



LANDAU  
FORTE  
ACADEMY  
AMINGTON

<b>Policy Name</b>	<b>Educational Visits, Residentials and Exchanges Policy</b>
<b>Policy Number</b>	<b>AMN050</b>
<b>Date of Issue</b>	<b>July 2022</b>
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<b>Reviewed by</b>	<b>A Reynolds July 2024</b>
<b>Date of next Review</b>	<b>July 2025</b>

## EDUCATIONAL VISITS, RESIDENTIALS AND EXCHANGES

Students at Landau Forte Academy Amington will be given every opportunity to participate in educational visits, residentials and exchanges in order to expand their personal and social development and to extend curricular experience beyond the environment of the Academy.

For the purposes of this policy, Educational Visits will comprise any of the following types of off-site activity:

- short visits close to the Academy (e.g. Library, Place of worship, local factory, field study);
- visiting a place of educational interest some distance from the Academy (museum, sites of historical or geographical interest);
- charity walks and sponsored events;
- evening visits to theatre or cinema;
- visits to residential field centres and study courses;
- visits to outdoor activity centres;
- camping or adventure holidays;
- holidays and exchange visits abroad.

The aims and objectives for each educational visit must be clearly formulated, organisationally sound, and meticulously completed. The standards of behaviour expected of both staff and students must conform to that demanded in the Academy itself.

The Principal carries the ultimate responsibility for ensuring that adequate and appropriate arrangements are made for all visits. However it is the leader of the party who assumes the prime responsibility and accompanying staff must be briefed on their responsibilities for the visit with any additional information on emergency procedures.

Whatever is planned must be within the ability of the participants and where physical activity or specialist work is involved this must be reflected in training and preparation. A risk assessment for the visit must be documented in advance: a school that fails to take account of foreseeable problems leading to an accident may be negligent and possibly subject to criminal proceedings: a summary is included of the position regarding legal liability.

The DfE advises that Tutors have a duty of care for their students. The duty is to act in *loco parentis*. The standard of care is that of an *ordinarily careful parent* in the same circumstances as the Tutor. In all cases where the tutor has accepted the care of students, he or she must take responsible precautions for their safety and welfare.

## **Academy Policy: Educational Visits**

### **Personal Responsibilities 1: The Academy Principal**

The Principal acting on behalf of the Governors must ensure that:

- visits comply with Academy Policy and each visit has a specific and stated objective;
- the Group Leader is a responsible member of staff and has experience in supervising the age groups going on the visit and will organise the group effectively;
- adequate child protection and safeguarding procedures are in place;
- the risk assessment has been completed and appropriate safety measures are in place, particularly for vulnerable and for SEN students;
- the Group Leader or another Tutor is suitably competent to instruct in the activity and is familiar with the location, customs or centre where the activity will take place;
- adult volunteers on the visit are appropriate people to supervise students (e.g. police and disclosure and barring checks have been undertaken);
- the ratio of staff and adults to students is appropriate;
- parents and carers have signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the students;
- adequate first aid provision will be available;
- the mode of transport is appropriate;
- travel times out and back are known including pick up and drop off times and that contingency plans are in place for any delays including a late return home;
- there is adequate and appropriate insurance cover;
- an Academy contact has been nominated for the visit (this may be the Head of School or Vice Principal) and the Group Leader has the details;
- the Principal or Vice Principal, the Group Leader, group supervisors and nominated Academy contact have a copy of the visit information pack which should include copies of the itinerary, destination address, travel arrangements, names of all adults and students travelling in the group, and the contact details of parents, carers and adult next of kin. It should also include the agreed emergency procedures.
- All Educational trips must utilise the Staffordshire Evolve online planning system.

## **Academy Policy: Educational Visits**

### **Personal Responsibilities 2: The Group Leader**

The Group Leader has overall responsibility for the supervision and conduct of the visit and must have regard to the health and safety of the group. The Group Leader must be appointed by the Head of School. The Group Leader must:

- obtain the Head of School's prior agreement before any off-site visit takes place;
- appoint a deputy, approved by the Academy Principal or Vice Principal;
- clearly define each adult's role and ensure all tasks have been assigned;
- be able to control and lead students of the age and ability appropriate to the type of visit;
- be suitably competent to instruct students in an activity and be familiar with the location/centre and customs where the activity will take place;
- be fully aware of child protection and safeguarding issues;
- ensure adequate first aid provision will be available; *the leader or accompanying adult must have knowledge of First Aid appropriate to activities proposed.*
- undertake the planning and preparation of the visit including the briefing of group members, parents, carers and students;
- undertake and complete a comprehensive risk assessment, including references to vulnerable and for SEN students;
- have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed or confirmed;
- ensure the ratio of staff/adults to students is appropriate for the needs of the group;
- ensure that the supervising adults have details of the Academy contact, the emergency procedures and the students' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- terminate the visit if the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality.
- before the visit collect appropriate number of First Aid Kits from the Medical Office
- before the visit collect an Educational Visit Leader Emergency Action Card from the Admin Office (see appendix)
- All Educational trips must utilise the Staffordshire Evolve online planning system and timescales.

## **Academy Policy: Educational Visits**

### **Personal Responsibilities 3: Other Accompanying Adults**

Other accompanying adults on Academy visits must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They must:

- follow the instructions of the Group Leader and help with control and discipline;
- notify the Group Leader, if they consider the risk to the health and safety of the students in their charge is unacceptable.
- report any concerns of risk they consider has or may arise, immediately to the Group Leader;

### **Personal Responsibilities 4: Students**

The Group Leader must make it clear to students that they must:

- not take inappropriate risks
- follow the instructions of the Group Leader and other adults including those at the venue of the visit;
- dress and behave appropriately;
- if abroad should be sensitive to local codes and customs;
- be vigilant for anything which may hurt or threaten themselves or the group and tell the Group Leader or other accompanying adult about it.

### **Personal Responsibilities 5: Parents and Carers**

Parents and Carers must:

- provide the Group Leader with emergency contact numbers;
- sign the consent form;
- give the Group Leader information about their child's emotional, psychological and physical health (including any medication to be held by staff) which might be relevant to the visits (usually by means of the medical form,);
- help prepare their child for the visit by reinforcing the code of conduct;
- provide appropriate clothing and footwear.

## Educational Visits: Planning Procedure

***The following procedures may be undertaken in parallel to one another. The sequential arrangement of these procedures does not necessarily indicate a hierarchical approach.***

### **Preliminary Planning**

The Group Leader should follow the procedure outlined below when planning any off site visit:

1. The Group Leader must identify the objectives for the educational visit; the length of the visit and its location; the type of accommodation; the requirements of the organisation or location to be visited and the curriculum guidelines and codes of practice.
2. Where possible the Trip Leader should conduct a pre-visit of the venue. Where applicable trip leader should ensure that there is a current licence, especially if an activity centre. (Please note that some activities offered by commercial companies with or without charges must be licensed. These are: cave diving, climbing, trekking, watersports such as canoeing, rafting and sailing on the sea, in tidal waters or where water is turbulent or more than 100 metres across).
3. If using a travel or airline company, the Group Leader should check that the company holds the appropriate current ABTA, ATOL or AITO registration.
4. Once the visit has been agreed in principle by the Senior Leadership Team, the Group Leader must carry out a risk assessment (see Appendix 9) which may include the following:
  - Transport
  - Pastoral care during the visit
  - Unsupervised time, meal time and down time.
  - Overnight welfare, safeguarding and supervision.
  - an assessment of the hazards inherent in the visit,
  - a list of safety measures necessary to reduce these hazards to acceptable levels
  - the steps to be taken in an emergency.
5. The Group Leader must assess students' suitability for the visit. Any students whose behaviour is considered to be a danger to themselves or the group must be stopped from going on the visit. The curricular aims of the visit for these students will be fulfilled in other ways where possible.
6. Students should not be allowed to be unsupervised for long periods of time. Clearly some activities require independence and students will not be in the direct sight of member of staff all the time. This could be up to a couple hours depending on the visit eg taking part in a Duke of Edinburgh Award expedition or visit to a Theme Park. Specific meeting times will be arranged and insisted upon and they will not be optional. It should be arranged that all students have a set meeting point in order to have lunch and for a member of staff to check on their wellbeing. It needn't be 60 students all meeting in one place, but members of staff meeting with their small group of students for which they are responsible.
7. Where visits take place in a Theme Park and queuing times would be a factor, time periods for students to check in with a member of staff should be given. Staff should check with the students which area they are going to next.

8. For younger students it is advisable that the whole group to be taken to a specific area together and then moved onto another area of the park as a whole group.
9. Appropriate consideration of the weather conditions. For example, if the weather is extremely hot and there is no way to obtain free water on location we ought to have a contingency plan of either being in position to buy water or take bottles of water with us.
10. Maps should be provided to students for all Theme Park activities.
11. The Group Leader should have mobile phone that students can ring directly in the event of an emergency.

### **Transport and Insurance**

1. The Group Leader must discuss insurance with the EVC to establish whether additional cover is required.
2. If so make the necessary arrangements. Check insurance cover carefully, especially for any exclusion. Make sure students with SEN or medical needs come within its scope.
3. Only reputable transport companies should be used. Coaches and Minibuses must have seatbelts for all passengers. (Tutors who drive minibuses must hold a current minibus drivers certificate)

### **Finance and Administration**

1. The Group Leader must complete and sign an educational visit approval form at least one month before the activity. The form is then circulated for signature.
2. Once the visit has been approved in principle the form, parent/carer letter, costing form and full Risk Assessment and full itinerary are submitted to the Head of School.
3. After signature, copies will be made and distributed to:
  - Group Leader
  - The original to be retained in the Administration Office
4. On receipt of signed copy, the Office Manager will arrange for the letter to be typed and the appropriate number copied and distributed.
5. The return slips with deposits/payments should be returned to Accounts in an envelope (with information on the non-return of deposit if applicable). The student's name and tutor group, along with the name of the visit should be written on the envelope. Accounts staff will make a record of all payments made by students and the student will countersign the record.
6. All students making a financial contribution towards the cost of visit's abroad will be issued with a card, which will serve as a receipt for all payments made. Each time that a payment is made, the card will be signed, dated and returned to the student by administrative staff.
7. Once the deadline has passed and the register is complete, all provisional bookings (coaches and meals) may be confirmed and the programme of activities may be finalised.

## Planning Supervision by Staff

1. When planning supervision and adult student ratios, the Group Leader must take into account the following points.

The OEAP guidance relating to STAGER. See document 1b foundation on the OEAP website for further details. This includes:

- Staffing
- Time of year
- Activity
- Group
- Environment
- Remote

Additional considerations:

- the type of activity;
  - the number of students on the visit;
  - their sex, age, maturity and experience of the activity;
  - the number of students with SEN or medical needs must also be taken into account.
2. The Group Leader, with the Head of School, must assess the suitability of any adult volunteers before allowing them to accompany the visit. (This may include DBS checks) and will discuss the arrangements for staff to be included in the visit with the Head of School and Vice Principal.
  3. The Group Leader must:
    - ensure all participants understand their responsibilities;
    - arrange a meeting for all staff accompanying the group to discuss the itinerary, roles and responsibilities of each member of staff.;
    - provide each accompanying member of staff with a statement outlining their roles and responsibilities during the visit;
    - include details of students' SEN or medical needs.

Academy staff retain overall responsibility for students during licensed activities even if the provider's staff are giving instruction.

## Parental Consent and Meetings

1. Once the visit has been approved an information letter for parents and carers, with a return slip, must be written by the Group Leader and approved by the Head of School.
  - The letter should follow the suggested format including the details of the deadlines for money to be received.
  - The contents of the letter must give parents and carers sufficient written information on the visit for them to decide whether they want their children to go.
2. The organiser will write to parents and carers with details of planned insurance cover and a copy of the insurance schedule, making clear to them the limits of insurance.



3. The organiser will tell parents and carers well in advance what the transport arrangements are so that they have the opportunity to suggest alternatives or withdraw their child if they are not happy.
4. For residential visits a letter requesting medical information and a medical consent form must be sent to all parents and carers and must be returned to the Group Leader.
5. If a student is subject to a care order (Looked After), the foster carers must get consent from Social Services for the visit.
6. The organiser must arrange a parents and carers meeting for all residential visits so that parents and carers have full information about the activities to be undertaken, the staff involved, arrangements for travel, supervision and emergency procedures as well as a meeting with students involved to discuss their responsibilities on the visit.

### **Additional Planning for Overseas Visits and Exchanges**

For overseas visits or exchanges all of the above apply as well as the following:

1. Students must hold a passport in the same name known by the Academy, and passports and tickets must be checked to ensure that names match exactly.
2. Checks of passports must be made. Organisers must check the group for students whose nationality or immigration status may be in doubt, and then check their rights of re-entry to the UK with the Home Office's Immigration and Nationality Directorate. Expiry date must also be checked (some countries require passports to have a period of validity from the travel date). Check vaccination requirements, medical insurance and European Health Insurance card.
3. Check foreign legislation on Fire and Safety regulations and ensure all staff know how to reach the nearest British Embassy or Consulate. It is desirable that one of the adults in the group must speak and read the language of the country to be visited.

### **Information Packs**

1. Information packs containing the details of the visit must be produced in advance of the visit. Before the group leaves the Academy, a pack must be left with the Head of School, Office Manager and a further pack must be taken by the staff on the visit. The pack must include contact phone numbers, the itinerary, a list of group members, copies of travel documents and parental consent forms.
2. The Group Leader must make a dated record of what she/he assesses the risks to be and the necessary risk control measures to be taken. Particular attention to be detailed of supervision arrangements. Copies of this document must be held by all accompanying staff and the Head of School. (See Appendix)

## **Record Keeping and Reports**

1. The Group Leader should submit a report to the Head of School outlining the success of the visit against the original aims and objectives. It should also include an evaluation of the centre or venue and review procedures for any return visit.
2. The Group Leader should keep records that show a structured supervision plan.
3. In the event of a student having an accident or illness, medical attention must be obtained as necessary. The tutor in charge must inform the Head of School, notify the parents or carers in the event of an accident, record carefully and as soon as possible the staff's version of events and all action taken to minimise harm and protect the students. On return to the Academy an Accident Form should be completed.
4. The Head of School, or in his/her absence a Vice Principal, shall report to the Chairman of Governors immediately any untoward incident or accident occurs in respect of any educational visit.

## Ratios of Adults to Students

All Academy groups must be accompanied by an adequate number of adults. All visits more than twenty miles from the centre of Tamworth and those involving an overnight stay must have at least one accompanying adult (approved by and known to the Head of School) of the same sex as the children. Where an overnight stay is planned as part of the visit, the ratio must be a minimum of 1:10. All trip leaders should refer to the OEAP guidance relating to STAGER and amend as appropriate

. See document 1b foundation on the OEAP website for further details.

1. **Local visits as part of the curriculum.** Approval to be given by the Head of School

Minimum adult student ratio 1: class unit

2. **Visits within a twenty mile radius of the centre of Tamworth, which do not involve adventurous activity or additional risk.** Approval to be given by the Head of School

Minimum adult/student ratio 1: 20

3. **Visits more than twenty miles from the centre of Tamworth, which do not involve adventurous or additional risk.** Approval to be given by the Head of School

Minimum adult/student ratio 1: 20

4. **Visits within a twenty mile radius of the centre of Tamworth involving adventurous activity.** Approval to be given by the Head of School

Minimum adult/student ratio 1:15 (see special categories in the table below)

5. **Visits more than twenty miles from the centre of Tamworth involving adventurous activity and which may also be residential.** Adventurous activity includes rambling/low level and coastal walks, hill walking, mountaineering, climbing, caving, water-sports, camping, pony trekking, orienteering, cycling, skiing and other similar activities with an element of risk.

Minimum adult/student ratio 1: 10

6. **All visits abroad.** Approval to be given by the Head of School

Minimum adult/student ratio 1: 10

*Provided that the Head of School shall have power to allow application upon shorter notice where appropriate and where all the Academy policy on educational visits can be complied with as appropriate to the visit.*

## Ratios of Adults to Students

### Special Categories of Activity

The ratios for the different category of visit are given above but for categories 4 and 5 the following special adult to student ratios apply for the activities listed: the figures for adult supervision are the absolute minimum. The Group Leader should check the ratios with the Tour Company pre-visit.

Rock climbing: Single Pitch climbs	2 : 8
Multi Pitch Climb	1 : 2
Caving/Mine Exploration	1 : 5
Canoeing (River)	1 : 6
Canoeing (Sea)	1 : 4
Dinghy Sailing (Inland)	2 : 10
Dinghy Sailing (Sea)	2 : 8
Skiing On Snow	1 : 8

## Communications with Parents or Carers

If parental consent for a visit is to be obtained, they need to be fully informed not only on the practicalities but also of the aims and objectives. If students are to be away overnight, parents and carers should be able to meet the staff concerned. A meeting should be arranged to outline:

- a. the aims and objectives of the visit;
- b. its duration;
- c. activities planned, with details of a typical daily programme;
- d. the parent's responsibility for ensuring those children are fit to go;
- e. clothing, luggage, type and labelling;
- f. the base(s) from which the group will be operating;
- g. the place and time of the start, and return, particularly if either of these is away from the Academy or outside the normal hours;
- h. arrangements for the picking up and dispersal of the group;
- i. if the journey is an extended one, some reassurance that there will be effective communication links between yourself and the Academy in case of emergency;
- j. financial matters, including pocket money.
- k. If the visit is an overseas visit arrangements are to be made to inform parents/carers of safe arrival.

Allow time for questions. Printed information will be an important back up to the meeting, but is never a thoroughly satisfactory substitute. You will need a range of information about students. This could be explained, though best not gathered, at the meeting. You may need:

- a. Passport information
- b. Photographs for identity cards.
- c. Details of special dietary needs
- d. Essential information for medical treatment, including current medication (this will need clear labelling with students names, the dosage and name of the drug).
- e. Consent forms should also relate to any needs for emergency treatment.
- f. Contact address and telephone number.

Students should be medically fit to cope with the activities of the visit. With visits of more than five days a medical inspection a few days before departure is recommended.

## **Emergency Protocols**

In the event of an emergency situation –the Critical Incident Management Plan will be followed. This includes:

Trip leader to contact the designated emergency contact at If necessary, contact will be made with the UK Embassy within the country being visited.

The emergency contact will then co-ordinate the Critical Incident Management Team and ensure that relevant County Council authorities are informed.

Any parental information will come from the Academy and students will be asked not to use Facebook or Mobile communications until the emergency is either over or has stabilised. It is important that this happens so that Chinese whispers do not take place.

On the trip itself – students must keep their Mobile phone and the emergency numbers with them at all times – these are to be held SEPARATELY and not just in a mobile phone.

Each student is allocated to a designated teacher – it is the STUDENTS responsibility to report to that teacher to register (if they can't, how will they know they need to?)–

If a student is not accounted for then they will be contacted through their mobile phone number – each staff member and the emergency contact will have a complete list of the numbers.

If a student cannot, for whatever reason, make themselves aware they must follow the direction of the local authorities (POLICE FIRE etc.) and at the earliest possibility contact one of the 3 emergency numbers.

In the unlikely event where students are not accounted for the trip leader will ensure that local authorities will be contacted to trace any missing students – any updates will be communicated to the emergency contact.

## **Student Behaviour**

### **Students must:**

Must dress and behave sensibly and strive to meet the expectations placed upon them.

Must follow the instructions given to them by any accompanying adults.

Must not take any unnecessary risks or place their fellow students at unnecessary risk.

Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities

The trip leader EVC, or trip leader have concerns with a pupils behaviour prior to a trip commencing they will meet with parents prior to the trip to discuss concerns before giving pupils a chance to meet set targets operated on a “3 strike” basis. If this criteria is not met the headteacher may withdraw the place of a pupil from a trip.

## **Training**

The following training will be undertaken by the organisation:

All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.

All staff will be trained in understanding the health and safety requirements of educational visits, particularly in relation to those identified in the relevant risk assessments.

Key staff, as identified by the responsible person named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy.

## **Mobile Phones and School Trips and Visits**

Pupils are permitted to take their mobile phones on school trips and visits. Trip/visit leaders must ensure that they consider the pupils' use of mobile phones on their trip and make reference to this in any risk assessment. Pupils must be briefed about the rules prior to any trip and the details must also be communicated to parents via a letter or parents' meeting as appropriate.

## **APPLICATION FOR AN EDUCATIONAL VISIT OR INTERNAL ACTIVITY/EVENT**

### **Internal Activities**

Internal Activities should be booked through the schools EVC using the Internal Activities form (see below). All activities should be booked at least 2 weeks in advance. A Confirmation email will be sent by the EVC once approved.

Activities should not be paid for or confirmed with parents / external stakeholders until the form has been approved by the EVC.

### **Educational Visits**

The school uses EVOLVE for the submission, quality assurance and monitoring of all educational visits.

Educational visits should be booked through the schools EVC using the Staffordshire Evolve system:

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=staffordshirevisits.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=staffordshirevisits.org.uk)

All day activities should be organised at least 4 weeks in advance.

All residential activities should be organised at least 4 weeks in advance.

Activities should not be paid for or confirmed with parents / external stakeholders until the form has been approved by the EVC and the head teacher. (see infographics below).

Supporting documents can be found internally at: I Drive / Systems and Admin / Operational Information / Educational Visits:

1. Educational Visits Infographic
2. Educational Visits Policy
3. Educational Visits Initial Planning Sheet
4.
  - a. EV01
  - b. Ev02
  - c. Ev03
5. Educational Visits Finance Grid
6. Educational Visits Letter to Parents Grid
7. Medical Information for Residential Visits
8. Parent Consent Form
9. Educational Visit Leader Emergency Action Card

Educational Visits are now evaluated online using the evolve system.



## Local Area Visits

This section has been prepared in accordance with:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://oeapng.info/download/1184/> - OEAP NG 5.3b How to write an establishment visit policy.

<https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management – an Overview

### General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent however the trip leader should inform parent /carers of the trip over class charts. Parents can then respond if they wish to remove their child from the visit
- Do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

### Boundaries

The boundaries of the Local Learning Area are limited to the town of Tamworth. This area includes, but is not limited to, the following frequently used venues:

- All Tamworth schools and FE establishments
- Amington Business Park (Careers and Employment)
- Ansons Solicitors
- Bluebird Care Tamworth
- Cloud Accounting Support Services Ltd
- Crown Highways
- Enlighten
- M Hall Management Limited
- Maximity Ltd
- Number Eight (Tamworth)
- Prizm Solutions Ltd
- Tamworth Football club
- The Training Initiative
- NHBC Training
- Other Education establishments within a 20 minute drive of the Academy.

### 'No-go' areas within the Boundaries

- Town centre during a market day (Tuesday)
- No trip should walk alongside / down the A5 road or any motorways.
- Immediate vicinity of the Snow dome

### Additional Local area information.

- Pupils should use road crossing points where possible.

- Staff should inform pupils of specific walking routes, check their suitability beforehand and monitor / headcount pupils at checkpoints along the way where applicable.

## **Transport to the Local Learning Area**

The methods of transport should be wholly in the control of the school, such as establishment minibus, walking or cycling. If using an outside provider please revert to the full visit form.

## **Local Learning Area LLA**

### **Operating Procedure**

#### **The following are potentially significant issues/hazards within our Local Learning Area:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

#### **These are managed by a combination of the following:**

- The Principal and EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office. These staff members will have been provided with local area visit training from the EVC.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will normally be a minimum of two adults, a trip leader and trip deputy.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Staff have informed pupils how to safely manage road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit module) and have approval from the head teacher and EVC.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves,)

## **First Aid Policy for LLA**

As Local Learning Areas are close, contactable, and easily reached, the schools existing first aid policy should be followed. A minimum of 1 first aider should be present on all local area visits.

## **Review Period for the Local Learning Area**

The review period for the local Learning Area is September 2025.

### **Monitoring for the Local Learning Area**

For 2023 -24 academic year the EVC should provide a monitoring visit once a term.

### **Sports Fixtures within the local area.**

For local area Sports fixtures as well as the information listed above additional protocols and safety measures are in place. These are included as an appendix on pages 44 – 51 of this document.

# LANDAU FORTE ACADEMY AMINGTON

## Internal Activity Form



Form to be submitted to the Cover Office at least **2 WEEKS** in advance.

NAME OF LEAD STAFF (PLEASE PRINT):

.....

ACTIVITY:

.....

DATE(S) OF ACTIVITY:

.....

PURPOSE / IMPACT:

.....

.....

.....

Item	Requirements
Students Involved	
Staffing Needs	
Rooming Requirements	
Catering Requirements	
Site Team Requirements	
IT Requirements	

Approved and Signed:

.....  
Faculty Leader / SLT

Approved and Signed:

.....  
Operations / Calendar

## Education Visits: Day Visits

<b>Trip Leader fills out Initial Planning Form</b> I:\Systems and Admin\Operational Information/ Educational Visits
<b>EVC and Faculty leader agree in principal</b> If rejected a reason or amendments are suggested. EVC provisionally calendars dates
<b>Pre Visit by trip lead</b> If required
<b>Trip Lead Completes Evolve Application</b> Including risk assessment, travel arrangements, finance form and parent letter template. <a href="https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=staffordshirevisits.org.uk">https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=staffordshirevisits.org.uk</a>
<b>Trip confirmation</b> From EVC / Head teacher exams officer If rejected a reason or amendments are suggested. EVC confirms calendars dates and organises cover Heads PA provisionally books travel if required, checked by TL.
<b>Launch Letters are sent to parents</b> Must be checked by TL with final confirmation from Heads PA.
<b>Parent Responses are Audited</b> Has parental consent / medical information / emergency contacts / finance been provided? Amend notes on evolve if required. Travel / bookings are confirmed by Heads PA
<b>Pre-Trip</b> Seek EVC support if required Email list of FSM meals to kitchen manager Email register to Medical, SENCO, HOY and Safeguarding
<b>Day of Trip</b> Paper register to Admin Final confirmation of information and submit copy to Heads PA. Amend notes on evolve if required. All relevant equipment to hand (e.g. first aid / critical incident pack). All relevant paperwork to hand (e.g. care plans)

**Trip Commences**

Follow Risk assessment and itinerary as appropriate

**Post Trip**

Evaluation form is completed on Evolve

Sensitive information is destroyed within 7 days if no incident

Sensitive information is retained by SPF if incident has occurred

## Education Visits: Residential

**Trip Leader fills out Initial Planning Form**

I:\Systems and Admin\Operational Information/ Educational Visits

**EVC and Faculty leader agree in principal**

If rejected a reason or amendments are suggested.

EVC provisionally calendars dates

**Pre Visit by trip lead**

If required

**Trip Lead Completes Evolve Application**

Including risk assessment, travel arrangements, finance form and parent letter template.

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=staffordshirevisits.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=staffordshirevisits.org.uk)

**Trip confirmation**

From EVC / Head teacher exams officer

If rejected a reason or amendments are suggested.

EVC confirms calendars dates and organises cover

Heads PA provisionally books travel if required, checked by TL.

Seek approval from LA

**Launch Letters are sent to parents**

Must be checked by TL with final confirmation from Heads PA.

**Parent Responses are Audited**

Has parental consent / medical information / emergency contacts / finance been provided?

Amend notes on evolve if required.

Travel / bookings are confirmed by SPF

**Additional Letter for Residential Trips**

Confirmation the visit is running

Itinerary for the visit

Request for a photocopy Passport & GHIC Card

Date for Visit Meeting with Parents

**Parent Meeting for residential trips**

1 month before the visit

After 4:30 PM. Location booked through EVC

Collect medical forms / Deposits

Send final letter with: Final Departure Details, Flight details etc

Confirmation of Itinerary / Expectations / Other Relevant information

Academy Emergency Contact information
<p><b>Pre-Trip</b></p> <p>Seek EVC support if required  Copy of medical information to medical officer, Heads, PA, Designated emergency contact and Safeguarding  Collect in Passports and EHIC Cards  Letter head with list of students / staff and Head teachers' permission.</p>
<p><b>Day of Trip</b></p> <p>Final confirmation of information and submit copy to Heads PA.  Amend notes on evolve if required.  All relevant equipment to hand (e.g. first aid / critical incident pack).  All relevant paperwork to hand (e.g. care plans)</p>
<p><b>Trip Commences</b></p> <p>Follow Risk assessment and itinerary as appropriate</p>
<p><b>Post Trip</b></p> <p>Evaluation form is completed on Evolve  Sensitive information is destroyed within 7 days if no incident  Sensitive information is retained by SPF if incident has occurred</p>

## Cancelation Policy

**Academy Cancellation:**

If a trip is cancelled due to a short fall in numbers etc. it is the responsibility of the Trip Lead to call Parents and inform them. You will need to check with Finance (Di Adcock) beforehand as to when refunds will be available for collection. Payments via ParentPay will be refunded to Parentpay. Cash refunds – Parents will need to give permission for their child to collect the cash.

**Parent/Carer Cancellation:**

Day Visit - Deposits will not be refunded. Full payments may not be refunded if tickets have already been purchased.

Residential Visit – Deposits are not refundable. Further payments – refer to payment schedule as often we are guided by the travel company's terms and conditions.



**Landau Forte Academy Amington  
Educational Visit Leader - Planning Sheet**

**WHY – the purpose and benefits to teaching and learning, they key objectives of the visit**

**WHAT – the specific nature of the activity and is it Overseas, Residential, Adventurous or involve open water?**

**WHERE – location, venue, provider and facilities**

**WHEN – dates and timings of the trip including transfers**

**WHO**

- The number of pupils participating, their developmental age and gender split.
- The staff involved including experience, competence and confidence to lead

**SAGED**



- Any group dynamics / specific individuals with additional needs you need to be aware of

--

**COSTING APPROVAL FORM**

<b>Visit Finance Information</b>		
<b>INFORMATION REQUIRED</b>	<b>DESCRIPTION</b>	<b>COST (if applicable)</b>
Name of Trip		
Date of Event/Trip		
Trip Lead/Approver		
Year or Group/s		
Number of Places (especially if limited)		
Cost Per Student		
Payment Schedule		
Cut-off Date for Payments		
Providers/Venues		
Transport Provider		
Funding Requested/Expected		
Department		
Department any shortfall to be allocated to		

## Letter to Parents

Please complete the grid below and your letter will be produced for you and a copy sent to you for approval.

<b>Proposed Visit/Activity/Event</b>	
<b>Purpose of Visit/Activity/Event</b>	
<b>Date of Visit/Activity/Event</b>	
<b>Mode of Transport</b>	
<b>Approximate time of Departure from Academy</b>	
<b>Approximate time of return to Academy</b>	
<b>Full cost of Visit/Activity/Event and what this includes</b>	
<b>Food Arrangements</b>	
<b>Payment/Deposit Closing Date</b>	
<b>Academy Uniform unless special clothing required</b>	
<b>Meeting Date (If applicable)</b>	
<b>Additional Information</b>	

A copy of the letter will be sent to you to check all details are correct.

## Generic Risk Assessment: All Off-Site Visits

<b>School Name</b>		<b>Decide who may be harmed (insert ✓):</b>				
		<b>Student</b>		<b>Staff</b>		<b>Volunteers</b>
<b>Off Site Location &amp; Activity</b>		<b>Vulnerable People</b>		<b>Other People (Specify)</b>		
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
Accidents/injury (due to lack of planning)	H	All visit leaders have read the school policy and guidance on offsite activities.	<input type="checkbox"/>			
		Staff undertaking off site activities are competent and appropriately trained to do so.	<input type="checkbox"/>			
		Visit leader will submit and have approved by school EVC all risk assessments and other documents FOUR weeks before the trip.	<input type="checkbox"/>			
		Visit leader will brief other staff/volunteers involved on their roles/responsibilities and any potential risks involved prior to departure.	<input type="checkbox"/>			
		Visit leader will brief students on itinerary, potential risks, emergency arrangements and expected behaviour before departure.	<input type="checkbox"/>			
		Parents will provide informed written consent for any off site activity that takes place (see school guidance on 'informed consent requirements').	<input type="checkbox"/>			
Exposure to adverse weather  (Wind/Rain/Snow/Sun)	H	All possible weather conditions are taken in to account as part of planning and appropriate contingency arrangements are in place.	<input type="checkbox"/>			
		Appropriate clothing, footwear, and equipment is expected and or provided.	<input type="checkbox"/>			
		Daily weather forecasts are obtained and reviewed before and on the day of the trip.	<input type="checkbox"/>			
Student lost/separated from Group	H	All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section).	<input type="checkbox"/>	<b><i>Own child is never in the group with a supervising parent</i></b>		

		Students are fully aware of itinerary, emergency arrangements/meeting points.			
		Trip leader/other nominated staff member undertakes regular head counts.		<i>Specify frequency here</i> _____	
Horseplay	H	Consideration is given to behavioural issues of any individual or group of students before allowing a student to undertake off site activities.		<i>Behavioural/care plans reviewed (speak to SENCO if applicable)</i>	
Remote supervision	TBA	A separate risk assessment is undertaken where remote supervision is permitted.			
Medical issues/allergies	TBA	Staff fully briefed regarding any students or adults with medical or allergy issues.		<i>Care plans will be reviewed/ separate risk assessments will be undertaken if necessary</i>	
		The first aider will be responsible for any medications and or undertaking any treatment required as a result of a medical incident or accidental injury.			
<b>Risk Rating Guidance:</b> H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.					
<b>Other Hazards Identified</b>	<b>Additional Control Measures to be Put in Place</b>				
Any other foreseeable hazards that are associated with the off-site activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i>  <i><b>*For High Risk Activities (See School Off-Site Visits Guidance) All Documentation Must also be Referred to 2<sup>nd</sup> Tier Approver*</b></i>				
<b>Ratio Pupil: Adults</b>	Pupils:		<i><b>Include details below of any special health needs, details of numbers of first aiders etc.:</b></i>		
	Teachers:				
	Other(s) e.g. Volunteers:				
<b>Date of Assessment:</b>		<b>Carried Out By: (Visit Leader)</b>		<b>Signature: (Visit Leader)</b>	
<b>*EVC Date of Approval:</b>		<b>Carried Out By: (EVC Signature)</b>		<b>Date of Next Review:</b>	

**Also refer to these other relevant documents and or risk assessments relevant to this off-site activity:**

- **Off Site Activities Guidance & Policy Document**
- **Other Relevant Risk Assessments**

RISK CALCULATOR: Use the matrix below to assist in assessing the residual risk rating once you have implemented the appropriate controls -

**Note:** Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.

Likelihood of Occurrence	Potential Severity of Impact		
	Negligible	Significant	Major
Certain	Medium	High	High
Likely	Low	Medium	High
Unlikely	Low	Low	Medium

School Name		Decide who may be harmed (insert ✓):				
		Student		Staff		Volunteers
Off Site Location & Activity		Vulnerable People		Other People (Specify)		
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
Accidents/injury (due to lack of planning)	H	All visit leaders have read the school policy and guidance on travelling on public transport and or using coach operators.				
		At least one member of staff has access to a mobile phone and emergency contact information whilst off site.				
		A nominated first aider forms part of the group and a first aid kit/bag is taken on all offsite activities.				
		Transportation of students in staff cars is not permitted.				
		If the school minibus is used drivers are MIDAS qualified and are fully aware of/follow the driving at work handbook/policy/procedures/risk assessment.		<b>Refer to school handbook as appropriate</b>		
		Parental written consent will include the method of travel to be used.				
		Documented procedures are in place in the event of a breakdown of the method of transport used.		<b>Refer to procedures for relevant mode of transport to be used</b>		
Defective/unsafe vehicle	H	Where school minibus is used this is subject to regular routine checks and inspections.				
		Only approved third party transport providers are used.				
Inappropriate Behaviour	H	All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section)		<b>Own child is never in the group with a supervising parent</b>		
		Staff will be split amongst students to ensure behaviour is controlled		<b>Refer to RAN17 Travel on Public Transport if applicable</b>		
		Students fully understand the consequences of inappropriate behaviour.				

		Advice is sought from SENCO if applicable and increased staff to pupil ratio applied where appropriate.		<b>Behavioural/care plans reviewed (speak to SENCO if applicable)</b>	
Injury during access/egress to vehicle	H	Safe locations are chosen for pick up/drop off. Students are closely supervised by staff, always with one member at kerb side and one on vehicle.			
		Students are instructed to enter/leave vehicle in an orderly manner.			
Separation from group during rest stops	H	Close supervision/regular head counts are taken during rest stops/ breaks.			
		Remote supervision is not permitted during rest stops/breaks.			
Walking injuries	H	Walking routes are planned and appropriate risk assessments undertaken.			
<b>Risk Rating Guidance:</b> H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.					
<b>Other Hazards Identified</b>	<b>Additional Control Measures to be Put in Place</b>				
Any other foreseeable hazards that are associated with the off-site activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i> <ul style="list-style-type: none"> <li><b>An additional risk assessment will be required for travel by air or sea</b></li> </ul>				
<b>Ratio Pupil: Adults</b>	Pupils:		<b>Include details below of any special health needs, details of numbers of first aiders etc.:</b>		
	Teachers:				
	Other(s) e.g. Volunteers:				
<b>Date of Assessment:</b>		<b>Carried Out By: (Visit Leader)</b>		<b>Signature: (Visit Leader)</b>	
<b>*EVC Date of Approval:</b>		<b>Carried Out By: (EVC Signature)</b>		<b>Date of Next Review:</b>	

**Also refer to these other relevant documents and or risk assessments relevant to this off-site activity:**

- **Off Site Activities Guidance & Policy Document**
- **Other Relevant Risk Assessments**

**Note:** Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.

***\*For High Risk Activities (See School Off-Site Visits Guidance)  
All Documentation Must also be Referred to Higher Level Approver***



## Generic Risk Assessment: All Off-Site Visits Abroad

<b>School Name</b>		<b>Decide who may be harmed (insert ✓):</b>				
		<b>Student</b>		<b>Staff</b>		<b>Volunteers</b>
<b>Off Site Location &amp; Activity</b>		<b>Vulnerable People</b>		<b>Other People (Specify)</b>		
<b>Identified Hazards</b>	<b>Initial Risk Rating</b>	<b>Existing Control Measures (select all that are in place)</b>	<b>✓</b>	<b>Actions / Comments</b>	<b>Residual Risk Rating H/M/L</b>	
Accidents/injury (due to lack of planning)	H	All visit leaders have read the school policy and guidance on offsite activities overseas.	<input type="checkbox"/>			
		Staff undertaking off site activities are competent/experienced and appropriately trained in organising visits to the country in question.	<input type="checkbox"/>	<b><i>Pupil: Adult ratio reflects increased risks involved in travel abroad</i></b>		
		A minimum of one member of staff on the visit speaks the native language.	<input type="checkbox"/>			
		A pre visit has been undertaken to assess potential hazards.	<input type="checkbox"/>	<b><i>*High Risk Trips (e.g. abroad) must also be approved by 2<sup>nd</sup> tier approver as well as EVC</i></b>		
		Safety advice is obtained from Foreign & Commonwealth Office before trip.	<input type="checkbox"/>			
		Visit leader will submit and have approved by school EVC all final risk assessments and other documents <b>SIX</b> weeks before date of the visit.	<input type="checkbox"/>			
		Visit leader will brief other staff/volunteers involved on their roles/ responsibilities and any potential risks involved prior to departure.	<input type="checkbox"/>	<b><i>Briefings will include any laws/ customs etc. to be aware of</i></b>		
		Visit leader will brief students on itinerary, potential risks, emergency arrangements and expected behaviour before departure.	<input type="checkbox"/>			
		Visit leader will meet with parents before allocating places to discuss the trip.	<input type="checkbox"/>			
		Parents will provide informed written consent for all activities taking place on the trip (see school guidance on 'informed consent requirements).	<input type="checkbox"/>			

		Off site activity insurance is in place and all bookings are via ABTA bonded agents/approved tour/coach operators.		
Illness due to water or food contamination	H	Only bottled water will be consumed, tap water only used for washing.		
		Swimming is not permitted in lakes/ponds or streams. Swimming activities in swimming pools or the sea are supervised and appropriately risk assessed.		<b>Any activity near water must have a separate risk assessment</b>
		Anti-bacterial hand wash/wipes are provided and routinely used.		
		Only properly prepared food from reputable sources will be consumed.		<b>Diarrhoea/dehydration medication to be made available</b>
Student lost/separated/abducted from Group	H	All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section).		<b>Own child is never in the group with a supervising parent</b>
		Students are fully aware/briefed on itinerary, emergency arrangements/meeting points and not to wander off alone (Buddy System in place).		
		Trip leader/other nominated staff member undertake regular head counts.		<b>Specify frequency here_____</b>
Remote supervision	TBA	A separate risk assessment is undertaken if remote supervision is permitted.		
Bites/stings/infections	H	Appropriate inoculations/vaccinations are obtained well in advance of trip.		<b>Refer to F&amp;CO Guidance</b>
		Group leaders/supervisors fully aware of potential animal/insect/plant risks and precautions to be taken.		
Medical issues/allergies	TBA	Staff fully briefed regarding students or adults with medical or allergy issues.		<b>The designated first aider will accompany any student who has to attend hospital during visit</b>
		The first aider will be responsible for any medications and or undertaking any treatment required as a result of a medical incident or accidental injury.		
<b>Risk Rating Guidance:</b> H= High M= Medium L= Low TBA = To Be Assessed – Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.				
<b>Other Hazards Identified</b>	<b>Additional Control Measures to be Put in Place</b>			

Any other foreseeable hazards that is associated with the off-site activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i> <ul style="list-style-type: none"> <li>• <b>All persons travelling in Europe will hold a valid European Health Insurance Card (Staff &amp; Students)</b></li> <li>•</li> </ul>				
<b>Ratio Pupil: Adults</b>	Pupils:		<i>Include details below of any special health needs, details of numbers of first aiders etc.:</i>		
	Teachers:				
	Other(s) e.g. Volunteers:				
<b>Date of Assessment:</b>		<b>Carried Out By: (Visit Leader)</b>		<b>Signature: (Visit Leader)</b>	
<b>*EVC Date of Approval:</b>		<b>Carried Out By: (EVC Signature)</b>		<b>2<sup>nd</sup> Tier Approvers Signature:</b>	
<b>Also refer to these other relevant documents and or risk assessments relevant to this off-site activity:</b>	<ul style="list-style-type: none"> <li>• <b>Off Site Activities Guidance &amp; Policy Document</b></li> <li>• <b>Critical Incident Plan &amp; Emergency Procedures Documentation</b></li> <li>• <b>Individual Risk Assessments for Activities</b></li> </ul>				

**Note:** Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and student

# LANDAU FORTE ACADEMY: PARENT/CARER CONSENT FORM

## Title & Date

Please complete the details in the table, sign and date at the bottom of the form and return this whole page to the Academy Reception by

Visit to:	Start date and time	Finishing date and time

Student's name	Year group	Personal tutor

## TO LANDAU FORTE ACADEMY AMINGTON

I agree to my child taking part in this event and acknowledge that responsible behaviour is required of them.

- My child is in receipt of Free School Meals and I wish the Academy to provide a packed lunch
- I enclose the sum of £            in a sealed envelope being the deposit/contribution for the visit, which I understand is non-refundable (except in the event of Academy cancellation)
- I have paid the sum of £            via Parent Pay being the deposit/contribution for the visit, which I understand is non-refundable (except in the event of Academy cancellation)

Medical Conditions if any including mental health (please continue overleaf if necessary):

.....

.....

.....

Signed ..... Date .....

Full Name (In capitals)	Parent or Carer (please indicate)
Emergency Contact Number	

**Student Exchange Form**

To be completed by the student taking part in a Student Exchange

Exchange Details	Start Date	Finishing Date

Student's Name	Year Group	Personal Tutor

Will your exchange partner a) have a bedroom of his/her own? .....  
b) share a bedroom? .....

**Please tick one above. NB The exchange partner must have his/her own bed.**

**Names and ages of any brothers and sisters:**

.....  
.....

**Please give details of your interests:**

.....  
.....  
.....

**Do you have any pets?**

.....

**To be signed by the participant**

I understand that should I be successful in securing a European work placement/study visit, I will be required to complete work based assignments to complement my studies at Landau Forte Academy and to complete an evaluation of the scheme.

Signed ..... Date .....

**To be signed by the Parent/Carer**

I give my permission for my child to take part in the above placement

Signed ..... Date .....

**To Be Signed by the Parent/Carer if appropriate**

I give my permission for my child to be accommodated with a family having a child of a similar age and accept responsibility for hosting a return visit by the European partner at a mutually convenient time.

Signed ..... Date .....

**Medical Information for Residential Visits**

This form should be signed by a Parent or Carer

**Educational Visit to:** \_\_\_\_\_

**Inclusive Dates: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Full Name of Student:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Tutor Group:** \_\_\_\_\_

**Name of Parent/Carer:** \_\_\_\_\_

**Home address:** \_\_\_\_\_

\_\_\_\_\_

**Name of Student's Doctor:** \_\_\_\_\_

**Address of Surgery:** \_\_\_\_\_

**Telephone No of Surgery:** \_\_\_\_\_

\_\_\_\_\_

**Emergency Contact Details:**

I may be contacted by telephoning the following numbers: -

**Work:** \_\_\_\_\_

**Home:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

If not available at above, please contact: -

**Name:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

Does your son/daughter suffer from any of the following medical conditions?

Epilepsy	YES/NO
Diabetes	YES/NO
Asthma	YES/NO
Enuresis	YES/NO

If Yes, please give full details of condition and any medication required. If medication is required, fill in the **Parental Request for the Administration of Medicines in the Academy.**

Does your son/daughter have and Mental Health condition's staff need to be aware of?

Self-Harm	<b>YES/NO</b>
Suicidal thoughts	<b>YES/NO</b>
Anxiety/Panic Attacks	<b>YES/NO</b>
Depression	<b>YES/NO</b>
Eating Disorder	<b>YES/NO</b>
Psychosis	<b>YES/NO</b>

f Yes, please give full details of condition and any medication treatment required.

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Is he/she having any medical treatment at present? If so, give written details of treatments and medicines, etc.

---

Is he/she allergic to anything? E.g. Food or drug/medication? If so, give details:

---

Are there any reasons that you know of that stops your son/daughter from fully participating in the planned activities? **YES/NO**

If YES, please give details: -

---

---

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases, or suffered from anything in the last four weeks that may become contagious or infectious? **YES/NO**

If YES, please give details: -

---

---

Is your son/daughter's tetanus injection up to date? **YES/NO**

If No, it is your responsibility to attend to this before the visit departure date.

Please outline any special dietary requirements for your son/daughter (if appropriate – These must include intolerances and religious/cultural requirements): -

---

---

Are there any special care or assistance requirements which may impact on the visit?  
(e.g. insulin refrigeration, hearing/physical impairments etc.) **YES/NO**

If YES, please outline below (this may require a meeting/telephone conversation prior to the visit).

---

---

---

---

Is there any other information you feel the Academy needs to be made aware of?

If YES, please outline below (e.g. devices which may impact on airport security measures)

---

I hereby give permission for my son/daughter to receive, if necessary, the following proprietary medications, at a dose appropriate to their age, to alleviate these complaints:

- For colds causing congestion - Decongestant Lozenge (e.g. Tunes)
- For headache - Paracetamol/Calpol/Ibuprofen
- For insect/plant bites or stings - Proprietary spray or cream
- For sore lips - Lip Salve or Vaseline
- For sun protection - Sunscreen
- Plasters/blister pads

I will inform the Trip Leader as soon as possible of any changes in my child's medical circumstances between the date signed and the start of the visit.

### Declaration

I \_\_\_\_\_ agree to my son/daughter receiving any emergency or other medical treatment as deemed urgent, necessary and/or in the best interests of my son/daughter by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic's or blood transfusion. I also agree to the release of relevant and necessary medical information to Landau Academy Forte Staff by the medical professional if circumstances are deemed necessary and appropriate.

Signed \_\_\_\_\_ (Parent/Carer) Date \_\_\_\_\_

Print Name \_\_\_\_\_



**Parental agreement for Landau Forte Academy to administer medication.**



**We will not agree to give your child medicine unless you complete and sign this form. Non-prescription medication will only be given for 3 consecutive days.**

Students name	
Date of Birth	
Year and Tutor Group	
Medical condition or illness	
Date	

**Medicine**

Name/type of medicine	
Expiry date	
Dosage and method	
Timing	
Special Precautions/other instructions	
Are there any side effects that we need to know about?	

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	

**I understand I must deliver the medication personally to the Academy prior to the trip departure date. The medication must be in date, labelled in the original container as dispensed by the pharmacy and must include instructions for administration, dosage and storage. We will not accept repackaged or relabelled medication, verbal instructions asking us to alter the dosage regime.**

**The above information is, to the best of my knowledge, accurate at the time of writing.**

I give my consent to \*staff administering/staff supervising (delete as applicable) my child to self-administer their medication. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped before the trip departure date.

Signed by Parent/Carer: \_\_\_\_\_ Date:

\_\_\_\_\_

**Please return this form to the Trip Leader at Landau Forte Academy Amington prior to the visit departure date.**

### **For Information: Legal Liability**

1. Legal liability of a member of staff for an injury to a student on a visit depends whether or not the injury is the result of negligence or is breach of the duty of care.
2. There may be criminal liability in cases of recklessness, gross carelessness or contributing to a management failure where a death ensues.
3. If an accident to a student occurs as a result of negligence by a third party, provided that the tutor has not contributed by negligence or carelessness, there is no question of legal liability. Any claim could be made against this third party.
4. Accidental injuries will not incur liability to the tutor or any third party. Insurance cover should ensure compensation for accidental injuries to students.
5. A legal claim involving a tutor will be made against the employer, on the basis of the employer's vicarious liability (negligent acts of employees).



## Appendix Local Areas Visits Risk Assessment / Protocols: Sports Fixtures

<b>School Name</b> Landau Forte Academy Amington		<b>Decide who may be harmed (insert ✓):</b>				
		<b>Student</b>	✓	<b>Staff</b>	✓	<b>Volunteers</b>
<b>Off Site Location &amp; Activity</b> Any visiting of local schools for Sports Fixture		<b>Vulnerable People</b>	✓	<b>Other People (Specify)</b> Members of the public		✓
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
Accidents/injury (due to lack of planning)	H	Parents will provide informed written consent for any off site activity that takes place (see school guidance on 'informed consent requirements).	✓	Parents consent to Sporting fixtures will be completed at the start of the year.  Parents will complete a consent form that will include and medical conditions.  The letter will also state that if there are any medical changes during the academic year then it is the responsibility of parents to inform the school.	L	
		All visit leaders have read the school policy and guidance on offsite activities.	✓	SL FOR PE to send policy to all staff to ensure it is read; accessed through Ed Trips folder on iDrive.		
		Staff undertaking off site activities are competent and appropriately trained to do so.	✓	All participating staff members from LFATA. All receive training / guidance from SL for PE		
		Visit leader will brief other staff involved on their roles/responsibilities and any potential risks involved prior to departure.	✓	Clear safety guidance briefings will be given by visit leaders.		

		Visit leader will brief Deputy Leader or accompanying staff on itinerary, potential risks, emergency arrangements and expected behaviour before departure.	✓	Teacher in Charge (TIC) will explain the expectations before departure.  Academy behaviour policy to be used, parent/ emergency contact to be contacted if necessary.	
		At least one member of staff has access to a mobile phone and emergency contact information whilst off site.	✓	All staff to take mobile phones and communicate collaboratively.	
		A nominated first aider forms part of the group and a first aid kit/bag is taken on all offsite activities.		First aid kit taken on each visit. All PE staff are first aid trained.	
Exposure to adverse weather  (Wind/Rain/Snow/Sun)	H	All possible weather conditions are taken into account as part of planning and appropriate contingency arrangements are in place.	✓	Students and parents will be informed of the required kit via Edulink.  In extreme weather conditions the fixture, in consultation with the opposition maybe postponed or cancelled.	L
		Appropriate clothing, footwear, and equipment is expected and or provided.	✓	Students are told what sporting equipment is required for the event via Edulink	
		Daily weather forecasts are obtained and reviewed before and on the day of the trip.	✓	Students contacted via Edulink in case of worsening weather and the requirement to cancel or postpone the fixture	
Student lost/separated from Group	H	All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section).	✓	There will always be at least 2 members of LFATA staff. The ratio will never exceed 1:15	
		Students are fully aware of itinerary, emergency arrangements/meeting points.	✓	Shared before departure, with meeting points emphasised during trip. Head counts and registers at regular intervals.	
		Trip leader/other nominated staff member undertakes regular head counts.	✓	At each change of location (e.g. entering / exiting minibus entering venue)	

		School Mobile phone.	✓	Staff to take School Mobile phone on all trips.  Staff will have a collaborative group on whats app for all sports fixtures.	
		At least one member of staff has access to a mobile phone and emergency contact information whilst off site.	✓	All staff to take mobile phones and communicate collaboratively. A Whatsapp group has been created for PE fixtures. Staff to take the school mobile phone as well.	
		Students are fully aware of itinerary, emergency arrangements/meeting points.	✓	Shared before departure, with meeting points emphasised during trip. Head counts taken at regular intervals.	
Remote supervision	H	Remote supervision is not permitted for local area visits.	✓	Remote supervision is not permitted for local area visits.	NA
Horseplay	H	Consideration is given to behavioural issues of any individual or group of students before allowing a student to undertake off site activities.	✓	SENDCO and Pastoral teams to be contacted after list finalised. LSA will be required to participate if necessary.	M
Medical issues/allergies	H	Staff fully briefed regarding any students or adults with medical or allergy issues.	✓		M

		The first aider will be responsible for any medications and or undertaking any treatment required as a result of a medical incident or accidental injury.	✓	<p>Care plans will be reviewed/ separate risk assessments will be undertaken if necessary, in consultation with medical and pastoral staff.</p> <p>Staff have access to Edulink via mobile phones and medical information can be accessed.</p> <p>Staff to familiarise themselves with the medical information of the students prior to departure.</p> <p>Trip leader to seek advice from AGB when pupils sign up to a team regarding medication, trip leader to seek further advice if a parent notifies of any significant change to medical condition.</p> <p>Initial letter to parents for medical information and requests that parents inform the PE staff via Edulink of any changes to a pupils medical conditions.</p>	
Accident/injury (during the fixture) Minibus	M	Students receive a major injury whilst playing the fixture	✓	<p>The game will be stopped and students will be asked to sit in a safe place within the view of the member of staff.</p> <p>PE staff will assess the injury and possibly collaborate with the member of staff from the other school.</p> <p>PE staff member will treat the patient and the other staff supervise the other students.</p> <p>If required, professional medical assistance will be contacted (eg ambulance).</p>	L



			✓	<p>PE staff will contact parents via Edulink as first point of contact. If student is injured PE staff will ring parents. PE staff will contact emergency contact in school to decide if further parental contact is required.</p> <p>Emergency contact in school is Michelle Corrigan (07773359246). Deputy Mr Alex Reynolds (07429932045). PE staff to check on day of trip that emergency contacts are available. If neither contact is available seek advice from Headteacher.</p> <p>PE staff will take a copy of consent forms with medical and emergency contact information on each trip in case required.</p> <p>Parents will be asked to come to the venue and accompany the student to the hospital. Staff and students will wait in a safe, convenient place.</p> <p>If parents are not available, staff will call school or a Senior Teacher to inform them of the situation.</p> <p>The member of staff and students will follow the ambulance in the coach and wait for parents/guardian to arrive at the hospital. The students will wait on the coach.</p> <p>Students will call parents to inform them of a delayed return time</p>	
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Staff Accident / Injury	M	A staff member becomes unwell	✓	<p>If there are 2 members of staff, the unwell staff member will be moved to a safe comfortable place and if not serious will return with the group at the end of the fixture.</p> <p>Serious illness - medical assistance will be called. The second member of staff will supervise the students. If the second member of staff cant drive the minibus then contact will be made with school and a registered driver will come and collect the group and drive them back.</p>	L
Defective/unsafe vehicle	H	Forms of transport allowed to local fixtures	✓	Only school minibus or walking to local schools/sporting venues will be used.	L
		If the school minibus is used drivers are MIDAS qualified and are fully aware of/follow the driving at work handbook/policy/procedures/risk assessment.	✓	All staff using the minibus will have the qualification and be aware of the relevant policies.	
		Documented procedures are in place in the event of a breakdown of the method of transport used.	✓	<p>Staff will have read the Trips policy as shared on iDrive.</p> <p>Trip leader and deputy will have a copy of the Evolve paperwork.</p>	
		Documented procedures are in place in the event of a breakdown of the method of transport used.	✓	Via Trust	
		Where school minibus is used this is subject to regular routine checks and inspections.	✓	Trip leader to remind driver.	

Inappropriate Behaviour	H	All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section)	✓	<p>The bus holds 14 passengers and the staffing ratios for games fixtures and older students are met with a minimum of 1 member of staff. Legal ratios are 1:15 for school fixtures</p> <p>There must be 2 members of staff per visit. (This can include the school minibus driver and a member of School Staff responsible for the team)</p> <p>No students are allowed to sit in the two front seats</p>	L
		Staff will be split amongst students to ensure behaviour is controlled	✓	<p>Before departure staff will explain the expectations of behaviour and the consequences, should they not be adhered to? Staff will stop the bus as soon as it is safe and legal to do so. Depending on the severity of the behaviour will give a warning or return to school immediately.</p> <p>On the coach staff will be dispersed.</p>	
		Students fully understand the consequences of inappropriate behaviour.	✓		
		Advice is sought from SENCO if applicable and increased staff to pupil ratio applied where appropriate.		<p>Staff IC will seek all relevant information from the Senco before the trip.</p> <p>Behaviour team will also be contacted where possible.</p>	
		All supervising staff fully understand their responsibilities and are given easily manageable group sizes		<p>PE staff will meet regularly to discuss best practice leading a fixture and will discuss any issues.</p> <p>There will always be at least 2 members of staff on a fixture and the ratio will never go above 1:15</p>	

Injury during access/egress to vehicle	H	Safe locations are chosen for pick up/drop off. Students are closely supervised by staff, always with one member at kerb side and one on vehicle.	✓	All students will be supervised getting on and leaving the minibus	L
		Students are instructed to enter/leave vehicle in an orderly manner.	✓	These instruction will be explained by the member of staff prior to departure.	
		Remote supervision is not permitted during rest stops/breaks.	✓		
Walking injuries	H	Walking routes are planned and appropriate risk assessments undertaken.	✓	Staff will supervise the students on the visiting school site during the duration of the visit to the sporting venue	
<b>Other Hazards Identified</b>		<b>Additional Control Measures to be Put in Place</b>			
Any other foreseeable hazards that are associated with the off-site activities being carried out to be listed here.		<p><i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i></p> <ul style="list-style-type: none"> <li>• Slips trips and falls: Reminder of behaviour expectations</li> <li>• Road Traffic Accidents: Reminder of seatbelts, movement to and from vehicles, and other safety features</li> <li>• Small injuries, e.g. cuts and grazes: First aid kit carried with the party</li> <li>• Other emergencies: Academy Emergency Action Card to be followed.</li> </ul> <p><b><i>*For High Risk Activities (See School Off-Site Visits Guidance) All Documentation Must also be Referred to 2<sup>nd</sup> Tier Approver*</i></b></p>			
<b>Ratio Pupil: Adults</b>	Pupils: x	<p><i>Staff pupil ratio will never go beyond 1:15 and there will always be at least 2 members of staff will be present. There will always be 1 first aider present.</i></p>			
<b>Date of Assessment:</b>	<b>08/09/2024</b>	<b>Carried Out By: A Murray (Subject leader for PE)</b>			
<b>*EVC Date of Approval:</b>	<b>10/09/24</b>	<b>Carried Out By: A Reynolds (EVC) including check by Stu Meese Asst Educational Visits AdvisorEntrust Outdoors</b>		<b>Date of Next Review: Sept 25</b>	