.

These are managed by a combination of the following:

- Only staff judged competent to supervise groups in this environment are approved.
- There will normally be a minimum of one member of staff in attendance. Ratios for sporting events are:
 - Reception – 1:4, 1:6, KS1 – 1:8 and KS2 – 1:12.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module).
- A mobile phone is taken with each group and the office have a note of the number.

Add Local Area Visit

Visit Name

Year 3/4 Rugby Final

Date:

26-09-2021

Leaving at

Returning at

13 : 00 - 16 : 00

Where are you going?

Hayesbrook Academy, Brook Street, Tonbridge, TN9 2PH

Number of Students

7

Staff member in charge

Domonic Coulson (EVC)

Comments

Sports: Rugby
Transport: Parents transporting their own children and other people's children

Cancel

Continue

APPROVAL

- Kent County Council has delegated the responsibility for the safe planning and management of educational visits, including adventurous and residential activities, to the Headteacher and Governing Body of the school or establishment.
- All visits and off-site activities are linked to the school aims and, where possible, planned and approved well in advance, giving at least two weeks' notice, in accordance with visit planning procedures.
- Claremont Primary School uses the EVOLVE online system for notification, approval and monitoring of visits. The Educational Visits Coordinator (EVC) and Headteacher can use EVOLVE to oversee, authorise and monitor sporting and educational visits. Where Local Authority approval is required (see below), the Outdoor Education Unit is automatically alerted to visits awaiting approval once the school has authorised them (see below).
- All visits are subject to EVC scrutiny, who has had the advanced notice and opportunity necessary to impart advice and guidance.
- Governors will be informed of all visits via a termly report.
- The Governing body have delegated the approval of non-adventurous / non-residential / non-oversees visits to the Headteacher and, in their absence, the Deputy Headteacher.
- Please see table below for the approval process for all types of educational visits.

Visit Type	Pre-approved as a Local Area Visit	EVC	Headteacher (delegated to the EVC)	Outdoor Education Unit via EVOLVE *	Chair of Governors **	Full Governing Body
<i>Offsite, non-adventurous sporting event (within the Local Learning Area)</i>	✓					
<i>Offsite, non-adventurous sporting event (outside of the Local Learning Area)</i>		✓	✓			
<i>Sporting event that includes an adventurous activity (see Appendix 6)</i>		✓	✓	✓	✓	
<i>Non-adventurous educational trip (UK, not residential)</i>		✓	✓			
<i>Educational trip that includes an adventurous activity (see Appendix 6)</i>		✓	✓	✓	✓	
<i>Residential trip which involves overnight stays</i>		✓	✓	✓		✓
<i>Educational day trip overseas</i>		✓	✓	✓		✓

** Ideally submitted through EVOLVE 6 weeks in advance of the event / trip*

*** or the Vice Chair of Governors in their absence.*

- Visits that are outside of the school grounds require:
 - an up-to-date risk assessment, signed by the headteacher and the hard copy stored in the office,
 - KCC trip insurance, and
 - a completed and approved submission to the Outdoor Education Unit's *Online Educational Visits Approval and Monitoring System - EVOLVE*.

TRANSPORT

Use of Mass Transit

- If the school is using hired transport (such as a coach), it is the school's responsibility to ensure staffing ratios on the coach are sufficient. The driver of the coach is not responsible for the behaviour of pupils. All coach companies will be asked for a current risk assessment, and only coaches with seat belts will be used where possible.
- If the school is using public transport, close supervision is required, and ratios should be carefully considered. Timetables etc should be considered well in advance with a back-up plan built into the Risk Assessment.

Private Car Use Category 1: The use of cars where parents are transporting children that are not their own to events that take place within the school day and where they collect the children and set off from the school site:

- Claremont Primary School has a legal duty of care in this situation, and we could be liable in the event of a claim following an incident. We must therefore ensure that any parents/carers taking children to an event, other than their own child, have completed and signed the 'Validation for Voluntary Vehicle Use' form, in the 'Transporting children' letter. DBS checks are not necessary unless a particular parent starts transporting children on a regular basis (once a fortnight or more often).
- The school is responsible for obtaining evidence.
- The office staff will carry out these checks and keep a record of them.
- The checks include:
 - the vehicle is safe. This means that it holds a valid MOT certificate.
 - Tax and MOT status can be checked at www.vehicleenquiry.service.gov.uk.
 - the driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements. Risk Assessment around any points on license will take place.
 - Driver licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check code (from www.gov.uk/view-driving-licence).
 - there is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover (policy dependent).
- When using private cars, it is advisable that the driver is not put in a position where they are alone with one child unless it is their own. The Event Leader should arrange a central dropping point for all children rather than individual home drops.
- Staff can only transport children in their car if they have the appropriate business insurance.
- If the driver is not an employee, they are engaged as a volunteer through the establishment's normal procedures.
- The school, through the 'Transporting children' letter, informs the volunteer driver their duty of care and any agreed responsibilities for supervision.
- Parents are informed about and agree the transport arrangements.
- Children under 135cm in height must be seated on a booster seat, whilst being transported or if parents are able to supply one for their child if this is their normal practice.
- The school will ensure that arrangements are made for any child(ren) whose parents are unable to make such arrangements, so that they are not disadvantaged or excluded.

Private Car Use Category 2: The use of cars for events that do not take place within the school day and where children are not 'picked up' from school:

- In this instance, parents will be asked to make their own arrangements for transport and the school will facilitate the sharing of contact information (with the agreement of the parents) so that they may arrange transport.
- In this case, the school will make it clear that it will **not** be involved in making these arrangements and will **not** have any responsibility for them.
- The school will need to obtain information regarding the adult picking up each child, and the Event Leader **will** need to take this information with them to the event.
- The school will ensure that arrangements are made for any child(ren) whose parents are unable to make such arrangements, so that they are not disadvantaged or excluded. In this situation, for that transporting volunteer only, they would fall under the first category and all the above conditions would need to be met. If volunteer transport could not be arranged and a member of staff could not transport said child(ren), then please refer to the 'Charging & Remissions Policy' for guidance around transport costs.

*Damonic Coulson, acting Educational Visits Co-ordinator
3rd November 2021*

APPENDIX 1: BLANK RISK ASSESSMENT FORM

KCC CHILDREN FAMILIES AND EDUCATION xxx Risk Assessment

Topic/Activity/Operation: xxx

Name of Establishment/School: <b style="text-align: center;">Claremont Primary School	
Risk assessment completed by: xxx Sign here only after giving consideration to additional control measures.	Signed: Date:
Head of establishment: xxx Sign here only after agreeing control measures and action points.	Signed: Date:
Review Date: xxx	

Please bring this assessment to the attention of all relevant staff, safety representatives and others who assist in your activities.

Risk Rating: (LIKELIHOOD)	OUTCOME:		
	Insignificant Injury	Significant Injury	Major Injury
Unlikely	Trivial Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

Risk Level:	Action and Timescales:
Trivial	No action required and no documentary records are required
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
Medium	Risk reduction measures should be implemented within a defined period.
High	Give priority to removing or reducing the risk urgent action should be taken.
STOP	'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.

GENERAL GUIDANCE

- For all hazards, follow the procedures detailed in the **Educational Visits Policy May 2020**

PREPARATION IN ADVANCE OF TRIP, VISIT OR ACTIVITY

- Establish a checklist and time scale to cover all aspects of the visit, to include pre-visit to the site (if possible); consent and approval forms from parents; meetings about travel arrangements, meals, accommodation, activities, equipment and clothing, responsibilities and supervision, finance, insurance, first aid, individual needs, emergency procedures.
- The number of adults accompanying the visit will be dependent upon the age of the pupils, the activity and the environment, the number of pupils involved, the means of transport and the individual/special needs of the pupils concerned.
- Arrangements must be in place for care in cases of accidents, illness or inability to participate in the intended programme and when additional supervision might be required.
- First Aid Kits which accompany the party should be appropriate for the circumstances in which they may be used but have a minimum contents list. Disposable gloves should be provided and plastic disposable bags for first aid dressings. All contents should be checked regularly.

PUPIL WELFARE

- Ratios adhered to (as per the Offsite Sporting Events section of the Educational Visit Policy)
 - Reception – 1:4, 1:6, KS1 – 1:8 and KS2 – 1:12.
- Parents/guardians/carers informed of itinerary and timing.

WHEN USING PUBLIC TOILETS

- Group leader check for hazards
- Group leader to stay as near as possible

Send pupils in groups between 2-5 with respective male/female adult leaders supervising children in public toilets

WALKING / TRAVELLING BY FOOT

Before

- Route and crossing points identified beforehand.
- Map to be used is route is unfamiliar to any of the group leaders.
- Students briefed about risks and rules.

During

- No running.
- No talking when crossing roads and listen to group leader.
- Pupils (and adults) respond to instructions immediately.
- Pupils walk as a crocodile in pairs with adult group leader alongside (if pavement wide enough) or at head of group.
- Supervising adult at the front to alert others to potential hazards or obstacles.
- Adult finds pre-determined safe crossing point along road where there is good, clear visibility in both directions. If this is no longer viable, a suitable one is to be identified and risk assessed.
- Follow crossing road procedure, which is as follows:

- Consent slip to be obtained relating to trip and administration of medical treatment.
 - Party leader responsible for carrying consent slips.
 - Group leaders should be able to contact party leader at all times using mobile phones.
 - Arrangements for delivery and pick up of pupils by parents/carers established.
 - Mobile phones to be taken and contact numbers left with school for emergencies.
 - Trip leader has emergency phone numbers in case of contact out of school hours.
 - If pupil is unwell, one adult should care for them having arranged with trip leader that other pupils are to be supervised by another adult supervisor.
 - Register to be taken before commencement of trip.
 - Regular head counts to be taken during journey stages.
 - Ensure suitable meeting point is arranged for each different location.
 - School uniform should be worn for identification purposes unless it is unsuitable.
 - If pupil does become separated from group, he/she must seek assistance by reporting to nearest other group leader from the school party or security official until re-joining original group.
- If there is a pedestrian crossing nearby, this must be used.
 - If there is not one, all child to curb cross, at a safe point on the road with sufficient visibility in both directions. All children in a line, one step back from the curb with a member of staff at each end. With the children remaining on the curb, the staff step out into the road when it is safe (one at each end), stopping traffic if necessary. If the road is clear or traffic has stopped, once deemed safe by the lead teacher, they will instruct children to cross to the other side walking.
 - **Crocodile crossing should only be used under specific circumstances where there is no pedestrian crossing and curb crossing would be deemed unsafe. In this instance, detail this as a separate High risk below.**

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you doing already?	Current Risk Level	Step 4 Is anything further needed? By Whom and By When?	Step 5 Date further action(s) was/were completed Date of next Review	New Risk Level
		•				

APPENDIX 2: LETTER SIGNED IF TRANSPORTING CHILDREN IN A PRIVATE CAR

Claremont Primary School



Mrs Candi Roberts, BA (Hons)
NPQH

Banner Farm Road
Tunbridge Wells
Kent TN2 5EB

Tel: 01892 531395
admin@claremont.kent.sch.uk
www.claremont.kent.sch.uk

Dear Parent/Carer

Thank you for offering to use your own vehicle to assist us in transporting pupils from the school to local venues.

In order to fulfil our obligations under Health and Safety law I would be grateful if you could:

- complete and sign the attached form
- provide a copy of your valid insurance policy with business cover for the vehicle in which you intend to transport children
- provide the print out of the Driving Summary to share your driving licence information with us.
 - Please go to [View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
 - enter your driving licence number, National Insurance Number, postcode.
 - Go to 'Get your check code' tab and click 'Get a code'. Underneath your code will be an opportunity to print or save your driving summary.

Please be aware that we are also required to check that the vehicle you intend to transport children in has a valid MOT certificate if it is over three years old.

Yours sincerely

Mrs Candi Roberts
Headteacher

To Headteacher

Validation for Voluntary Vehicle Use

For the use of staff, parents and other volunteers' private vehicles

Make and Model of Vehicle	Registration Number

For office use only – Evidence of the following has been obtained:

- A current and valid insurance policy with business cover for the vehicle in which they intend to transport children/young people (*copy retained*).
- The authorisation code shared from GOV.UK's "View or share your driving licence information" service.
- Evidence that the volunteer driver's licence is valid and the driver is suitable, using the GOV.UK's "Check someone's driving licence information".
- Evidence that the vehicle is in roadworthy condition (with Vehicle Tax and a valid MOT), using GOV.UK's "Check the MOT history of a vehicle" service.

Declarations:

- I understand that I am not covered under the above establishment's insurance for the use of my vehicle.
- I will drive in accordance with The Highway Code.
- I will ensure that each young person travels using a recognised seat and will wear a seatbelt at all time.

Under the terms of the Data Protection Act 1998 we must inform you of the following:

By signing this form you are giving your consent to Kent County Council to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in Kent County Council in accordance with relevant legislation. This may involve sharing of information you provide with local regulatory bodies

Signed: _____ Date: _____

Print Name (in capitals) _____

APPENDIX 3: SAMPLE SPORTING EVENTS LETTER

Claremont Primary School



Mrs Candi Roberts, BA (Hons)
NPQH
Banner Farm Road
Tunbridge Wells
Kent TN2 5EB
Tel: 01892 531395
admin@claremont.kent.sch.uk
www.claremont.kent.sch.uk

DATE

Dear Parents,

We would like to invite your child to a **name of event** on **date** at **venue** between **times**. The teacher who will be attending the event will be **xxx**. Your child will need to be collected from **venue** at **end time**. If you have arranged pick up with another parent, that is fine but please let me know below.

Since this event takes place off site, we are asking for help to transport the children to the event. Please could you indicate on the return slip below if you are able to provide transport, and complete the '**Transporting Children**' form (available on the school website) if you have not completed one this academic year. If you can help with transport, please be at **Claremont for a time departure**.

As part of the school's Acceptable Use of Technology policy, we ask parents not to take photos of **any** children.

Please can you also ensure that your child comes to school with their booster seat if they are less than 135cm tall so we can transport them safely in line with the government's requirements.

Please ensure your child has their school PE kit and trainers along with a filled water bottle and snack.

Please complete the form below and return to me ASAP. If I do not have your reply by **xxx**, I will have to offer the opportunity to another child.

Many thanks,

Mr Hume

My child **can/can't** attend the **event** on **date** (delete as appropriate).

Child's Name: _____ Class: _____

- I can help transport the children from Claremont to **venue**
 - If yes, I can transport a total of ___ children **including** my own child, and give permission for the school to check my insurance, driving licence, Vehicle Tax and MOT as per the '**Transporting Children**' form.
- I agree to my child being transported by another parent.

My child will be collected from the event by _____

- In the event that I help at this activity, I agree to abide by the school's Acceptable Use of Technology policy and not take photos of any children.

Signed: _____ Name: _____

Emergency contact number: _____

APPENDIX 4: CHECKLIST FOR ORGANISING A TRIP/ACTIVITY/SPORTING EVENT

CHECKLIST FOR ORGANISING A TRIP/ACTIVITY/SPORTING EVENT.

Please ensure that the below are done according to the following timeframe:

A – 1 month or more before the event.

B – 2-4 weeks before the event.

C – 2 weeks before the event.

D – 1 week before the event.

E – on the day.

Timing	To do	Completed
A	Check and put in diary	
A	Complete <i>transport booking form</i> (if necessary) – Jodi to get quotes and make bookings.	
A	Complete <i>trip costings form</i> – return to Diana .	
B	If you are using coach or train Complete <i>School Journey KCC Insurance form</i> – return to Diana . You must ensure coach companies have a Risk Assessment. Coaches must have seat belts. If you are walking you will need to complete a <i>Claremont Insurance form</i> – return to Diana . If parents are transporting , they will have cover through their <i>own car insurance</i> . You must ensure that they have a up to date and valid MOT, insurance and driving licence. Other schools and most other venues will have their own insurance cover for when you are there.	
B	Produce letter to parents - check with Jodi for pro forma/correct headed paper. And see over for points to include. Letter for Sporting Events to go out 3 weeks in advance.	
B	Paper copies of letter to Steph and Diana : Email Office to inform kitchen if children are to be out over lunchtime – admin@claremont.kent.sch.uk Diana to add payment onto Schoolgateway if necessary.	
B	Electronic copy to Jodi : Jodi to send out ALL LETTERS via Schoolcomms and add to website. Paper copy to go home with children (if appropriate).	
B	Complete paper <i>Risk Assessment form</i> for Candi to sign.	
B	Please see AHT re submitting your trip/activity information to KCC via Evolve – local area trips and events may not need one.	
B	Arrange for TPs to work all day as necessary.	
B	Ensure there is a member of staff accompanying the trip or activity who is a qualified first aider.	
B	Sporting events – make a register of children attending, together with transport and lift arrangements. Save on Sharepoint and send link to Steph and Jodi. Steph and Jodi to do driver/vehicle checks and will confirm with you once checks are complete	

C	Inform PE coordinator – so they can inform outside sports teachers, swimming lessons etc.	
C	Inform SENCo – so they can inform outside agencies, counsellor, Skinners Boys etc.	
C	Inform ALL staff (including the office!) of any changes to room bookings (hall, arts suite etc).	
C	Inform volunteers/chess teachers/work experience/ ukulele teacher/ etc.	
D	Ensure that there are sufficient adults accompanying trip. This will depend on the type of activity undertaken, risks assessed and age and maturity of the children.	
D	Check medical needs of any children in the group (information in the office) and ensure any required medication is taken on the activity.	
D	If you are using parent transportation, ensure you know which children are under 135cm & will need a booster seat. Ask class teachers to measure heights and let you know.	
D	If you have parent volunteers, check with the office which ones have a DBS check.	
D	If you are using parent transportation, send out transportation arrangements to parents via school office and include the school mobile number. Request that booster seats are brought into the office on the day by parents if their children requires one.	
E	On the day, ensure you have: <ul style="list-style-type: none"> • Medication and first aid kit • Booster seats (spares in resources room) • Contact phone numbers for parents • School mobile – switched on and accessible • List of volunteer parents with a DBS • Teacher transports children with medical needs in their own car if covered by business insurance. • Teacher in charge supervises toilet visits. • If walking, take high vis vests for adults. • If walking, only school staff to stop traffic or supervise road crossings, not parents. 	

Please see the attached sample letters for a sample for sporting events. The office can send this to you via email. When you are writing the letters please consider the following:

- Date, timings and venue.
- Departure times from school if parents are being asked to help with transport/walking.
- Departure times from venue if parents are being asked to help with transport/walking.
- Return time to school.
- Arrangements for lunch/is a packed lunch required?
- Are booster seats required if parents are transporting?
- If payment is required, please include the following statement:

The cost of the event is £XXX per child. Please would you pay your voluntary contribution to help cover these charges via the online payments system, Schoolgateway by **XXX**. Anyone experiencing difficulties meeting the payment should contact the Headteacher so that arrangements can be made to assist.

Reply Slip - Please consider include the following:

Consent for their child to be transported by another parent (if appropriate)

Are parents likely to stay at the event?

APPENDIX 5: SPORTING EVENTS/TRANSPORTING CHILDREN – OFFICE PROCEDURES

3 weeks before event

- 1) Sporting event letter to go to parents at least 3 weeks prior to the event with 1 week deadline to return slip

2 weeks before event

- 2) Slips to be returned to the teacher organising the event, normally Oli, Jack or Hannah
- 3) Teacher organising event to put together spreadsheet on the Shared Drive under PE, Sporting Events showing:
 - Children attending event
 - Parents transporting children
 - Allocation of children to parents for lifts
 - Column at end of spreadsheet stating 'Transport Checks completed' (this will then be completed by office once done)
- 4) Once this spreadsheet is completed, teacher to inform Jodi and Steph so transport checks can be completed (this must be at least 2 weeks before the event)
- 5) Office will then check names of parents offering transport against the information held on the Transportation spreadsheet to check what information is required from the parent. This spreadsheet can be found on Sharepoint under PE, Parent Transport
- 6) Office will email parents for any outstanding information required i.e transport form, car insurance documents, Driving licence summary
- 7) Once all parent drivers have been confirmed the office will email the teacher organising the event to let them know all is ok or whether there are any issues

1 week before event

- 8) Once all has been confirmed, the teacher will put together an email to all parents with the arrangements for the event and the office will send this out
- 9) Office will set up group on Invenry system so children can be signed out easily on the day by the teacher

APPENDIX 6: ADVENTUROUS ACTIVITIES DEFINITION

Please see the below for full guidance: <http://www.national-library.info/download.asp?fileid=1637>

Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 The Activity Centres (Young Persons' Safety) Act 1995

Definition of adventure activity, as defined by Regulation 2

“adventure activity” means caving, climbing, trekking or watersports;

“caving” means the exploration of underground passages (other than those principally used as show-places open to the public) –

- (a) in parts of mines which are no longer worked; or
- (b) in natural caves where the exploration of those passages requires, in order to be carried out safely, the use of rock climbing or diving equipment or the application of special skills or techniques;

“climbing” means climbing, traversing, abseiling or scrambling over natural terrain or outdoor man-made structures (other than structures designed for such activities) which requires, in order to be carried out safely, the use of equipment for, or the application of special skills or techniques in, rock climbing or ice climbing;

“trekking” means journeying on foot, horse or pedal cycle or ski-ing over terrain –

- (a) which is moorland or more than 600 metres above sea level; and
 - (b) from which it would take more than 30 minutes travelling time to reach any accessible road or refuge;
- but does not include ski-ing on a prepared and marked-out ski-run which is patrolled by persons engaged to assist in cases of injury;

“watersports” means the use on specified waters of –

- (a) canoes, kayaks or similar craft propelled or steered by paddles held in the hand (but excluding rowing-boats propelled or steered by oars);
- (b) rafts (including those which are inflatable or which are improvised from various materials but excluding those propelled by means of a motor or towed by a motor-boat); or
- (c) sailing boats, windsurfers, sailing dinghies or other craft whose principal means of propulsion is the wind but excluding craft the construction, equipment and use of which is subject to a requirement for a certificate issued pursuant to the Merchant Shipping Act 1995(c) or any regulation or order made thereunder;

APPENDIX 7: ACTIVITIES DEFINED AS ADVENTUROUS / HAZARDOUS BY THE LA, REQUIRING GOVERNOR AND LA APPROVAL, AND THOSE DEFINED AS NON-ADVENTUROUS

Adventurous Activities

- Abseiling
- Angling
- Archery
- Assault Courses
- Ballooning
- Beach Activities - below High Water Mark
- Bungee Jumping
- Camping
- Canal Boating
- Canoeing (and Kayaking)
- Caving
- Climbing - Outdoors and Indoors
- Cycling (other than Bikeability)
- Expeditions (UK and Overseas)
- Fieldwork - in/by water
- Flying - other than with a Commercial Company
- Gliding
- High Ropes Courses
- Hill Walking
- Horse Riding
- Initiative Courses
- Land Yachting
- Low Ropes Courses
- Motor Sports
- Mountain Biking
- Mountaineering
- Paintballing
- Parachuting
- Paragliding
- Pony Trekking
- Potholing
- Power Boating
- Rafting
- Sailing (Dinghy and Yachting)
- Shooting
- Skiing (including Snow Blading)
- Snowboarding
- Sub Aqua/Snorkelling
- Surfing
- Swimming - other than at public pool
- Theme Parks
- Water Skiing
- Windsurfing

Non-Adventurous Activities

- Ice Skating
- BMX and Skateboarding
- Parkour and Free-running
- Trampolining