



**North Cornwall
Learning Trust**

Working Together for Local Children

**EDUCATIONAL VISITS POLICY
(for the Trust and its schools)
October 2020**

This policy applies to all activities/learning experiences that take place off-site – this includes visits/day trips to local venues such as local library, church, park etc.

1. Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

2. Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part.
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits.
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

3. Key Principles

Emergency Procedures

Emergency procedures are an essential part of planning an educational visit and all members of the visit leadership party must be familiar with them before the departure. Some incidents can be resolved through an on-the-spot response by the Visit Leader however, in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, the following procedures must be followed. The Visit Leader must ensure that these procedures are implemented as quickly and efficiently as possible in order to facilitate help and support for pupils, parents, and staff. All staff should have available a copy of these procedures and other relevant information on all visits.

For the purposes of these procedures a serious incident is defined as:

1) A situation where a group member:

- has suffered a life-threatening injury or fatality
- is at serious risk
- has gone missing for a significant or unacceptable period

2) Any incident that is beyond the normal coping mechanisms of the Visit Leadership Team.

Mobile phones

A mobile phone is an essential item of equipment for a Visit Leader and may save valuable time in the event of an emergency. However, difficulties frequently arise with mobile phones due to reception, battery power or insufficient credit. Mobile phones should complement and not replace traditional safety and communication procedures. Visit Leaders should know the mobile phone numbers of other key staff in the party.

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the Cornwall Council document "Safety on Educational Visits – 2003."
- The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits.
- The Headteacher will be responsible for the approval of all visits, or may delegate this function to the Educational Visits Co-ordinator.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and Headteacher. In the absence of a nominated Educational Visits Co-ordinator the Headteacher automatically assumes this role.
- There will be a named and approved Visit Leader (and where appropriate, deputy) on all educational visits. This Visit Leader will be specifically competent for the role as detailed in the "Safety on Educational Visits - 2003." If in any doubt confirmation will be sought from Cornwall Outdoors.
- Working with the EVC as necessary, the Visit Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Visit Leader will assume full responsibility during the visit, including ongoing risk assessment.
- The Visit Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA via the electronic submission system for endorsement well in advance of the departure date.

Parents and carers

Informed parental consent is required for all educational visits by young people up to the age of eighteen years unless a specific recorded decision to the contrary has been made by the Educational Visits Co-ordinator.

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/carers will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, inclusion and staff development.

March 2012

Website Link: 'Safety on Educational Visits – 2003' can be found at: www.cornwall.gov.uk/cornwalloutdoors
(Under Information for Educational Visits
Coordinators)

Educational Visits Coordinator for the North Cornwall Learning Trust
Jo Ledger Tel 01840 213274 ext 258

If you would like this in a different format please contact the school

Version and Date		Action/Notes
2.0	July 2020	Author: Jo Ledger/Jon Lawrence
3.0	October 2020	Updated for Primary Schools - Author: Jo Ledger /Phil Banks

Policy Reviewed:	October 2020
Next Review:	July 2021

Educational Visits Policy – Checklist

The first page of this form is to be completely filled out before the trip approval process can take place

This visit is being undertaken in accordance with the current Cornwall Council Policy Document on Educational Visits and is a component of the planned educational programme. Ratios, group sizes, insurance arrangements and emergency procedures conform to those set out in County policy.

VENUE OF VISIT.....
 DATE OF PROPOSED VISIT
 YEAR GROUP AFFECTED
 NUMBER OF STUDENTS GOING
 TEACHER IN CHARGE OF TRIP
 STAFF ASSISTING

Before planning the trip:

SIGNED DATE
 Party Leader

SIGNED DATE
 Headteacher – it fits on the calendar!

SIGNED DATE
 Headteacher – in principle it's fine to go ahead with planning the trip

A copy of the approval form should be retained by the Party Leader.

Once all of the above has been completed then the tick sheet on the back of this form should start to be completed

12 Months Notice given for Expedition remote areas
3 Months Notice given for Foreign/Residential
1 Months Notice given Adventure activities

Educational Visits Policy – Checklist

Item to be Checked	Date completed
Visit logged in the School Calendar.	
Brief the Educational Visits coordinator prior to arranging your trip to make sure you understand the current process for organising your type of visit.	
Permission for visit obtained (Headteacher/Governors)	
Visit costed – Does any component of visit involve VAT – for advice.	
Details re numbers, payments etc	
Liaise about numbers, student payments etc	
Letter to parents drafted and approved –meeting date if organised.	
Insurance cover checked	
Itinerary produced.	
Pre-trip inspection visit conducted where necessary and then complete all the relevant risk assessments. Staff/Student ratios fulfilled	
The online Proposal for Visit Form should now be completed with the assistance of the EVC who will check that all relevant risk assessments, parental consent and approval letters have been completed. Once all relevant approvals have been obtained the trip will be confirmed	
Transport arrangements finalised –Coach or Minibus booked. This should also be confirmed the day before the trip is due to go out.	
Bus, tickets, entry etc officially booked through the Finance Team	
Any first aid requirements checked.	
Money collected in accordance with school financial procedures at least five days prior to visit.	
Kitchen informed 5 days prior to visit of any free school meals/Packed Lunch.	
Pre-visit briefing with all adults/students who will accompany the visit. Teacher in charge to organise	
A preliminary list of all adults and students who will be going on the trip needs to be sent via email to EVC and Office by the trip organiser.	
Duty Rota checked and cover arranged. Cover arranged for lessons missed and work left with Subject Leader.	
First Aid kits collected and medical items for individual pupils. You must also consider individual medical needs of the students and does a first aider need to accompany you on the visit or a TA when there is a student going with special needs.	
Mobile phone organised and number given to office – Have back up system if mobile does not work. Camera if required.	
Emergency contact numbers taken on visit – all Staff and Student emergency contact details printed centrally and given to emergency contact person before visit. You must leave an up to date contact details list with the emergency contact and another list needs to go to attendance	

All risk assessments should be given to the Educational Visits Coordinator who will ensure online approval has been granted before signing this form

All planning has been completed satisfactorily: Online Approval obtained

SIGNED DATE
Educational Visits Coordinator

SIGNED DATE
Headteacher - it still fits on the calendar!

Visit Leader Checklist

- ☐ I have been formally approved to carry out the visit
- ☐ I am specifically competent and meet the requirements of employer guidance
- ☐ I have planned and prepared for the visit, involving staff in the planning and risk management process to ensure wider understanding
- ☐ I have kept my EVC informed at each stage of the planning process
- ☐ I have undertaken a preliminary visit if appropriate or required by establishment policy
- ☐ I have involved young people in these processes, wherever appropriate
- ☐ I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy
- ☐ I have shared details of 24/7 emergency contacts and emergency arrangements with key staff
- ☐ I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers
- ☐ I have checked whether insurance arrangements are adequate
- ☐ If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management
- ☐ Child protection issues are addressed, including CRB checks and processes where appropriate
- ☐ I have disseminated relevant information to supporting staff
- ☐ There is access to first aid at an appropriate level
- ☐ Relevant information has been provided to parents and young people and pre-visit information meetings have been arranged where appropriate
- ☐ All aspects of the visit (both during and after the event) are evaluated
- ☐ Staff and other supervisors have been appropriately briefed on:
 1. the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities
 2. the nature and location of the activity
- ☐ The visit is effectively supervised - staffing ratios meet requirements of good practice
- ☐ I understand that the overarching duty of care remains with school staff, even when partial responsibility is shared with a provider
- ☐ Staff and third party providers have access to emergency contact and emergency procedure details

Notice period for educational visits: Expeditions remote areas - 12 Months
 Foreign/Residential - 3 Months
 Adventure activities - 1 Month.

Visit Leader Emergency Action Card Appendix A

To be printed, laminated, and carried by all staff accompanying a visit.

Visit Leader First Response – Care of the Group and Colleagues

1. **REMAIN CALM** - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate to Assistant Leaders if possible so you can keep an overview of events.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a) Preserve life
 - b) Prevent the condition worsening
 - c) Promote recovery
6. Casualties
 - Casualties need to be able to breathe – if they are unconscious put them into a safe airway position
 - Find and stop any serious external bleeding
 - Protect the casualty from the environment - keep them warm
 - Monitor their condition, reassure them and provide emotional support
7. Once the immediate situation is contained:
 - Inform the school/Establishment Emergency Contact or, if unavailable, the Local Authority Emergency Contact. They will need the information as per the table below:
 - Liaise with, and take advice from, emergency services if they have attended the scene.
 - Legal liability should not be discussed or admitted.
 - Refer all media, parental or other enquiries to the Local Authority press office.
 - An adult from the party should accompany any casualties to hospital
 - Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
 - Consider the emotional needs of the group such as removing them from the scene, providing support (they can often do this for each other), giving them useful things to do.
 - Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
 - Keep a written log of all actions taken, conversations held and a timescale.
 - Inform the Foreign Office Consular Assistance Team if abroad.

Information to be supplied to Emergency Contact at base

Who is calling?
If your group is from more than one establishment, which one are you from?
What is your role in the group? (Visit Leader, Assistant Leader, Volunteer?)
What number can you be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is your current location?
What is the total number of people in the party?
Are you are staying where you are or moving? If you are moving where to?
What help do you require?
What time did the incident happen?
What time is it now? If the group is outside the UK what is the time difference?

Emergency Numbers

Name:	
Telephone:	
Mobile:	
My Telephone No:	
School Name:	
Nominated Base Contact:	
Head:	
Local Authority 24hr Number:	01872 320205
Emergency Service: (if travelling abroad)	
Foreign Office:	+44 207 0081500
Communication Office:	01872 322186

Action for Establishment Emergency Contact on receiving a call

See Appendix B for information checklist

All emergency contacts must have by their telephone:

- lists of all group members (including adults) together with the addresses and telephone numbers of their contacts/ next-of-kin
- complete details of the itinerary
- telephone numbers of senior staff from the establishments concerned
- Contact details for Learning and Directorate as below

In the event of being alerted to an emergency during an off-site visit use the following to guide your actions:

- Stay calm – use the checklist below (Appendix B) to record essential information.
- Consider the actions you need to take and contact the appropriate people.
- Reassure the caller and keep them informed of your actions.
- Record all information you receive and actions you take.
- Delegate tasks as and when possible/appropriate to allow you to manage the situation.

Depending on the circumstances and the support required you will need to consider some or all of the following:

- Inform your own senior colleagues (and governors).
- Inform the Local Authority. They will assess the level of response required which may involve deploying the Tactical Coordinating Group to give support to you, the party, and parents/carers.

Emergency Support Team – school/establishment-based

- Establish an Emergency Support Team, which may need to include the following roles (combine if insufficient staff are available):
 - Overall Controller
 - Coordinator with group (consider keeping the same person to always speak to the Visit Leader)
 - Communications (could be a number of people dealing with different aspects)
 - Logistics – making arrangements (e.g. transportation/accommodation) for the group and any travelling team if required
 - Resources – e.g. office space, reception for any visitors (parents/carers, media), refreshments / food – Site Manager, admin support
 - Record/log keeper
- Keep a log of all actions, communications and decisions, including the people involved and times.
- Arrange alternate and additional phone lines so that incoming calls do not swamp communications. Consider other means of communication such as internet, email and text.
- Liaise with the local authority over liaison with emergency services, media, tour operators, and insurance companies as necessary.
- Carry out the actions required to support the Visit Leadership team.
- Decide if a 'Travelling Team' is needed to provide support at the scene.
- Ensure the security of your site and ensure that access is monitored and controlled (elements of the press may well seek to gain access wherever they can).
- Make arrangements for relatives to be accommodated onsite or nearby, if necessary, while they wait for news.

- Arrange for the return or onwards travel of the party, and/or arrange transport for parents to the scene/hospital
- Control communications and the flow of information to the affected group, parents and other establishment staff (beware of other staff inadvertently starting rumours circulating).
- Control information to the media – use the expertise of the Local Authority communications team and direct all media enquiries to them.
- Make arrangements for meeting the group back from the visit and returning children to parents.
- Consider the possible need for future emotional support and care for anyone involved (don't forget other staff, young people and the Emergency Support Team as well as those directly involved).

Contacting the Directorate during or outside office hours

Telephone Fire Control **01872 320205**. There is a duty officer 24 hours a day. Indicate clearly:

- (a) that it is an emergency on an educational visit.
- (b) that you need to speak to the Emergency Management Officer as soon as possible.
- (c) where you are, who you are and your telephone number (including direct codes if possible – particularly if you are abroad).

Your message will be passed on and an officer will telephone you as soon as possible. Please remain by the telephone.

PLEASE NOTE – do not speak to the news media under any circumstances other than to refer them to the Communications Officer at County Hall, 01872 322186

Emergency Contact Action Card Appendix B

If an Establishment adopts this format, it should be made available to any staff likely to take incoming phone calls from a Visit Leadership Team.

On receiving a call

In the event of receiving an emergency call from a group on a Visit, remember they will be very stressed. You need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate:

1. Take down the following information:

Who is calling?
If you have more than one Establishment, which one are they from?
What is their role in the group (Visit Leader, Assistant Leader, Helper, Participant)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are they staying where they are or moving? If they are moving where to?
What help do they require?
What time did the accident happen?
What time is it now? If the group is outside the UK, what is the time difference?

2. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
3. Contact staff in the following priority order and give them the information you have noted.
4. If you receive a call from the media or a Parent, refer them to a senior manager.

The table below should be completed with names and numbers of those who should be informed, in order of priority.

Name:	
Telephone(s):	
Mobile(s):	
Local Authority (24 hour number):	01872 320205
Headteacher:	

SECONDARY SCHOOL TRIP PARENTAL CONSENT FORM

This form has been produced for parents/carers of young people to complete with regard to School Trips and gives the necessary authority to the school to take your child on the visit.

PLEASE NOTE that in signing this form your rights are not affected in any way.

School:

Visit/Activity: _____

I wish my son/daughter.....
to be allowed to take part in the above mentioned journey or visit and agree to him/her taking part in any of the activities whilst on the trip or visit.

1. I consent to any emergency treatment required by my child during the course of the visit. **Yes/No**
2. I confirm that my child does not suffer from any medical condition requiring regular treatment OR my child suffers from..... requiring regular treatment (e.g. diabetes, asthma) allergies (e.g. antibiotics, elastoplasts, aspirin or any medicine food/drink?)
3. If your child suffers from a particular complaint, please enclose a letter giving details of the complaint and its treatment.
Letter enclosed. **Yes/No**
4. Is he/she receiving treatment at present? **Yes/No**
5. Does he/she have any special dietary needs? **Yes/No**
6. Address
- Date of Birth
- Emergency Contact Person..... Tel No.....
- Mob No.
- Doctors Name Contact No
- Date of last Anti-tetanus injection.....
7. I consent to my child travelling by any form of public or contracted transport and/or in a motor vehicle driven by authorised staff members.
8. I acknowledge the need for him/her to behave responsibly at all times.

Signature of Parent/Carer..... Date.....

**You can withdraw your consent at any time by notifying us in writing.
This information will be used during your child's time at school and destroyed when they leave.**

The Governing Board through its employees and agents will at all times take reasonable care of your child and his/her personal effects and money.

If your child has an accident or suffers loss or damage to his/her personal effects and money which is not as a result of any lack of care on the part of the Governing Board, its employees or agents, the Governing Board will not be able to pay any damages or meet any expenses arising.

Similarly if your child incurs any liability towards a third party in respect, for example, of any injury caused by your child to that third party or damage to the third party's property, the Governing Board will not be responsible for this unless it can be shown to be at fault in some way.

If you would like this in an alternative format please contact the School.

SECONDARY SCHOOL PARENTAL CONSENT FORM

School sports events, visits and other day trips in the South West

This form has been produced for parents/carers of young people to complete and gives the necessary authority to the school to take your child out of school. Students will not be taken out of school without parent/carers prior knowledge. This form will only need to be completed once during the student's time at school.

PLEASE NOTE that in signing this form your rights are not affected in any way.

School:

I wish my son/daughter

To be allowed to take part in the above mentioned journeys or visits and agree to him/her taking part in any of the activities.

1. I consent to any emergency treatment required by my child during the course of the visit. **Yes/No**
2. I confirm that my child does not suffer from any medical condition requiring regular treatment OR my child suffers from.....requiring regular treatment (e.g. diabetes, asthma) Allergies (e.g. antibiotics, elastoplasts, aspirin or any medicine food /drink?)
3. If your child suffers from a particular complaint, please enclose a letter giving details of the complaint and its treatment.
Letter enclosed. **Yes/No**
4. Is he/she receiving treatment at present? **Yes/No**
5. Does he/she have any special dietary needs? **Yes/No**
6. Address.....
.....
Date of Birth.....
Emergency Contact Person..... Tel No.....
Mob No
Doctors name Contact No
Date of last Anti-tetanus injection.....
7. I consent to my child travelling by any form of public or contracted transport and/or in a motor vehicle driven by authorised staff members.
8. I acknowledge the need for him/her to behave responsibly at all times.

If any of your details change, please let us know as soon as possible.

A message via the Xpressions App will be sent out half termly to remind parents/carers of the need to keep the school up to date.

When paying for trips online there will also be a consent box to tick.

Signature of Parent/Carer..... Date.....

You can withdraw your consent at any time by notifying us in writing.

This information will be used during your child's time at school and destroyed when they leave.

The Governing Board through its employees and agents will at all times take reasonable care of your child and his/her personal effects and money. If your child has an accident or suffers loss or damage to his/her personal effects and money which is not as a result of any lack of care on the part of the Governing Board, its employees or agents, the Governing Board will not be able to pay any damages or meet any expenses arising.

Similarly if your child incurs any liability towards a third party in respect, for example, of any injury caused by your child to that third party or damage to the third party's property, the Governing Board will not be responsible for this unless it can be shown to be at fault in some way.

If you would like this in an alternative format please contact the School.

PRIMARY SCHOOL TRIP PARENTAL CONSENT FORM (special trips)

This form has been produced for parents/carers of young people to complete with regard to School Trips and gives the necessary authority to the school to take your child on the visit.

PLEASE NOTE that in signing this form your rights are not affected in any way.

School: Primary School Name

Visit/Activity: _____

I wish my son/daughter.....
to be allowed to take part in the above-mentioned journey or visit and agree to him/her taking part in any of the activities whilst on the trip or visit.

1. I consent to any emergency treatment required by my child during the course of the visit. **Yes/No**
2. I confirm that my child does not suffer from any medical condition requiring regular treatment OR my child suffers from..... requiring regular treatment (e.g. diabetes, asthma) allergies (e.g. antibiotics, elastoplasts, aspirin or any medicine food/drink?)
3. If your child suffers from a particular complaint, please enclose a letter giving details of the complaint and its treatment.
Letter enclosed. **Yes/No**
4. Is he/she receiving treatment at present? **Yes/No**
5. Does he/she have any special dietary needs? **Yes/No**
6. Address
.....
Date of Birth
Emergency Contact Person..... Tel No.....
Mob No.
Doctors Name Contact No
Date of last Anti-tetanus injection.....
7. I consent to my child travelling by any form of public or contracted transport and/or in a motor vehicle driven by authorised staff members.
8. I acknowledge the need for him/her to behave responsibly at all times.

Signature of Parent/Carer..... Date.....

**You can withdraw your consent at any time by notifying us in writing.
This information will be used during your child's time at school and destroyed when they leave.**

The Governing Board through its employees and agents will at all times take reasonable care of your child and his/her personal effects and money.

If your child has an accident or suffers loss or damage to his/her personal effects and money which is not as a result of any lack of care on the part of the Governing Board, its employees or agents, the Governing Board will not be able to pay any damages or meet any expenses arising.

Similarly if your child incurs any liability towards a third party in respect, for example, of any injury caused by your child to that third party or damage to the third party's property, the Governing Board will not be responsible for this unless it can be shown to be at fault in some way.

If you would like this in an alternative format, please contact the School.

PRIMARY SCHOOL PARENTAL CONSENT FORM (regular trips)

School Sports Events and other day trips in the South West

This form has been produced for parents/carers of young people to complete and gives the necessary authority to the school to take your child out of school. Students will not be taken out of school without parent/carers prior knowledge. This form will only need to be completed once during the student's time at school.

PLEASE NOTE that in signing this form your rights are not affected in any way.

School: Primary School Name

I wish my son/daughter

To be allowed to take part in the above-mentioned journeys or visits and agree to him/her taking part in any of the activities.

1. I consent to any emergency treatment required by my child during the course of the visit. **Yes/No**
2. I confirm that my child does not suffer from any medical condition requiring regular treatment OR my child suffers from..... requiring regular treatment (e.g. diabetes, asthma) Allergies (e.g. antibiotics, elastoplasts, aspirin or any medicine food /drink?)
3. If your child suffers from a particular complaint, please enclose a letter giving details of the complaint and its treatment.
Letter enclosed. **Yes/No**
4. Is he/she receiving treatment at present? **Yes/No**
5. Does he/she have any special dietary needs? **Yes/No**
6. Address.....
.....
Date of Birth.....
Emergency Contact Person..... Tel No.....
Mob No
Doctors name Contact No
Date of last Anti-tetanus injection.....
7. I consent to my child travelling by any form of public or contracted transport and/or in a motor vehicle driven by authorised staff members.
8. I acknowledge the need for him/her to behave responsibly at all times.

If any of your details change, please let us know as soon as possible.

A message via the Xpressions App will be sent out half termly to remind parents/carers of the need to keep the school up to date.

When paying for trips online there will also be a consent box to tick.

Signature of Parent/Carer..... Date.....

You can withdraw your consent at any time by notifying us in writing.

This information will be used during your child's time at school and destroyed when they leave.

The Governing Board through its employees and agents will at all times take reasonable care of your child and his/her personal effects and money. If your child has an accident or suffers loss or damage to his/her personal effects and money which is not as a result of any lack of care on the part of the Governing Board, its employees or agents, the Governing Board will not be able to pay any damages or meet any expenses arising.

Similarly if your child incurs any liability towards a third party in respect, for example, of any injury caused by your child to that third party or damage to the third party's property, the Governing Board will not be responsible for this unless it can be shown to be at fault in some way.

If you would like this in an alternative format, please contact the School.