

## School Trips and Visits

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

The Deputy Head, Dr F H Mullins will give advice on anything related to residential or day trips and has more detailed information available for party leaders on planning, required procedures and example paperwork.

### Legal Implications

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

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

The Headmaster and the governors have a responsibility for ensuring appropriate leadership, proper planning and organisation.

### Initial Permission

A residential or day Trip Request Form should be submitted to the Deputy Head, Dr F H Mullins for permission for the trip to take place by the Party Leader.

**No payments or firm bookings should be made until permission has been given.**

If permission is granted, it is conditional on the submission of all the relevant documentation listed on the form. Permission will need to be sought from the Girls' Division too, if the party leader wishes to involve pupils from Girls' Division on their trip and/or activity.

### Planning

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

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

A School account should be set up and financial details and responsibilities must be clearly stated in advance. Evidence of expenditure and income should be kept and regularly checked with the account details. A reconciliation form must be completed after the trip.

Ideally, the leader will have a first aid qualification; if not, this should be available within the leadership of the group as a whole and a First Aid kit appropriate to the visit must be carried at all times, including on the journey. The School Nurses should be consulted about the contents of any First Aid kit.

Risk assessment analysis should be evaluated for every school trip. Sample forms are available from on the Bolton School Portal. Party Leaders should also arrange a meeting with him at least two weeks before the trip departs.

Mixed parties should be accompanied by at least one male and one female teacher whenever possible.

Where adults other than Bolton School staff are accompanying the trip, the number of Bolton School Staff should be more than half of the minimum number supervisors required. A DBS check must be made for all such adults, as well as any parents accompanying the party, otherwise they must never be left in sole charge of pupils, for their own and the pupil's protection.

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

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

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

The party leader should carry at least one emergency contact number from a member of SMT such as the Headmaster, Clerk & Treasurer or Deputy Headmaster, as well as at least one for each of the pupils and member of staff on the trip. A mobile phone should be taken [ICT Services can provide one if necessary].

### **Residential trips abroad**

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

When using a commercial travel agents specialising in school journeys, is important that party leaders carry out due diligence and ensure the agents are members of ABTA (Association of British Travel Agents).

Colleagues wishing to arrange their own trips abroad should seek further guidance from Dr F H Mullins to ensure appropriate insurance and safeguards are in place.

### **Foreign Exchanges**

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

Contact with host colleagues in the link school should be maintained throughout the exchange. After the exchange has taken place, it should be evaluated, with input from students, staff and host families, with feedback given to the partner school to assist in the planning of future visits.

### **Staffing Ratios**

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

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

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of the child's education at the school. However, parents should be told where their child will be when not on school premises and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

### **Disability and Special Education Needs**

The party leader should make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

### **Written Risk Assessments**

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

Examples of risk assessments can be found on Bolton School Portal, and include ones for transport and travel, accommodation, unsupervised time and various activities. The Deputy Head, Dr F Mullins will help and give advice on the production of risk assessments.

### **Dynamic Risk Assessment**

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

### **Indemnity**

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

### **Insurance**

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

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

### **Reporting dangerous occurrences**

Where actual injury is sustained the normal reporting procedure must be undertaken immediately on return to school. In grave situations a preliminary verbal report should have already been given.

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

### **Use of Private cars**

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

The practice of pupils (or ex-pupils) driving other pupils is to be avoided and adopted only after specific prior consultation with the Deputy Head, Dr F H Mullins.

### **Minibuses**

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

Drivers without experience of the school minibuses must first show their licences to the Transport Manager, Mr D Horrocks to confirm that they have the required category and then arrange a time for driving evaluation with him.

## **Drivers**

Maximum loading capacities must be observed and, in addition to the driver and front seat passengers. Staff must not take risks if a fault develops; maintenance is the responsibility of the school. All drivers must be strictly within the law. Notification to school insurers is required where drivers have either any previous motoring convictions or health problems affecting driving.

## **Seat Belts**

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

## **Information to parents**

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

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

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

- times and place of departure and return – parents must have agreed to meet their child on return
- modes and duration of travel including the name of any travel company
- the level of supervision including any times when remote supervision may take place;
- details of accommodation with security and supervisory arrangements
- details of provision for medical needs and procedures for pupils who become ill
- names of leader, of other staff and of other accompanying adults
- details of the activities planned
- standards of behaviour expected in respect of; alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign
- details of insurance taken out for the party as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover
- information on clothing and equipment to be taken
- spending money to be taken and arrangements for safekeeping and issue of pocket money
- the trip's policy on the use of mobile phones
- arrangements for medication their son is taking and what is required if staff are to administer their medication
- contact phone numbers in case of emergencies

## **Emergency Procedures**

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

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

Should an emergency occur:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
- summon the appropriate emergency services;
- establish the names of any casualties and get immediate medical attention for them;
- if the **party is abroad, notify the British Embassy/Consulate** and the **local police**;
- ensure that pupils are accompanied to hospital or police station by a member of staff;
- ensure that, although pupils may wish to reassure parents, they should not be allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
- as soon as it is practical the pupil's mobile phones should be collected but left switched on. We should not attempt to prevent parents and children contacting each other; merely try to ensure that incorrect and sensationalised information is not being disseminated. If an incoming call from parents is received, the pupil should be allowed to answer this under staff supervision. After the pupil has greeted parents, staff should speak to them, quoting the statement below. The pupil should then be allowed in staff presence to complete the conversation without giving details of the incident.

*"An incident has occurred on the [\*\*\*\*\*] trip. Your child is not involved in the incident. He is unharmed and is not the subject of any disciplinary action. Further details will be given out by the Headmaster when all facts are known".*

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

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

### **Information to be left at school**

See the list at the end of the section.

### **General advice**

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

- Maintenance of agreed standards of behaviour when the party is travelling, often for long periods in confined spaces. Good food and adequate halts are a big help.
- Maintenance of good order in hotel/hostel accommodation and awareness of emergency evacuation procedures. A sensible checking routine is needed, dependent on daily/evening activities. This can be effective without being onerous.
- Brief party about avoiding general public including involvement/conflict with other school groups nearby. Not always possible but desirable.
- Avoidance of drunken behaviour and illegal drinking especially on trips abroad. This can pose a major threat.
- Minor crime - ranging from shoplifting to stuffing of coin in slot machines with inappropriate foreign currency, to smuggling goods and illegal articles. Be aware of the possibilities and sensitive to signs of problems. Encourage boys to be careful with property.
- Where group activities are involved - sensible choice of individuals in the group with clear instructions and emergency routine/phone number for all times.
- Party leaders should specify a minimum group size for their party in any free time. Boys in a group should be told to keep together and should inform staff of their names, where they are going and their time of return. They should be told the boundary within which they can move around. Clear instructions and emergency contact numbers, if applicable should be given.

### **Further Information**

Further information can be sought from the Deputy Head, Dr F Mullins

## **Information required before the trip departs**

**This information required by Deputy Head at least TWO WEEKS before the trip departs**

**Copies of items in BOLD must be left with FHM, Reception and any Emergency Contacts**

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

A list of pupils' names and their Forms should be posted on the CRNB as early as possible

A list of pupils' names and their Forms should be given to Susan Preston, if registration will be missed

A list of pupils' names and their Forms should be sent to the Catering Supervisor if lunch will be missed

**ALL PUPIL INFORMATION MUST BE SHREDED AFTER THE TRIP**

**A TRIP RECONCILIATION FORM MUST BE COMPLETED AFTER THE TRIP RETURNS**

**Reviewed August 2016**

**Bolton School Boys' Division**  
**Name of Trip Dates of Trip**  
**Example Consent & Pupil Details Form**

Pupil's Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Current Form: \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Age on departure: \_\_\_ / \_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

**Contact Phone Numbers**

Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
Mobile: \_\_\_\_\_ [ Relationship; \_\_\_\_\_ ]  
Mobile: \_\_\_\_\_ [ Relationship; \_\_\_\_\_ ]  
Other: \_\_\_\_\_ [ Relationship; \_\_\_\_\_ ]

**Passport Details**

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
Place of issue: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Special Dietary Requirements** - Please specify (especially allergies)

**Medical Details**

Doctors Name: \_\_\_\_\_ Address of Practice: \_\_\_\_\_ Practice telephone number: \_\_\_\_\_

National Health Service Number: \_\_\_\_\_ Date of last tetanus injection: \_\_\_\_\_ EHIC no. \_\_\_\_\_

**Medical Conditions** - Please list any medical conditions or allergies we should be aware of.

**Medication** - Please list any medications / inhalers etc. being taken.

Any other Relevant Information we should be aware of.

**Parental Consent**

I agree to the above named attending the trip provided by Bolton School.

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

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

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to the pupil: \_\_\_\_\_

## Example of a Parental Consent Form for Activities

*Nothing in this form excludes the legal rights of the pupil or those with parental responsibility in the event of negligence by the School causing personal injury or death.*

### Activities

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

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

Swimming in the Hotel swimming pool\* with the permission and presence of Bolton School staff

Participate in beach activities on the beach trips\* with the permission and presence of Bolton School staff

Swimming and water activities\* on the water park trip with the permission and presence of Bolton School staff and adhering to the rules of the park

Go on theme park rides, following the safety rules for the ride and any instructions from park staff and Bolton School staff

\*Subject to specific risk assessments

### Health/Accidents/Illness

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

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

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

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

### Remote Supervision and Down Times

I certify that my son will follow the instructions given by members of Bolton School staff during periods of remote supervision and down time.

### Loss and Damage

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

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

Name of Pupil \_\_\_\_\_

Signed [Parent/Guardian] \_\_\_\_\_

Date \_\_\_\_\_

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

## Request for a Day Trip

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

Name of Party Leader							
Title/Purpose of Trip							
Place(s) to be Visited							
Date of Trip							
Departure Time							
Return Time							
Transport to be used	Coach	Minibus Self Drive	Minibus & Driver	Own Car	Rail	Walk	Meet at Venue
Number of Pupils							
Year Group(s) Involved	7	8	9	10	11	12	13
Cost per Pupil							
Total Number of Staff							
Names of Staff on Trip							
Has a similar trip taken place before?	Yes				No		

*If any of the above information is unavailable at present, an updated copy of this form must be sent to FHM before the trip departs with all relevant sections completed.*

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

### **Additional Information required by FHM at least One Week before the trip departs**

Copies of those in bold must be left with FHM, Sergeants' Office and Emergency Contacts

**1. Itinerary and Travel Details**

**2. List of Pupils' Names and their Forms**

**3. Contact number of Party Leader**

**4. List of Names of Staff (and other adults) on the trip and any Telephone Contact Numbers for them**

**5. List of Pupil's Home/Emergency Telephone Contact Numbers if the trip goes outside School Hours**

(in the form of a "Telephone Tree" for trips with over 15 pupils)

**6. List of Telephone Numbers of Emergency Contacts (eg FHM, PB, C&T)**

7. List of Medical and Dietary Needs of Pupils and Staff

8. Risk Assessments

9. Copy of Literature sent to Parents

10. Confirmation of CRB checks for adults not employed by School

**A List of Pupils' Names and their Forms should be posted on the CRNB as early as possible**

**A List of Pupils' Names and their Forms should be given to Susan Preston if Registration will be missed**

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

### **ALL PUPIL INFORMATION MUST BE SHREDDED AFTER THE TRIP**

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

Signed \_\_\_\_\_ (Deputy Head)      Date \_\_\_\_\_

## Request for a Residential Trip

Please complete the following as fully as possible and send to FHM. Leave blank any information that is not known at present. The request will be considered, signed and returned when a decision has been

made and a copy kept on file. Where choices are given, please CIRCLE the answer(s) that apply.

Name of Party Leader							
Title/Purpose of Trip							
Place(s) to be Visited							
Is the Trip Joint with the Girls' Div?	Yes	No	If YES, send a copy of this form after the request has been approved to the Girls' Div				
Is the Trip being run by the Boys' Div?	Yes	No					
Date of Departure				Time of Departure			
Meeting Place for Departure							
Date of Return				Time of Return			
Return Dispersal Place							
Transport to be used	Coach	Minibus Self Drive	Minibus & Driver	Own Car	Rail	Plane	Meet at Venue
Number of Pupils							
Year Group(s) Involved	7	8	9	10	11	12	13
Number of School Staff			Number of Other Supervisors				
Names of School Staff							
Names of Other Supervisors							
Party Leader's and Staffs' Experience of similar trips							
Cost per Pupil			Method of payment details for Parents				
Is Travel being arranged by a Travel Company			Name of Company				
Is Accommodation arranged by a Travel Company			Name of Company				
Bonding Arrangements	ABTA No	ATOL No	If other - give details				
Name of Insurance Provider							
Insurance Cover Provided							
Accommodation Address(es)							
Is an Inspection Visit possible?	Yes	No	Previous knowledge of Location?		Yes	No	

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

*PLEASE TURN OVER*

**ADDITIONAL INFORMATION required by FHM at least TWO WEEKS before the trip departs**  
**Copies of items in BOLD must be left with FHM, Sergeants' Office and Emergency Contacts**

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

**Parents should be asked to sign consent form(s) which**

- Allows Staff to administer first aid and medication
- Allows staff to arrange emergency medical treatment and examinations
- Gives permission for the pupil to take part in any activities being planned eg swimming, theme parks
- Gives the rules of behaviour expected
- Allows Staff to send home a pupil if deemed necessary and recoup any expenses involved

**A List of Pupils' Names and their Forms should be;**

- posted on the CRNB as early as possible**
- given to Susan Preston if Registrations will be missed**
- sent to the Catering Supervisor if School Lunch will be missed**

**ALL PUPIL INFORMATION MUST BE SHREDDED AFTER THE TRIP**

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

Signed \_\_\_\_\_ (Deputy Head)    Date \_\_\_\_\_