



Educational Visits Policy	
Policy Owner	Head and EVC
Version	2026.1
Effective from	1 st September 2026
Review Date	1 st September 2027

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

Austin Friars is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Educational Visits Policy 2026-27

This policy is the responsibility of the Headmaster supported by the Educational Visits Coordinator and will be reviewed annually.

Introduction

Educational visits and trips offer the pupils an invaluable experience, be that to further develop the curriculum as it delivered in the classroom or to encourage community/ team spirit or enhance leadership/ activity skills or simply to experience a different culture. All of these have the potential to be life enhancing experiences.

'The world is book and those who do not travel read only one page'

St Augustine

However, it is the responsibility of the school to see that when 'on trips' and away from the controlled environment of the school, great care and control are exercised.

The leader of a trip has duty of care and responsibility for safe supervision and management of the visit and should be aware of the obligation that this places on them. If an accident should happen, a Court may enquire whether negligence can be proven. It is therefore essential that these guidelines are adhered to.

Types of Trip

The DfE (and OEAP) - states that there are two types of trips;

1. Standard or Routine visits – i.e. 'lessons in a different classroom' or sporting fixtures
2. Enhanced/ Other visits – the difference being that these are happening at a greater distance, constitute a different activity, more unusual location or need staff with specialist skills.

For trips with hazardous activities, staff members need to be appropriately qualified or the trip organiser needs to ensure that the provider is licenced to (and has a licence number) provide the activity i.e. have the appropriate industry standard awards (e.g. AALR for caving, climbing, trekking, skiing or water sports or the LOTC Quality Badge – Learning OUTSIDE THE Classroom for other activities).

This policy applies to all the trips above and any off-site activity.

The Educational Visits Coordinator will:

- support the Head Teacher in the process of approving visits
- ensure, as far as possible, that visits are spread through different age groups and the school year
- advise staff involved with planning and organising trips
- check parental consent forms
- keep records of previous visits, including details of accidents and incidents

Parental Consent

Visit Leaders must ensure they have the relevant parental consent, for both attending the trip and being charged, for the category of trip. Students are not allowed to attend offsite visits without this.

For a pupil aged 18 or over, references in this policy and associated forms to "parental consent" will normally mean the adult pupil's own consent. Where appropriate and lawful, parents or another nominated person may continue to receive information or provide support, but this will not replace

the adult pupil's decision-making rights. If another adult, such as a parent is paying for the trip, then this permission will be sort.

Charging for visits

Members of staff collecting payments for any event/trip should inform the Finance Office PRIOR TO any monies being received. In addition, a copy of any letter sent out to parents requesting payments should be forwarded to the Finance Office as soon as it has been authorised by the Headmaster (or Line Manager).

Staff should not take any money for the trip personally. The school office/Finance Office will accept money directly from students and issue a receipt on request. The school office/Finance Office will keep a list of students' names to keep track of who has paid. Parents should be informed of the costs of the visit and any arrangements and deadlines for paying.

Pupils over the age of 18

The School recognises that some enrolled pupils may be aged 18 or over at the time of an educational visit, trip, fixture or residential activity. Although these pupils are legal adults, they remain enrolled pupils of Austin Friars and continue to be subject to the School's safeguarding, behaviour, attendance, supervision, medical, online-safety and welfare arrangements throughout the visit.

The statutory child-protection framework, including Keeping Children Safe in Education, applies to children under the age of 18. Nevertheless, the School applies equivalent standards of safeguarding vigilance and pastoral oversight to all enrolled pupils. Where a concern relates to an adult pupil, the Designated Safeguarding Lead will determine the appropriate response, including whether advice or referral is required from adult safeguarding services, health services, the police or another relevant agency.

The presence of an adult pupil must be identified during the initial planning and approval of the visit. Form A, Form B and the visit-specific risk assessment must record:

- the names and ages of any pupils who will be 18 or over during any part of the visit;
- the arrangements for consent, emergency contact and receipt of information;
- relevant medical, healthcare, medication and accessibility arrangements;
- supervision, attendance, signing-in and signing-out procedures;
- arrangements during journeys, free time, remote supervision and periods away from the main group;
- sleeping, washing, changing and toilet arrangements;
- safeguarding risks arising from interaction between adult pupils and pupils under 18;
- any individual SEND, disability, communication, mental-health or capacity-related needs;
- insurance and provider requirements; and
- the action to be taken if the adult pupil is missing, unwell, injured, involved in an incident or alleged to have placed a younger pupil at risk.

Adult pupils will normally provide their own consent to participate in a visit and to the processing and sharing of their medical and personal information. They will be asked to nominate an emergency contact and specify the persons with whom routine information may be shared. The School may seek parental acknowledgement where this is appropriate and lawful, but parental consent will not replace the consent of an adult pupil.

The School may share information without consent where there is a lawful basis to do so, including where this is necessary and proportionate to protect the adult pupil or another person from harm, respond to a medical emergency, comply with a legal obligation, prevent or detect crime, or protect vital interests. Decisions and the reasons for them will be recorded.

Adult pupils are ordinarily responsible for decisions concerning their own medical treatment and healthcare information. The School will seek their consent for non-emergency treatment, healthcare referrals and the sharing of medical information. Staff will support the pupil to understand relevant information and communicate their decision. School staff will not undertake a formal capacity assessment beyond their competence and will seek professional advice where necessary.

In an emergency, staff will obtain urgent medical assistance and may share relevant information where necessary to protect life or prevent serious harm.

Adult pupils remain subject to all School rules and visit instructions. Being legally entitled to purchase alcohol, tobacco or other age-restricted products does not permit their possession, purchase, supply or use during a School visit where prohibited by School policy. Adult pupils must not purchase or obtain age-restricted items on behalf of younger pupils.

Adult pupils will not be counted as members of staff, designated supervisors or responsible adults. They must not be given sole responsibility for supervising, transporting, caring for or administering medication to younger pupils. Any pupil leadership, mentoring or buddying arrangement must remain under appropriate staff oversight.

Pupils aged 18 or over will not routinely share sleeping accommodation with a pupil under 18 and not with the opposite sex. Any exceptional arrangement must be individually risk assessed and approved in advance by the DSL and EVC, taking account of age, maturity, SEND, vulnerability, privacy, relationships within the group and the views of those concerned. The arrangement must not compromise the safety, privacy or dignity of any pupil.

Adult pupils will remain within the visit's established supervision and accountability arrangements. They may only leave the group, venue or accommodation where this has been expressly authorised within the visit plan. Adult status does not create an automatic entitlement to independent travel, unsupervised free time, alcohol consumption or different curfew arrangements.

Any safeguarding concern involving an adult pupil and a child must be reported immediately to the DSL. The needs and safety of the child will be considered under the School's child-protection procedures. The adult pupil's welfare, rights and support needs will be considered separately, and police, adult safeguarding or other agencies will be consulted where appropriate.

The EVC and Visit Leader will review the arrangements with the DSL where an adult pupil has SEND, an EHCP, a medical condition, identified vulnerability or other needs that may affect the visit. Reasonable adjustments will be made where required, without compromising the safety or welfare of the pupil or others.

The School's insurance includes enrolled pupils aged 18 or over and covers the proposed activities, transport and accommodation.

Adults accompanying trips

Any adult accompanying a trip, who could therefore have unsupervised contact with a pupil, *will* be formally screened (*as a volunteer on the DBS*). Consequently, sufficient time should be allocated to

permit this process to happen (minimum 8 weeks). If the adult does not undertake the check, or the results of the check are unsatisfactory that adult MUST NOT accompany the trip.

Where one of the adults accompanying the trip is a parent, they should not be included in the supervision ratio, as their personal involvement might compromise the safety and supervision of others.

If it is a 'mixed gender' trip, then it is desirable, but not essential, to have both male and female adults accompanying the trip (especially if it is an overnight visit). The leader of the trip should discuss this with the EVC.

Teachers on school-led visits are acting in the course of their employment, whether the visit takes place within normal hours or outside those hours. They must be aware of the exact professional expectations on them (including the consumption of alcohol and smoking), as per the School Staff code of conduct.

Insurance

The school insurance policy should cover most trips, but it is the trip leader's responsibility to check with the Bursar/Assistant Bursar that this is the case (currently only necessary for those activities which would not normally be considered 'usual' for a school visit). Also, for overseas trips, details of the excess and limit of value for personal possessions should be checked prior to the trip, so they can be passed on to parents at the meeting.

The trip leader should carry details of the Schools insurance policy with them on an overseas trip.

Note: for those overseas trips where flight tickets are obtained directly from the airline, a credit card should be used for purchase in case of any ongoing difficulties with the airline, such as the company ceasing to trade.

Relevant Forms and Risk Assessments

The following are the key documents required to support a trip:

Form A - Application for the initial approval (including costs) and notification of any newly proposed Educational Visits

Form B - Application for the final approval and notification of Educational Visits, including risk assessments (submitted no later than 2 weeks prior to departure)

Educational Visits Pupil Consent Form 2026-27 – required for all overnight trips and day trips including hazardous activities.

Form C - Generic Letter/reply slip to parents detailing exact details of a day trip, any cost incurred, how it will be charged. Where there is a cost, or the trip extends beyond the timings of the normal School day, this letter/reply slip MUST be secured. Any 'free time' given to students must be clearly stated in the form to parents.

Risk Assessment – Risk assessments are an important aspect of any trip, although clearly the nature of the risk will vary considerably with each visit. Whilst 'the activity' must be risk assessed, any 'free time' given to pupils (senior school) must also be detailed and measures put in place for the safety of all pupils.

It is important to consider that although it is the visit leader who undertakes each risk assessment, **each accompanying member of staff should be fully aware of all the potential hazards and mitigating strategies that should be in place.** In addition, the roles and responsibilities of all adults accompanying the trip should be made clear to them (most likely in the form of a pre-visit meeting). Furthermore, during a trip, all staff and volunteers accompanying the trip, must feel empowered to assert further controls if the situation so requires it.

Given the frequency of sporting fixtures, the Director of Sport has prepared a generic risk assessment for sports fixtures. This is a generic risk assessment and must also be considered in conjunction with the risk assessment for the sport being undertaken.

All Risk Assessments are signed off by The Headmaster and by The Educational Visits Coordinator.

Documents to be carried by Trip Leader

Register, School emergency contacts, Parental emergency contacts if overnight, Allergies/health issues, Breakdown/Recovery details if using School transport.

Emergency Procedures

Emergency procedures are an essential part of planning a visit or off-site activity. An emergency is difficult to define. It may be a fracture, food poisoning or a fatality, or an illness requiring immediate medical treatment. It may on the other hand be missing children who are soon found, or a road traffic accident in which no serious injuries are sustained. Staff should not hesitate to act in the case of an emergency.

Any accident or injury occurring during any visit must be documented and reported to the Deputy Head/ Head of Junior School, on return to the school (as for any that occur on the school premises) as there may be further action needed. Keep a note of any details for accurate reporting.

Parents or emergency contacts must be informed of injuries, accidents and action taken in accordance with the pupil's age, the consent and information-sharing arrangements recorded for the visit, and the seriousness of the incident. For a pupil aged 18 or over, information will normally be shared with the person nominated by the adult pupil. Information may be shared without consent where there is a lawful and proportionate reason to do so, including a medical emergency, a risk of serious harm or another legal obligation. The reasons for the decision must be recorded.

If an accident occurs the priorities are to:

- Assess the situation
- Safeguard the rest of the party
- Attend to the casualty
- Inform the emergency services – if necessary
- Inform the School/SMT

The procedures listed above will not all apply to all emergencies. In the event of major incident, the School Emergency Response plan would be implemented.

The Visit Leader will take charge and inform the school contact/SMT. The school contact's main responsibility is to link the group with school and parents and to provide assistance where necessary. The school contact should have all the necessary information about the visit.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.

Trips for the Early Years must have at least one qualified Paediatric First Aider.

A first aid kit must be taken on all trips.

Ratios

There are many variables which govern suitable supervisory ratios such as age, ability of young pupils, special needs, nature of activity and experience of staff. Staff/Pupil ratios are set at the following minimum standards:

	2 Staff for:	One extra staff for every:
Up to 1 day	20 Pupils	20 Pupils (Senior); 10 Pupils (Junior)
More than 1 day	20 Pupils	10 Pupils

1:6 and 1:4 staffing ratios are required for Kindergarten and Pre-School respectively.

Transport

The following guidance should be noted and followed on all educational visits:

- The group leader is responsible for the party at all times including maintaining good discipline.
- The driver will not normally be responsible for supervision.
- Staff should not sit together at the front of the vehicle (in case of accident)
- Driver supervision may be sufficient if a small number of older children are being taken on a short journey.
- All group members will be made aware of the position of the emergency door and first aid and firefighting equipment on transport.
- The group leader will also be aware of alternative routes or means of travel in the event of delay or cancellation.
- Staff need to understand breakdown procedure for the mode of transport. If on School transport, Site Manager will keep all Minibus certified Staff updated.
- Head counts, by the group leader or another delegated teacher or supervisor, will always be carried out when the group is getting off or onto transport.
- The School only uses vehicles with front facing seats that are fitted with seat belts, which pupils are instructed to wear at all times.

Appendix 1 provides details of a number of control measures to be followed when educational visits are undertaking travel.

Absences From School

During School hours (8am-5:30pm) the Visit Leader will inform the School Office when they depart and return. If outside of these hours, the Visit Leader must inform the duty SMT member.

Data Protection & Safeguarding

Staff must not hold onto pupils' mobile phone/WhatsApp details on their own personal phone or give their own personal number out. On overnight visits and international trips, Staff must use the

School phone provided, which can be used to contact pupils, individually or as a group, for the duration of the trip. This phone is to be reset and wiped on return to School.

Summary

This document cannot contain all the specialist guidance that may be necessary for some educational visits. All Visit Leaders must have attended a meeting with the Head and/or the Educational Visits Co-ordinator prior to a visit to go through the risk assessment and details of the trip. The Educational is on hand to discuss any concerns or questions, and to support the Visit Leaders, to ensure that the visit is a success.

Headmaster
September 2026

Next Review by Trustees: Summer Term 2026

Appendices:

1. Forms A, B & C
2. Generic Risk Assessment generated by the Director of Sport for fixtures.
3. Control Measures When Travelling
4. Further guidance on overnight & international trips
5. List of emergency contact numbers for SMT



Educational Visits 2026-27 - Form A

Application for the Initial approval and notification of any new Educational Visits

Name:

Date of proposed trip:

Purpose of trip:

Destination:

Target age group:

Estimated cost (please attach a breakdown):

Brief details of any hazardous activities:

.....

Possible members of staff required (numbers and names if possible):

.....

Staff Signature: Date

EVC Signature: Date:.....

Headmaster Signature:..... Date



Educational Visits 2026-27 - Form B

Application for the final approval and notification of educational visits

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the Head of Department/ EVC/ Deputy Head as appropriate on the progress of the preparations.

When approval of this form is given, one copy should be retained by the EVC and each of the staff members accompanying the trip. The EVC should be informed of any subsequent changes in planning, organisation, and staffing.

THIS FORM MUST BE COMPLETED AND HANDED TO THE EVC AT LEAST TWO WEEKS PRIOR TO THE VISIT TAKING PLACE.

1. Overview of trip and name of organiser

Name of trip (Day/Residential)	
Date of trip	
Time of leaving and returning to School (please indicate if leaving or returning to somewhere other than AF)	
Visit Leader and contact details.	
Names of additional staff, with an additional contact number.	

2. Location(s) to be visited

Name of location(s)	
If a new trip, has an exploratory visit been carried out? If yes, when?	
If not, what information has been obtained regarding the suitability of the venue and the facilities?	
Organising company/agency (if any), including contact details	

Include the licence reference number if the body is registered with the Adventure Activities Licensing Authority (AALA). <i>Any activity involving caving, climbing, trekking, skiing or water sports (other than rowing) – a licence MUST be held by the provider.</i>	
Is the provider approved by the Council for Learning Outside the Classroom (CLOtC)	
If residential visit – Name, address & telephone number of accommodation to be used	

3. Details of activities to be undertaken

If NO Hazardous activities are involved	
A full and detailed itinerary for the trip, including details of any 'free time' for pupils must be attached.	YES / NO
Austin Friars Risk Assessments for the activities must be completed (section 8, 9 & 10	YES / NO
If HAZARDOUS ACTIVITIES are involved (if there are none, please leave the following section blank)	
Details of any HAZARDOUS ACTIVITIES and how they are to be carried out and how they are to be supervised:	
If an external agency is being used, please confirm that they have public liability insurance, that their staff are subject to DBS checks (with a barred list check) and that they have their own internal risk assessments – this is an obligation for any organisation.	YES / NO
Confirmation that you have checked that the school insurance covers the intended activities.	YES / NO
If using an external insurance provider, please give details of company and policy number: (please write n/a if not appropriate)	
A full and detailed itinerary for the trip, including details of any 'free time' for pupils must be attached.	YES / NO
Austin Friars Risk Assessments for the activities must be completed (section 8, 9 & 10	YES / NO

4. Transport Arrangements

Transport arrangements and telephone numbers: (School minibus or name of coach/ train company)	
If overseas – airline, flight numbers and times/ ferry company and times/ train times:	

5. Emergency contact at Austin Friars

Name and telephone number of the contact person at School who holds all information about the visit or journey in case of an emergency. Note person/s with this role will need to be available on a 24-hour contact basis.

Deputy Head – Claire Holmes: 01228 550725 (24 hour access)

Head of Junior School – Jonatan Clark: 07535 087675

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If either of the above are not the designated person, please indicate below who is and give their telephone number:

6. Pupils

Group size			Pupils' age range		
Number of boys	U18	Over 18	Number of girls	U 18	Over 18
Teacher: Pupil ratio					
A letter been sent out to all parents containing all relevant details.				YES / NO	
A copy of this letter must be attached				YES / NO	
Appropriate consent has been obtained for all pupils attending, including consent directly from any pupil aged 18 or over.				YES / NO	
The medical information for all pupils attending has been distributed to all members of staff attending				YES / NO	

6a Adult Pupils

Will any pupil be 18 or over at any point during the visit?	YES / NO
Has the adult pupil provided their own trip consent?	YES / NO
Has the adult pupil nominated an emergency contact?	YES / NO

Has the pupil stated who may receive routine information?	YES / NO
Have medical consent and medication arrangements been agreed directly?	YES / NO
Have free-time and signing-out expectations been recorded?	YES / NO
Have sleeping, washing and changing arrangements been approved?	YES / NO
Has the adult pupil been excluded from the staff supervision ratio?	YES / NO
Has the DSL reviewed any identified mixed-age safeguarding risk?	YES / NO
Has insurance cover been confirmed?	YES / NO
Provide details of all arrangements in place	

Provide details of any pupils with existing medical problems or other special needs, and where appropriate, what special measures are in place to support them	
PLEASE REMEMBER TO CHECK ALL MEDICATION (e.g. inhalers and epi-pens) PRIOR TO DEPARTURE	
In addition, a copy of the medical details from the Health and Wellbeing Coordinator (HWC) is attached to this form.	YES / NO
An appropriate number of First Aid kits have been requested from the HWC	YES / NO
Residential trips	
A briefing meeting for parents has been held. If no, when will it be held?	YES / NO
A briefing meeting for pupils has been held. If no, when will it be held?	YES / NO

8. Generic Risk Assessments

PLEASE MAKE SURE THAT YOU INCLUDE ADDITIONAL HAZARDS THAT YOU HAVE IDENTIFIED FOR YOUR TRIP, EACH TRIP IS DIFFERENT AND YOU NEED TO MAKE SURE THAT THAT YOU HAVE CONSIDERED ANY LIKELY RISKS.

Note: not every eventually can be accounted for, please be aware that your risk assessment could need to be 'dynamic' ie adapt what you do in response to a potentially hazardous situation that has arisen.

Generic Hazards for Travel (day or residential)		
Identified Hazard	Precautions in place	Confirmation if appropriate
Coach/minibus travel - injury	- Safety precautions to be explained by coach driver or member of staff. - Seatbelts to be worn at all times and monitored by staff. - No movement around the bus by the pupils (unless to use the on-board toilet) - Staff to supervise pupils whilst disembarking making sure it is safe to do so.	YES/NO
Coach/minibus breakdown - injury	Advise pupils of a safe place to assemble e.g. on a motorway this should be well away from the coach beyond the safety barriers	YES/NO
Loss of pupil/staff	Registers should be taken at the start of the trip and again, at the start of each section of the journey	YES/NO
Loss of possessions	Staff should check the coach/minibus to ensure nothing is left	YES/NO
Confrontations with the general public	In a potentially confrontational situation, a member of staff should remove themselves and the pupils from the 'situation' and if considered appropriate, call the police. Staff must put the safety of the pupils and themselves first.	YES/NO
Other hazardous aspects of the journey	This list is not exhaustive. Please indicate if there are any additional hazards and risks that you have identified, please add them to your individual risk assessment	YES/NO
International travel (Please leave blank if not relevant)		
Ferry crossing/flight – loss of pupils at terminal	- Pupils should be in groups of three minimum - Pupils will be given strict instructions about meeting points and times	YES/NO
Loss of passports	Staff should ideally keep possession of pupils' passports until required at passport control) and collect them back in at the earliest convenient opportunity (whilst abroad safe storage of the passports will need to be considered)	YES/NO
Accident	Staff should ensure pupils listen to the safety instructions	YES/NO

Generic Hazards for using accommodation on a school trip (please leave this section blank if not appropriate)		
Identified Hazard	Precautions in place	Confirmation if appropriate
Accounting for all pupils	All staff to keep a list of occupants of each room, to be checked prior to 'lights out'	YES/NO
Fire & Evacuation procedure	- To be explained at the earliest opportunity - Pupils to be told of location of staff rooms in case of an emergency	YES/NO
Loss of pupils	- Pupils should not leave the hotel on their own - Should any pupils be permitted to leave the hotel, they should be in groups of three at least and be given instructions re where they can go and when they should return	YES/NO
Pupils in rooms of opposite sex	Not permitted under any circumstance	YES/NO
Balconies and danger of falling	Dangers will be explained to pupils and they will be prohibited from using the balconies unless they are part of the fire escape route	YES/NO
Other people entering their room	Pupils must be made aware of the potential danger and make suitable precautions i.e. lock their door and make sure they answer the door with suitable precautions	YES/NO
Other hazardous aspects of the accommodation	This list is not exhaustive. Please indicate if there are any additional hazards and risks that you have identified, please add them to your individual risk assessment (below)	YES/NO

9. Individual Additional Risk Assessments

For most trips there will additional hazards not covered by the generic tables above, please itemise those hazards that you have identified and the measures that you have put in place to mitigate against them.

Below are a couple of possible examples (please delete if not appropriate):

Hazard	Risk	Individuals at risk	Control Measures	Additional Comments
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1. Weather	Sun burn/ heat stroke/ hypothermia	All	Pupils and parents (by letter) told to wear appropriate clothing and drinks. Checks on pupils will be made regularly.	
2. Uneven ground	Twisted ankle/ injury	All	Pupils and parents (by letter) told to wear appropriate footwear. Pupils told to keep to the path at a suitable/ safe pace and to keep focussed on what they are doing.	
3.				
4.				
5.				
6.				

Approval

Completed by Visit Leader	Signature	Date
Approved by EVC	Signature	Date
Approved by The Headmaster	Signature	Date

Austin Friars Educational Visits 2023-24 - Form C

Form C

For use in the Senior School to send to parents re information and cost of trips where the 'regular out of school visits' form applies rather than a separate consent form.

PLEASE DO NOT SAVE OVER THIS FORM

DATE

Dear Parent

TRIP TITLE

INSERT Paragraph regarding specific Information about the trip including departure time and arrival back to school time etc, and any other relevant information.

Cost of the Trip

- The cost of this trip will be £00.00 and will be added to your end of term invoice.

Packed Lunches

- If your child will require a packed lunch provided by the School, please tick the box below.

Please do remember if you are providing food from home that we are a nut free school due to pupil allergies.

Yours sincerely

INSERT NAME

.....

Austin Friars
INSERT NAME OF TRIP/VISIT
INSERT DATE

I confirm that my son/daughter can attend the above event/trip/visit and I agree that the cost can be added to my end of term bill.

Pupil name Form

Packed lunch required from School - ☐

Parent Name (PLEASE PRINT)

Parent Signature Date

Please return this slip to INSERT ORGANISERS NAME no later than INSERT DATE

Generic Risk Assessment generated by the Director of Sport for Fixtures.

Hazard	Risk	Individuals at risk	Control Measures	Additional comments
1. Medical emergency	Individual become unwell due to known medical condition	Some	Allergy and ailment list taken. First Aid kit. Staff check that all necessary control medication is accounted for before the fixture. Pupils told to show Staff key items such as inhalers.	
2. Weather	Sun burn/ heat stroke/ hypothermia	All	Pupils told to wear appropriate clothing and to stay hydrated. Checks on pupils will be made regularly.	
3. Uneven ground	Twisted ankle/ injury	All	Pupils told to wear appropriate footwear for the activity.	
4. Playing surface	Muscle injury	All	Pupils told to warm up correctly before activity and cool down afterwards.	
5. Equipment	Injury from inappropriate or broken equipment	All	Staff to visually check all equipment before use. Check using correct 'size' for age group.	
6. Kit	Slipping over Hair/jewellery caught	All	Pupils reminded of correct kit before each new activity*. Staff to visually check pupils in correct kit and hair tied back and have removed /taped jewellery.	
7. Breakdown on route	Obstructing traffic on road, accident could occur.	All	School Minibus routinely serviced and maintained. Staff to complete safety inspection of Minibus before starting journey.	Pupil Safety – Move away from vehicle
8. Accident on route	Injury to staff and/or pupils	All	Seat belts to be worn by everyone, at all times.	
9. Missing Child	Pupil welfare	All	Staff to conduct regular head counts.	
10. Delayed Return	Pupil welfare. No adult there to collect.	All	Staff to phone School Office before setting off on return journey, to update ETA.	

*Note – Pupils are reminded to ensure that they check all of their belongings and equipment before they move from changing rooms / minibus / coach.

Control Measures When Travelling

Bus/coach

- On coaches, minibuses or buses pupils should be counted on and off the bus. Seat belts are to be worn and members of staff must check this before the bus moves.
- On the school minibus, only a teacher or other responsible adult may open or close the door.
- Pupils must remain in their seats with their seat belts fastened for the entire journey. Pupils should be quiet and not disturb the driver.
- At the end of the journey any rubbish should be collected.
- Staff should sit apart
- In the event of a breakdown, pupils should be moved to a safe location away from the vehicle
- Drivers of minibuses should not use mobile phones

Aeroplane

- Pupils must be supervised at all times until the group has moved through to the departure lounge.
- A member of staff should remain in a central seating area as a point of contact. A time for meeting must be established with all pupils. Pupils may move around the departure lounge in small groups (not individually).

Ferry

- The group must leave the coach together and move to a lounge on the ferry. All pupils must understand the layout of the ferry and how to find the lounge. A member of staff must remain in the lounge as a point of contact.
- Pupils may circulate around the ferry in small groups not individually. The group should meet and return to the coach for disembarkation.

Tube trains, metro etc

- Prior to travel pupils should be told how the system operates (i.e. colour of lines, name of end station etc)
- Pupils must be instructed to remain on the platform if they do not get on the train, and to get off at the next station and remain on the platform if they fail to disembark with the group. A member of staff will travel to collect the pupil while the group waits.
- The group must be divided into groups of 10 with one adult per group. Each group should travel in a different carriage. All pupils should be briefed with the name of the final destination.

(2) Whilst on a visit

- Staff should be aware of any dangerous purchases a pupil could make and ensure they are briefed. No alcohol is to be consumed at any time.
- Once the group has arrived at a destination, the whole group should walk together to a central meeting point. All pupils must understand the layout of the shopping centre, town, gallery, museum etc and the position of the central meeting point. A member of staff must remain at the meeting point for the duration of the visit. Pupils must remain in groups; no pupil should be allowed to depart as an individual.
- Any pupil breaking the code of conduct should remain with a member of staff.
- The group must reassemble at the meeting point prior to returning to the transport.

(3) Accommodation on residential visits

- Pupil accommodation should be checked for safety prior to pupils being issued with rooms

- A fire practice must occur during the first evening at the accommodation
- Pupils must not leave the hotel/hostel etc unaccompanied
- Pupil must know where staff are accommodated in case of an emergency at night
- One member of staff must patrol rooms until it can be reasonably assumed that pupils are asleep.

Appendix 4 Further guidance on overnight & international trips

Residential Visits - The accommodation must be suitable for the group. In particular, it must meet fire regulations and the staff of any hotel/hostel must be checked as being suitable for work with young people. If possible, the Visit Leader should visit the accommodation in advance, to check its suitability. If the travel company intends for students to share bedrooms, the Visit Leader must liaise with the Safeguarding Lead to assess potential risks. Levels of supervision may need to be increased as necessary. If it is a mixed group, it is desirable to have at least one male and one female teacher.

Overseas Visits - Overseas visits require very thorough preparation, well in advance of the departure date. If the trip is organised through a Tour Operator, Visit Leaders should ascertain that it is a reputable company.

Discussion checklist

Outline locations visited	
Initial Risk Assessments	
Travel arrangements	
Accommodation – single sex rooms, no alcohol, wider safeguarding concerns	
Qualifications of instructors / guides	
Staffing ratios in range of situations	
Any concerns with taking a specific cohort?	

Appendix 5 SMT Emergency Contact Numbers

Clark, Jon -07535 087675

Hattam, Chris , 07387090735

Holmes, Claire (DSL) - **01228 550725 (24 hour access)**

Parry, Stuart - 07810 891 292

Quinn, Katherine (DDSL) - 07716 107 919

Scott, Richard, - 07590202832

Tiffen, Jeremy - 07729 447888

Adult Pupil Educational Visit Consent and Information Form

This form must be completed by any enrolled pupil who will be aged **18 or over** at any point during an educational visit, trip, fixture or residential activity.

Although you are legally an adult, you remain an enrolled pupil of Austin Friars throughout the visit. You are therefore expected to follow the School's Educational Visits Policy, Rewards, Behaviour and Conduct Policy, safeguarding procedures, staff instructions and all visit-specific arrangements.

1. Visit details

Name of visit:

.....

Destination:

.....

Date(s) of visit:

.....

Visit Leader:

.....

Departure arrangements:

.....

Expected return arrangements:

.....

2. Adult pupil details

Full name:

.....

Date of birth:

.....

Form or year group:

.....

Mobile telephone number:

.....

Home address:

.....

.....

3. Consent to participate

Please tick each statement to confirm your agreement.

- ☐ I have received sufficient information about the purpose, itinerary, activities, transport, accommodation and supervision arrangements for this visit.
- ☐ I consent to participate in the visit and in the planned activities described in the visit information.
- ☐ I understand that participation remains subject to the Visit Leader's assessment of safety and suitability and that an activity may be changed, restricted or withdrawn if circumstances require it.
- ☐ I understand that I remain an enrolled pupil of Austin Friars throughout the visit and must comply with School policies, visit rules, staff instructions and the agreed itinerary.
- ☐ I understand that being aged 18 or over does not automatically entitle me to leave the group, travel independently, consume alcohol, use tobacco or vaping products, possess prohibited substances, or have additional unsupervised free time.
- ☐ I understand that I must not purchase, obtain or supply alcohol, tobacco, vaping products or any other age-restricted or prohibited item for a pupil under the age of 18.

☐ I understand that I will not act as a member of staff or be given sole responsibility for supervising, transporting, caring for or administering medication to younger pupils.

4. Emergency contact

Please nominate a person whom the School may contact if you become unwell, are injured, go missing, are involved in an incident or otherwise require urgent support.

Emergency contact name:

.....

Relationship to you:

.....

Mobile telephone number:

.....

Alternative telephone number:

.....

Email address:

.....

☐ I consent to the School contacting this person in connection with my welfare or participation in the visit.

Second emergency contact, if available:

.....

Telephone number:

.....

5. Sharing information

Please indicate who may receive routine information about the visit and your participation.

- ☐ My nominated emergency contact
- ☐ My parent or carer
- ☐ Another person named below

Name:

.....

Relationship to you:

.....

Contact details:

.....

Please tick to confirm:

- ☐ I consent to the School sharing relevant routine visit, academic, pastoral and welfare information with the person or people identified above.
- ☐ I understand that I may review or withdraw this consent by notifying the School in writing.
- ☐ I understand that the School may share relevant information without my consent where there is a lawful basis to do so. This may include responding to an emergency, protecting me or another person from harm, safeguarding a child, obtaining urgent medical assistance, preventing or detecting crime, or complying with a legal obligation.

The School will record significant information-sharing decisions and the reasons for them. The arrangements set out here reflect the approach identified in the School's over-18 risk assessment.

6. Medical and healthcare information

Name of GP surgery:

.....

GP surgery telephone number:

.....

Please provide details of any relevant:

- medical conditions;
- allergies or intolerances;
- mental-health or wellbeing needs;
- disabilities or SEND;
- dietary requirements;
- accessibility or communication needs;
- recent illness, injury or treatment; and
- other information that staff may need to keep you safe.

.....

.....

.....

Medication required during the visit:

.....

Dose and administration arrangements:

.....

Who will normally hold the medication?

- ☐ I will hold and administer my own medication
- ☐ A member of staff must hold the medication
- ☐ Other agreed arrangement:

.....

Please tick to confirm:

- ☐ I confirm that the medical and healthcare information I have provided is complete and accurate.
- ☐ I will inform the Visit Leader promptly if this information changes before or during the visit.
- ☐ I consent to relevant medical and healthcare information being shared with staff, activity providers, healthcare professionals or emergency services where this is necessary to protect my health, safety or welfare.
- ☐ I consent to appropriate first aid being provided if required.
- ☐ I understand that I am ordinarily responsible for decisions concerning my own medical treatment.
- ☐ I understand that, in an emergency, staff will obtain urgent medical assistance and may share relevant information where necessary to protect life or prevent serious harm.

7. Capacity and decision-making support

☐ I understand the information provided about this visit and have had an opportunity to ask questions.

☐ I am able to make an informed decision about my participation.

Please describe any support or reasonable adjustment you require to understand information, communicate decisions or participate safely:

.....

.....

The School will presume that an adult pupil has capacity to make their own decisions unless there is a specific reason to doubt their capacity in relation to a particular decision at the relevant time. Where necessary, appropriate professional advice will be sought.

8. Supervision, free time and accountability

I understand and agree that:

- ☐ I will remain within the visit's supervision, registration and accountability arrangements.
- ☐ I will attend all designated registration points and return to agreed meeting places at the stated time.
- ☐ I will only leave the group, venue or accommodation where the Visit Leader has expressly authorised this.
- ☐ I will follow the agreed arrangements for free time, signing out, group size, staff contact and return times.
- ☐ I will carry the visit emergency contact details and keep my telephone sufficiently charged where instructed.
- ☐ I will inform a member of staff immediately if I feel unsafe, become unwell, am separated from the group or become aware of a safeguarding concern.

Agreed free-time arrangements

.....
.....

Agreed signing-out or independent-travel arrangements, if applicable

.....
.....

9. Residential accommodation

Complete this section for an overnight or residential visit.

Agreed sleeping accommodation:

.....

Agreed washing, changing and toilet arrangements:

.....

Please tick to confirm:

- ☐ I have been informed of the accommodation arrangements.
- ☐ I agree to comply with rooming, curfew, security and overnight supervision arrangements.
- ☐ I understand that I will not routinely share a bedroom with a pupil under the age of 18.
- ☐ I understand that any exceptional shared-room arrangement must be individually risk assessed and approved in advance by the DSL and EVC.
- ☐ I will not enter another pupil's room without permission or contrary to the visit rules.
- ☐ I will respect the privacy, safety, dignity and personal boundaries of all pupils.

10. Safeguarding and conduct

Please tick to confirm:

- ☐ I understand that no form of bullying, harassment, discrimination, coercion, abuse or exploitation will be tolerated.
- ☐ I will maintain appropriate personal, physical and online boundaries with pupils under the age of 18.
- ☐ I will not engage in inappropriate private communication, image-sharing or social-media contact with a younger pupil.
- ☐ I will not take on an informal supervisory or caring role for a younger pupil.

- ☐ If a younger pupil makes a disclosure or raises a concern with me, I will listen appropriately, avoid promising confidentiality and report the matter promptly to a member of staff.
- ☐ I will report any concern about the safety or welfare of a pupil immediately to the Visit Leader, DSL or another member of staff.
- ☐ I understand that concerns involving me and a pupil under 18 may be managed as an adult-child safeguarding matter and may be referred to the School's DSL, children's social care, the police or another relevant agency.

11. Photographs, recordings and online communication

Please indicate your consent:

- ☐ I consent to appropriate photographs or recordings of me being used for School purposes in accordance with the School's privacy information and image-consent arrangements.
- ☐ I do not consent to photographs or recordings of me being used for School purposes.

I also understand that:

- ☐ I must not photograph or record another pupil in a private setting or where they have been told that recording is not permitted.
- ☐ I must not share an image, recording or personal information about another pupil without appropriate permission.
- ☐ I remain subject to the School's Acceptable Use, online-safety and mobile-phone expectations throughout the visit.

12. Declaration by the adult pupil

I confirm that:

- I have read and understood this form and the information provided about the visit;
- I have had the opportunity to ask questions;
- the information I have provided is complete and accurate;
- I consent to take part in the visit and agreed activities;
- I understand the arrangements for supervision, conduct, medical support, emergency contact and information sharing; and
- I agree to follow School policies, staff instructions and the visit-specific code of conduct.

Adult pupil's full name:

.....

Signature:

.....

Date:

.....

13. School confirmation

Visit Leader's name:

.....

I confirm that the pupil has received the relevant visit information and that their consent, emergency-contact, medical, supervision and information-sharing arrangements have been reviewed.

Visit Leader's signature:

.....

Date:

.....

Additional approval, where required

- ☐ Visit-specific over-18 risk assessment completed
- ☐ Medical arrangements reviewed
- ☐ SEND or reasonable adjustments reviewed
- ☐ Residential arrangements approved
- ☐ Insurance cover confirmed
- ☐ DSL consultation completed

EVC name and signature:

.....

Date:

.....

DSL name and signature, where required:

.....

Date:

.....