



Devonshire House Preparatory School

## Educational Visits Policy

*This policy is for the whole school including EYFS*

Written by: Mr Henry Keighley Elstub	September 2022
This Policy is the responsibility of SLT in conjunction with the Head. .	
Reviewed:	July 2024
Next review:	July 2025

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## **Introduction**

Devonshire House Prep School is situated just North of Central London, surrounded by fascinating places of historical, geographical, cultural and educational interest. The School recognises the need for its pupils to learn to enjoy such sites and to learn from visits to suitable venues.

Every class from Nursery Oaks goes on two educational visits each term. In order to make sure that the children derive maximum benefit from these it is important that their safety is considered at all times and that the policies detailed here are carefully followed.

This policy has been written with due regard to the DfE guidance 2014, *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies*.

## **Roles and Responsibilities**

General responsibilities – In loco parentis

When a trip organiser takes a group away from school, he or she is "in loco parentis" (in the place of a parent). The duty of care expected is that of a person exhibiting the responsible, mental qualities of a prudent parent in the circumstances of a 'school' life, not in his or her home. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else, even if other adults have been given specific tasks to undertake.

The concept of "in loco parentis" applies to all pupils of the school. Parental consent is required for off-site activities for all pupils in EYFS. For all others a generic trip consent form will be sent out to parents at the beginning of the academic year on Firefly for them to sign (see CONSENT LETTER - appendix 6). Replies will be collated by the office and a register kept. This consent form will cover all trips where pupils go off site during normal school hours as set out in the termly calendars. Parents should, however, be aware of the trip and of the fact that their child will be off site and of any necessary safety measures being taken. This can be in the form of a message sent via Firefly, a letter home or a note in the Newsletter. For all overnight trips or trips abroad, separate consent forms will be required. A separate consent form will also be required for all trips not on the calendar. Please remember no child will be allowed to go on such a trip/visit without receipt of a signed form on Firefly. Telephone confirmation is not acceptable.

On the consent form there will also be a section requesting permission to provide hypoallergenic sun cream to the children should it be necessary on a school trip.

The age of the pupil, and the nature and location of the activity in which the pupil is taking part are factors in determining the degree of supervision required.

## **Approval**

Outline approval for all visits should be sought from the appropriate Deputy Head before planning a trip. For this staff should use the Trip Proposal form (see appendix 1 amended 1.9.18).

When planning an activity involving caving, climbing, trekking, skiing or water sports, the school must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

## Planning

Whether the visit is to a local park, museum, a residential stay in the UK or abroad, or an adventure activity, it is essential that formal planning take place. This planning should not only include the objectives for the visit, the structured organisation, information to pupils and parents, finance and so on, but an assessment of the dangers and difficulties which may arise and making plans to reduce those risks. A written risk assessment is not necessary for every activity, however, where a risk assessment is carried out significant findings should be recorded and the mitigating measures applied. All new trips/venues must be visited and risk assessed. The relevant Deputy Head should be consulted where advice is needed.

Each department will plan ahead and prepare a schedule of visits for each term.

When planning should begin will depend upon the nature of the visit.

The factors affecting planning are:

- The learning objectives
- The 'transport' type
- Numbers of pupils, and hence staff ratios involved and parents where necessary
- The type of anticipated activity
- The cost

Please note that in your initial planning, members of staff going on a trip should be identified and communicated to the Deputy Head Operations immediately so that cover can be arranged.

Also when planning a visit keep the following in mind:

Dates:

- Availability of the venue (winter closure)
- Other seasonal conditions
- The School calendar i.e. other school events and fixed dates (Exams)
- Religious holidays where pupils might be away
- Travel issues – could Friday travel on motorways create timing difficulties?
- Length of visit (use of weekends and holiday periods may be necessary)

Duration:

- Age of the pupils
- Type of visit and outcomes desired
- Distance from school
- Cost
- Availability of the venue

Please note:

If return to school is to be past 3.30pm then a trip group must be set up on iSAMS 2 days prior to leaving so that messages can be relayed to parents via Firefly if needed.

Venue:

- Availability
- Suitability – for activity to support the outcomes of the activity or visit, and quality of venue
- Accessibility – transport and needs of pupils
- Age of pupils
- Distance of venue from school
- Experience of pupils
- Health and Safety procedures

- Accommodation (if necessary)
- Disabled access

## Next Steps - Venue

An exploratory visit of the venue is necessary if it is a new venue or the trip has not been run for more than three years:

- Ensuring at first-hand that the venue is suitable to meet the aims and objectives of the activity or visit
- To receive advice from the manager of the venue
- To assess potential areas and levels of risk, and to ascertain if the venue has made recent risk assessments
- To identify what emergency arrangements the venue has in hand.
- To establish if appropriate facilities are available
- To establish if there is suitable access for people with disabilities
- To ensure that the venue can provide for the needs of the pupils and the staff, which include catering, cover if wet, first aid, toilets, rest rooms, souvenir shop (not all these are necessary, but worth knowing about)
- To become familiar with the area and the terrain before taking a group of pupils there

If a trip /visit is regularly on the annual calendars, a previous risk assessment may be used, however, the teacher organising the visit must ascertain whether there have been any 'significant changes' since the previous trip e.g. change of coach drop off point or other facilities. Additions or amendments to a previous risk assessment may be made by using other means.

These will include:

- Contacting the organisers / venue by letter, by telephone or email to ask specific questions. The response must be written or in printed form, so that there is proof of the advice you have received.

All risk assessments should be completed on standard form following the STAGED approach to risk assessments (Staff / Transport / Activities / Group / Environment / Distance from school (see appendix 4 - amended May 2022 by Deputy Head Operations).

## Next Steps - Transport

Many variables affect decisions relating to transport on educational visits.

COACH TRAVEL is often the simplest form of travel. Reservations should be written and confirmation should also be in writing and include precise place and time of departure and return, destination and route details. The position of the emergency door should be checked.

Only coach companies that are compliant may be used for school trips (see compliance request form).

Those prone to travel sickness should be seated near the front of the coach and necessary precautions taken for the incidence of this malady. Where possible toilet and refreshment stops should be planned in advance after consultation with the driver. Similar accident avoiding precautions apply here as to other forms of transport.

Coaches must not move off unless instructed to do so by the member of staff in charge. All children and staff should be seated before the coach moves off. Staff should only get out of their seats in an emergency. As stated in our policy '**Teachers must sit amongst the children so that they can be properly supervised**', this will reduce the need for staff having to move very far from their seats in this instance.

On the coach, seat belts must be worn by all. Children must sit back in their seats and talk quietly to the person beside them. They are not allowed to get up until the coach has stopped and their teacher tells them to do so. An adult should always stand beside the coach door before the children leave the coach to direct the children to line up in a safe place. Children must never be allowed to enter or leave the coach on the traffic side.

UNDERGROUND travel has advantages but obvious snags to anyone unfamiliar with the system. Free travel on tubes and buses is available for children if booked in advance from TFL. On escalators, one teacher should supervise getting on, with another at the rear to supervise any stragglers when getting off. On platforms, adequate control is essential. Where group sub-division into compartments is necessary, this should be pre-arranged so that each person knows, as far as possible, to which subgroup he / she belongs in the event of a split. All pupils and certainly sub-group supervisors should know the destination station, the intermediate stations and, if possible, the station beyond the destination, in case anyone fails to get off in time. It is advisable for all participants to have some form of identity in case of accidental separation. At some stations there are differing size gaps between the platform and the train. Getting on and off the train must be managed carefully. This will require a member of staff with one foot on the train and one on the platform telling the children to 'mind the gap' and guiding them on and off. For trips in to the centre of London, the current security level will be assessed by the Head and a decision made as to the type of transport to be used or whether the trip goes ahead at all.

### **RUSH HOUR TRAVEL SHOULD BE AVOIDED**

WALKING can be a safe and sensible option when visiting local amenities. Children should walk in a crocodile in pairs, younger children holding hands, and should be carefully supervised by an adequate number of staff. Our youngest children should practise walking in this way before their first trip. Adults walk road side and wear the school high visibility vests. Unless the children are separated in to smaller groups, with members of staff supervising each group, the lead group should not cross until others have caught up and are ready to cross. A member of staff must always supervise children crossing roads.

Next Steps- Staff, Including Volunteer Parents

At times, the organising teacher or Party Leader will manage the group as a whole. For many activities it is better for the children to be in small groups, each with a group leader. It is important that all staff and volunteer parents have been fully briefed and have seen the risk assessment.

### **Ratio of Children to Adults**

There is no clear legal requirement but the School requires the following ratios:

- Nursery Oaks 1 adult to 4 children
- Reception 1 adult to 4 children
- Lower School 1 adult to 6 children
- Middle and Upper School 1 adult to 8 children for off site visits where close supervision is required
- 1 adult to 10 children when the children will be visiting a more contained venue
- 1 to 20 children with a minimum of 2 staff for games lessons.

If all boys there must be at least one male member of staff. If all girls there must be at least one female member of staff.

For all residential trips there should be at least three members of staff. Residential trips abroad will require a ratio of not less than 1 adult to 8 children.

**For all supervision, a Party leader:**

- Is responsible for the safety of the whole group at all times including all staff and any parents
- May, where necessary, divide the whole party into smaller groups each with a Group leader
- Will have a clear plan of the activity to be undertaken and its educational objectives
- Needs to anticipate potential hazards, have a contingency plan and act when and where necessary
- Continuously monitors the appropriateness of the activity, the physical and mental condition of the group members and the suitability of the prevailing conditions.
- Needs to exercise appropriate control of the group
- Will have a clear understanding of the emergency procedures and be equipped to carry them out

**For all supervision, the pupils will:**

- Know who their Group leader is at any given time and how to contact them
- Have been given clear, understandable and appropriate instructions
- Never be on their own
- Alert the Group leader if someone is missing or in difficulties
- Have a meeting place to return to, or an instruction to remain where they are, if separated
- Understand the expected standards of behaviour

Children known to be disorganised or to have behavioural issues must be clearly identified on the risk assessment and should not be under the supervision of a parent.

Children with specific educational, medical or other needs are also identified and consideration of issues related to their needs and disabilities must be given, including how reasonable adjustments can be made for these pupils. These children should also not be under the supervision of a parent.

**Common practice for close supervision. Group leaders:**

- Will have prior knowledge of the group
- Will carry a list of all group members
- Will have prior knowledge of the venue
- Will not normally be on their own
- Regularly check that the entire group is present. Visual checks for small groups (<7) and a headcount for larger groups (7+)
- Have appropriate access to first aid
- Keep the school informed of progress as previously agreed

**Other adult helpers**

These may include teaching assistants and parents. All helpers must have received clear instructions / training appropriate to the role they will be undertaking. They will operate under the supervision of the organising teacher or group leader. The role and responsibilities of a parent helper/s must be clearly explained and understood by all involved in the visit. Parent helpers should have the 'Guide to helping on trips' read to them prior to leaving school.

At least one adult must have an appropriate first aid certificate in first aid. If the trip is with Under 5s then the first aider must have training in Paediatric First Aid.

Any volunteer or helper on overnight trips must have full DBS clearance.

**Staff conduct**

Staff are to act as ambassadors for the school and as role models to the children and should uphold the highest professional standards at all times.

As at all times, the health and safety of all the school members on a trip is of paramount importance and consequently, staff supervising children should not consume alcohol.

## **Next Steps – Paperwork**

### **Before the Trip**

#### **Once the trip is confirmed by the Deputy Head Operations**

Order forms for coaches, venue and other expenses may be completed

Confirm booking with venue and coaches, quote order number please.

#### **At start of term**

- Ensure trip is on the calendar
- In the EYFS, confirm with Form / Class Teachers that all trip permission slips are in
- From Year 1 to Year 8, confirm with the Trip Leader and the office that all pupils have a permission form submitted on Firefly
- Prepare risk assessments
- Prepare information packs for pupils
- Prepare briefing packs for adults
- Order packed lunches

#### **A week before the trip**

- Give in completed trip pack including risk assessment and EDUCATIONAL VISIT CHECK LIST 1 to the Office with all attachments for the approval of the Head.
- Order children's choice of sandwich fillings, keep a record of this!
- NB For EYFS pupils must have written permission for each trip

#### **On day of trip**

The organising teacher should complete the first part of EDUCATIONAL VISIT CHECK LIST 2 (see appendix 3). This should be handed to the appropriate office before the group leaves school. Part 2 should be completed on return.

The following equipment should be taken with you:

- First Aid kit and any special medication, e.g. EPIPEN for individual children
- Rubbish bags
- Plastic bags for long journeys (in case of travel sickness)
- Packed lunches
- Sufficient lists of children for all adults

#### **Phone**

- The Party/Group Leader will leave their mobile phone details with the office so that they can be contacted on the trip.
- The Party/Group Leader will ensure they have the relevant contact details needed whilst on the trip.

The organising teacher must leave in the office, a list of the children on the trip, clearly marked with a tick if they are present or x if they are absent.

### **After the Trip**

## **The Evaluation of the Off-Site Activity or Visit**

Evaluation of an activity or visit is essential and should be completed on return and kept on file (see ORGANISING TEACHER'S REPORT - appendix 5). This establishes the success or otherwise of the activity or visit, enabling lessons learnt to be carried forward, informing parents/guardians of the educational programme for their children, and acting as potential promotion for future activities and visits.

Please confirm in writing / email to appropriate Deputy Head the final costs of the trip including anything not previously budgeted for i.e. any incidental expenses claimed from petty cash.

## **The Party Leader**

The party leader should ensure a report is made to the Head. This may be brief and verbal in the case of activities and visits, which are common to the school, but for activities and visits which are new to the school, a written report is necessary

## **Accident Reporting**

All accidents should be reported immediately and be recorded within 24 hours by completing the relevant Accident Report forms. Copies are available from the school office

## **Further Information**

Different venues and longer lengths of trips can bring further complications. Organising staff can obtain further help and guidance from Paul Hardwick, Deputy Head Operations, and from the DfE guidance 2013, *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies*.

## **Additional Procedures for Residential Trips and Trips Abroad**

All residential visits and trips either in the UK or abroad require additional risk assessments and procedures depending on proposed activities. Emergency procedures will be put in place, including additional contact details and permission for emergency medical treatment if the parents cannot be contacted. All parents will be asked to complete the 'Parent Consent Form for Residential Trips on Firefly. (appendix 7). Trip Leaders must create a spreadsheet with all relevant information for teachers accompanying the trip and put a copy in the trip pack for the office.

It should be made clear to the tour company when booking a trip that all non-school staff at any of the sites to be visited, who may have contact with the children, are either cleared to work with children and young people and or are DBS checked or have the equivalent clearance from the country being visited, if abroad.

When at activity centres, e.g. the Leavers' Trip, and at times when centre staff are responsible for the pupils, in accordance with DCSF guidance, these times (and in what circumstances) should be set out and agreed with the Party Leader. The pupils must know who is in charge at any given time. A Group leader must be present while their group are involved in activities. This is especially important when there are children in the group with special medical or behavioural needs.

Prior to the visit the Party leader should obtain and take with them:

- Significant medical details.
- Details of insurance arrangements and the company's telephone number.
- Location of local hospital / medical and dental services.
- Details of the British Embassy / Consulate in the area / country to be visited (trips abroad).

## **Residential Trips Involving Mixed Parties**



- Staff organising such trips should ensure that a sufficient mix of male and female members of staff accompany the party. If this is not possible, the spouse of a member of Staff who is willing to accompany the party is acceptable, but this should be discussed in advance with the Head.

## **Insurance**

The school's insurance covers all trips with regard to accidents to children, staff and volunteers / helpers plus public liability. This includes residential visits and trips abroad i.e. Festival Choir Trip, Ski Trip, Year 5 France Trip and Leaver's Trip.

## Appendix 1: Trip Proposal Form

Trip Proposal Form			
Please fill in the following form and email to PH <b>before</b> booking who will then print and return to you.			
Trip Information			
Trip Name/Destination (including Year group):			
Name of organising teacher:		Today's date:	
Name and address of trip/venue:			
Date of proposed trip:			
Contact name and telephone number/email/fax at venue or where booking is to be made:			
Number of Children:			
Adult/Child ratio		Number of Adults	
Have you organised or been involved with this trip before?			
Names of other members of <b>staff</b> on trip, if known (Please check with <b>PH</b> for timetable or staffing issues)			
Number and names of Parents on trip (if needed and known)			
Name of <b>Staff First Aider</b> (must have paediatric first aid certificate for under 5s)			
Finances			
Cost of tickets/entry (per child & total)			
Type of transport (Coach, tube, on foot)			
Cost of Transport			
If by coach, which company and contact name			
Other costs (please detail)			Total Costs:
Risk Assessments			
Does the venue have its own risk assessment and have you asked for one?		Y / N	
Do we have an RA from previous years?		Y / N	
Have you written an updated RA?		Y / N	
Permissions/Organisation			
Permission to book trip:		Y / N	
Trip/event is entered on the School calendar by the School Office:		Y / N	
Have you read the School's Educational Policy		Y / N	
Deputy Head Operations Signature:		Organising teacher signature:	
Date:		Date:	

## Appendix 2: Educational Visit - Check List 1

Please attach to Trip proposal form and submit to office one week before the trip is due to leave.

Year Group: ..... Date: .....

Venue: .....

Curriculum Area: ..... Organising Teacher: .....

Number of children: ..... Number of adults: .....

*(If adults were not initially named on proposal form please make sure they are now.)*

Staff First Aider: .....

*(with First Aid cert; if children are Under 5s must have Under 5 certificate)*

### Initial action after approval given:

1.	Have you booked the coaches and passed order form to PH / PS?	Y / N
2.	Have you booked the venue and passed order form to PH / PS?	Y / N
3.	Have you been to the venue and done the risk assessment?	Y / N
4.	Have you obtained the venue's own risk assessment?	Y / N
5.	Have you given in the catering request form	Y / N

Coaches Confirmed: ..... Date: .....

Payment Organised: ..... Date: .....

### Next:

6.	Have all parents given consent and all consent forms been returned??	Y / N
7.	Do you have a list of any children with special needs?	Y / N
8.	Have you identified any children with potential behavioural problems	Y / N
9.	Have you a list of all children and adults coming on the trip?	Y / N
10	Have you given details of the trip to all staff / parents coming with you?	Y / N

Signed..... (organising teacher)

### Give to office at no 2 one week before trip is due to leave

Attach: ..... office /

Copy of authorised order forms,	
Catering request (complete and signed),	
List of all children and adults going on the trip with adult mobile numbers	
List of children with special needs	
Risk assessments	
Details of briefing given to adults.	

Head's confirmation that trip may leave: ..... Date: .....

**On the morning of the trip, give in the whole year on one sheet list with all children who are not going or are absent clearly marked.**

## Appendix 3: Educational Visit – Check List 2

Year Group: .....

Date: .....

Venue: .....

Curriculum Area: .....

Organising Teacher: .....

Number of children: .....

Number of adults: .....

### On leaving:

1.	Have you left a list of all pupils and adults on the trip with the school office? (This should be done after you have checked the children on the coach)	Y / N
2.	Have you left the office at least one mobile number you can be contacted on?	Y / N
3.	Have you collected the packed lunches, extra bottles of water and a black bin liner?	Y / N
4.	Have you told the office your e.t.a. back at school?	Y / N
5.	Have you given all adults the risk assessments? Risk assessments for parents should not include any personal details i.e. medical or behavioural issues	Y / N
6.	Have you briefed the children about safety and behaviour?	Y / N
7.	Do you have any cheques, tickets or cash needed to gain access to the venue?	Y / N
8.	Do you have a First Aid kit?	Y / N

### On return:

9.	Have you checked all children off the coach?	Y / N
10.	Do you have the first aid kit?	Y / N
11.	Have you disposed of all rubbish?	Y / N
12.	If there were any accidents have you filled in the accident form?	Y / N
13.	Have you filled in the trip report form?	Y / N
14.	Have you given Deputy Head Operations final costs?	Y / N

Signed: .....

(Organising staff member)

Please give this list to the No 2 office with any accident report forms and the Visit Evaluation Form.

#### Appendix 4: Trip Risk Assessment template

Devonshire House Preparatory School		
TRIP RISK ASSESSMENT		
Venue Location:	Date assessment undertaken:	Assessment undertaken by:
Activity:	Ratio:	
Party Leader name:		Signature:
<p>Below is the STAGED approach to writing a Risk Assessment. Please consider the 6 elements of the Risk Assessment with the team of teachers on the trip. If you are unsure about what to include, please speak to PH.</p> <p>Ensure that this document is shared with all staff on the trip before the day of the trip.</p>		
1) Potential Hazard	Issue	What controls are in place to minimise risk?
Staff		
Transport		
Activities		
Group		
Environment		
Distance from School		
Other		

## Appendix 5: Educational Visits: Organising Teacher's Report

VENUE: .....

Date:..... Year Group:..... No of children:..... No of Adults:.....

Please give the following a score from 0 to 5 as follows:

- 0 Very poor, would not use again
- 1 Poor, improvements needed
- 2 Satisfactory
- 3 Good, most aspects met all our requirements
- 4 Very Good, almost all aspects were above standard
- 5 Excellent, the service exceeded our expectations

### Venue

Met description	0	1	2	3	4	5
Staff helpfulness	0	1	2	3	4	5
Suitability for age group	0	1	2	3	4	5
Pupil's Perception	0	1	2	3	4	5
First Aid and Safety procedures	0	1	2	3	4	5
Special needs met	0	1	2	3	4	5

### Transport

Punctuality	0	1	2	3	4	5
Staff helpfulness	0	1	2	3	4	5
Condition of Vehicles	0	1	2	3	4	5
Pupil perception	0	1	2	3	4	5
Special needs met	0	1	2	3	4	5

### Catering

As per order	0	1	2	3	4	5
Pupil perception	0	1	2	3	4	5
Special needs met	0	1	2	3	4	5

GENERAL COMMENTS ABOUT THE PLANNING, TRANSPORT AND VENUE:

Observations Relevant to a Future Visit:

Sum Up The Visit in a Short Phrase:

Signature of organising Teacher/Party Leader:

Date:

.....

.....

## Appendix 6a: Lower, Middle and Upper Schools Trips Consent letter

*This letter, for Year 1 to Year 8, is now on Firefly*

Date: .....

Dear Parents,

### **Parental Consent for Trips and Visits during the Academic Year 2023-24**

As part of their programme of studies throughout the term the children will be visiting a variety of venues for educational trips. These trips are detailed in the calendar on Firefly. By ticking the box at the bottom of the form, you will be giving consent for all general trips and visits this term. Please note, this does not include overnight trips and trips abroad. There may be an occasion when a trip is arranged that is not on the calendar; in this case the school will require a separate consent form which will be sent to you in advance.

We will sometimes be travelling by coach, fitted with seatbelts, at other times we will use the Underground or walk if it is to a local venue i.e. Hampstead Heath. Depending on the trip we will generally be leaving school at 9.30 a.m. arriving back at Devonshire House by lunchtime if it is only a morning trip or by 4.00 p.m. for an all day trip. Should there be any variation to this you would be informed well in advance. Children will either be back at school for lunch, have an early lunch or take a packed lunch provided by the school.

The children should wear school uniform and should have with them their waterproof jacket. Should they be required to wear games kit or bring Wellingtons etc. you will be notified in advance.

Depending on the type of trip and activities involved, we may need additional adults to come with us so if you are able to help please could you state below. Please note that we are very grateful for parents volunteering, but at times we have more volunteers than we need and will not be able to take up all offers.

Please tick the box to confirm you have given your consent and then add the date by Thursday 14th September 2023. If the signed consent form is not returned by the date specified, your child may miss the opportunity to go on a trip. A telephone confirmation is not acceptable.

Yours sincerely,

Mr Paul Hardwick / Mrs Louise Reen

---

Pupil name:

Form:

By checking this box, you give consent for your child to join the school trips detailed in the school calendar this year.

Yes    No

Parent name:

I would be willing to help out on one or more trips:

Date:

## Appendix 6b: Reception Trip Consent Letter

Dear Parents,

### **Parental Consent for the Reception trip to Highgate Woods during the first half of the Autumn Term 2023**

As part of their programme of studies throughout the first half of this term the children in Reception will be visiting **Highgate Woods** for an educational trip on **Tuesday 26<sup>th</sup> September**. The consent slip below will cover this half term's trip.

We will be travelling by coach, fitted with seatbelts. We will be leaving school at 9.30 a.m. arriving back at Devonshire House by 12.30 p.m. Should there be any variation to this you would be informed well in advance.

The children will have a packed lunch provided by the School when they return. The children should wear PE kit and bring their raincoat, named home backpack and named water bottle. They also need to bring named wellington boots in a named carrier bag.

We always need parents to come with us so if you are able to help please could you state on the form. Please note that we are very grateful for parents volunteering, but at times we have more volunteers than we need and will not be able to take up all offers.

**Please sign and date the consent form below and return it to your child's Class Teacher by Wednesday 13<sup>th</sup> September.** If the signed consent form is not returned by the date specified, your child will not be able to go on the trip. A phone confirmation is not acceptable.

Yours sincerely,  
Miss Rayhaman

---

I give my consent for .....to join the **Reception trip to Highgate Woods** on **Tuesday 26<sup>th</sup> September**.

- I \*am/am not able to volunteer to come on this trip
  - \*I am happy for my child to be given hypoallergenic sun cream to use should it be necessary on a school trip.
  - \*I would prefer that sun cream is not used and understand that the school cannot fully prevent my child from being in the sunlight for short periods of time.
- \* Please delete as appropriate.*

Signed.....

Date.....



## Appendix 6c: Nursery Oaks Trip Consent Letter

*This letter for Nursery Oaks is sent home by pupil post*

22<sup>nd</sup> September 2023

Dear Parents,

### **Parental Consent for the Oaks trip to Golders Hill Park during the first half of the Autumn Term 2023**

As part of their programme of studies throughout the first half of this term, the children in Oaks will be visiting **Golders Hill Park** for an educational trip on **Tuesday 10<sup>th</sup> October**. The consent slip below will cover this half term's trip.

We will be travelling by coach, fitted with seatbelts. We will be leaving school at 9.30 a.m. arriving back at Devonshire House by 2.00 p.m. Should there be any variation to this you would be informed well in advance. Children will take a packed lunch provided by the school.

**The children should bring a raincoat and a named leak-proof water bottle.**

We always need parents to come with us so if you are able to help, please could you state on the form. Please note that we are very grateful for parents volunteering, but at times we have more volunteers than we need and will not be able to take up all offers.

**Please sign and date the consent form below and return it to your child's Class Teacher by Wednesday 27<sup>th</sup> September.** If the signed consent form is not returned by the date specified, your child will not be able to go on the trip. A phone confirmation is not acceptable.

Yours sincerely,

Mrs P. Szpakowski  
Head of Nursery

.....

I give my consent for ..... to join the **oaks trip to Golders Hill Park on Tuesday 10<sup>th</sup> October.**

- I \*am/am not able to volunteer to come on this trip
- \*I am happy for my child to be given hypoallergenic sun cream to use should it be necessary on a school trip.
- \*I would prefer that sun cream is not used and understand that the school cannot fully prevent my child from being in the sunlight for short periods of time.
- \* *Please delete as appropriate.*

Signed.....

Date.....

## Appendix 6d: Parents Guide To Helping On School Trips

Thank you for volunteering to help on our school trip. We would just like to take this opportunity to remind you of the procedure for ensuring the safety of everyone on the trip and of the responsibilities for all adults involved today.

- Get to know your group & regularly headcount  
You will be responsible for a particular group **(which will not include your own child)** and will have a complete list of these children plus any other relevant information. Children are instructed to remain with their group and the group adult at all times therefore we ask that you headcount your group, either out loud or just mentally, as they move around the venue, keeping a close eye on them at all times.
- Support the teachers' instructions  
The Group Leader retains full responsibility for the whole class at all time. Please support them by encouraging the children in your group to follow instructions quickly and sensibly.
- First Aid  
The Group Leader / Class / Form teacher will have a First Aid kit in case of minor accidents, as well as any medication for individual children. There will be a qualified first aider present on all trips.
- Staying safe  
Help us to ensure that the children do not put themselves in potentially hazardous situations. Speak to the Group Leader / Class / Form Teacher immediately if you are concerned about the health and safety or behaviour of any child at any time.
- No smoking, no mobile phones, no hot drinks - please!  
For the protection of both adults and pupils.
- London Underground safety  
A parent and a teacher stand in the doorway opposite each other, half on half off the tube and hand the children into the carriage, encouraging them to 'Mind the gap'.
- Please do not take photographs  
Staff will be equipped with a school camera. Please discourage members of the general public from taking photos of our children.
- Incidents / situations  
As adult helpers we request you to please keep in confidence any incident or situation which you become aware of. Any information about a child or what happens on a trip should only be passed onto the child's parent by their Class / Form Teacher.
- Loans / gifts  
Please do not provide children in your group, including your own, with any money, food or gifts during the day.

Finally, try to talk to the children throughout about what you are seeing and doing; ask open questions that encourage the children to think and extend their learning. Please support them to complete any tasks that have been given, but try not to do the work for them.

## Appendix 7: Parental Consent Form for Residential Trips

*This form is to be completed by Parents/Guardians and returned to Party Leader*

*This form is on Firefly*

Trip to:

Party Leader:

### Contact Information

Pupil's Name (exactly as on passport)	
Date of Birth	

Parent's Name and Initials	
Home Address	Other contact address, if needed for duration of trip

Telephone numbers:	Home	Work	Mobile

Telephone number to be published to all group members parents and staff for emergency contact	
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<b>Alternative main emergency contact:</b>		
Name	Address	Contact number

<b>Passport details:</b>	
Passport number: (for overseas trips only)	Passport Expiry date:
British passport YES/NO If no, give details:	

<b>Declaration:</b> The above information is correct, should there be any alterations to these details, I will contact the Party Leader.  Signed.....
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## Medical Information

*This information is strictly confidential and will only be circulated to members of staff on the trip.*

Name and Address of Family Doctor:	
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Does your son/daughter suffer from any allergies or condition requiring medical treatment, including medication? YES / NO If yes, please give details below. Please include anything that the school is already aware of.

*If medication is required for your son/daughter during the trip there must be a sufficient supply for the duration of the trip, it must be in its original container/packaging, with clear instructions as to the dosage and written details about the drug.*

Is your son / daughter receiving medical treatment of any kind from your Doctor or Hospital? YES / NO If yes, please give details below.

Has your son/daughter been hospitalised for any reason within the last twelve months? YES / NO If yes, please give details below. (this is for insurance cover purposes) Also has your son daughter had a recent illness or injury (i.e. within the last twelve months) that may affect their involvement in this trip?

Please delete any of the following medicines **YOU DO NOT** wish your child to be given, if felt appropriate by a member of staff on the trip:

Medicine	Please tick if you are <b><u>NOT</u></b> happy for staff to give to your child
Calpol	
Travel sickness tablets	
Antihistamine syrup (Piriton) or cream	

Is your child allergic to plasters? YES / NO

Has your child been vaccinated for Tetanus? YES / NO If yes, please give date of last injection and if booster has been given.

Does your son / daughter have any special dietary requirements, including vegetarian, no pork etc. YES / NO If yes please give details below.  
You will also find attached to this form a 'What I **Will** Eat' form. Please fill in with your child and return to Party leader asap.

### Swimming

Can your child swim a minimum of 50 metres? YES / NO (not necessarily a pre-requisite)

Do you give consent for your child to participate in supervised water activities? YES / NO

Trip Specific Details:

### Insurances

Travel Cover:

On UK trips the school will secure travel insurance from the tour company but general reliance is placed on the NHS and emergency services. The cost of the cover is included in the charge for the trip.

On all overseas trips the school secures a comprehensive travel insurance policy. Details of the policy will be made available as part of the pre-trip briefing process for parents. The cost of the cover is included in the charge for the trip.

## Expectations of Pupils

It will be appreciated that in offering to take the participating pupils on this trip, the staff are incurring a considerable responsibility, which they wish to discharge to the greatest possible satisfaction of all concerned, and above all in complete safety and with as little worry as possible on their own part and that of the pupils. Would you therefore please read the attached Code of Conduct with your child and return it to the party Leader signed by you and your child.

## Declaration

- I agree to my son / daughter taking part in this visit and, having read the information, agree to him / her taking part in any or all of the activities described.
- I agree to reimburse any member of staff for any costs and expenses incurred and or sums reasonably disbursed by her /him on behalf of my son / daughter during or as a result of the trip.
- I acknowledge the expectations of my son's /daughter's behaviour as outlined in the Code of Conduct.
- I have noted where and when pupils are due to be picked up and returned, and understand that I am responsible for my son / daughter being on time and being picked up on time.
- I understand the limitations of the insurance cover provided.
- I understand that the emergency contact numbers I have given will be available to all staff on the trip, as will be the relevant medical information.
- I understand that any mobile phone (if allowed), Ipad or other allowed electronic device or valuables are entirely the responsibility of my child.
- I understand that the staff taking my child on the trip will act in loco parentis and that this applies to all circumstances and in particular to any medical treatment or dental treatment required at any time. In the event that my son/ daughter needs urgent treatment on the advice of a qualified medical practitioner, i.e. the administration of a general anaesthetic, a surgical operation and or a blood transfusion and I/we cannot be reached for permission, I/we do grant the party leader ..... the authority to give this permission on my/our behalf. YES / NO

**Please rest assured every attempt will be made to contact you first on the emergency numbers supplied.**

- I will notify the Party Leader in writing immediately of any changes in the particulars given in this statement.

I confirm I have read the above and consent to it.

Signed

Print name

.....

.....

Date

Relationship to child

.....

.....

## Appendix 8: Code of Conduct for Residential Trips

This Code of Conduct has been designed so that all members of the group are able to take full responsibility for their conduct during the trip.

I understand and agree to the following:

- To treat each member of the group with respect and consideration at all times, taking into account their feelings and the fact that they are away from home.
- To always listen carefully and follow instructions given by teachers and activity leaders.
- To keep my accommodation clean and tidy at all times and report any damage to a teacher.
- To always be on time for sessions and meal times. (Failure to do so could lead to delays in the restaurant and less time on activity sessions).
- To eat a balanced diet every day including fruit and vegetables as agreed with my teachers prior to the trip.
- To act sensibly at all times and follow the directions of the member of staff on each session, be they DHS staff or centre staff, so that I never do anything to compromise my own or anyone else's safety at any time.
- Never to use any equipment or an activity area unless given permission.
- Not to disturb any other guest or staff member by being unnecessarily loud or inconsiderate in any other way.
- To show consideration for the environment, abide by the country code and treat all areas of the accommodation and or centre with respect.
- To use litter bins provided at all times.
- To have the time of my life which I will never forget.

Signed..... (Child)

Signed..... (Parent)

Date.....

Appendix 9: Information Sharing Agreement

This **Information Sharing Agreement** defines the arrangements for processing data between Devonshire House School and the travel company named in the right hand box below.

Devonshire House School 2 Arkwright Road Hampstead NW3 6AE	Delete and add Travel company name and address here:
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The following information about students and staff;

- Medical and dietary needs
- Full name and date of birth

Is being shared by Devonshire House school to enable the travel company named above to organise a school trip for our students and staff travelling between.....(dates) .....

- The information is shared securely with ..... [Company name]
- The information is stored securely by [Company name] ..... who will not pass any details on to any other organisation, unless agreement has been obtained from Devonshire House School and providing the sharing is to help make the trip possible
- ..... [Company name] agrees to destroy the data once the trip and all related matters have been concluded

This agreement must be formally approved and signed by both parties before any information sharing takes place. Both parties will ensure that the ISA and any associated documents are known and understood by all staff involved in the process.

<u>Originating Organisation</u>	<u>Partner Organisation</u>
Devonshire House School	Company name: _ _ _ _ _
Trip leader	Name and position within company
Name: _ _ _ _ _	Name: _ _ _ _ _
Position: _ _ _ _ _	Position: _ _ _ _ _
Signature: _ _ _ _ _	Signature: _ _ _ _ _



## Appendix 10: Letter to parents re GDPR

Date

Dear Parents,

### **For your information further to new Data Protection laws**

Further to the trip briefing on.....I would like to take the opportunity to confirm the data Protection agreement we have with (name of travel company) who have helped to organise this trip. It has been agreed that we can share information with (name of company), with regards medical/ dietary and the full name and date of birth of each pupils but only if they can assure us that they fulfil the following conditions:

The information is shared securely with..... [Name of Travel Company]

The information will be stored securely by ..... [Name of Travel Company]

(Name of Travel Company) will not pass any details on to any other organisation unless agreement has been obtained from Devonshire House School and providing the sharing is to help make the trip possible

(Name of Travel Company) agree to destroy the data once the trip and all related matters have been concluded.

If you wish to discuss any of the above further with me please do not hesitate to contact me.

Yours sincerely,

Name: .....

Trip Leader