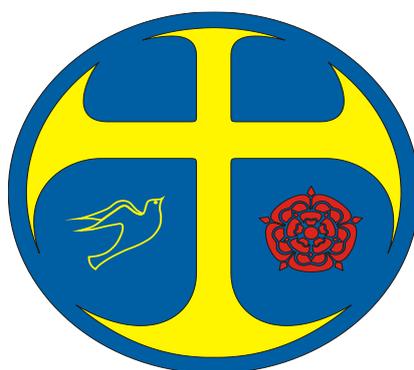


All Saints' Roman Catholic High School, A Voluntary Academy

part of Romero Catholic Academy Trust



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Educational Off Site Visits Policy (including Trip Leader Guidance and planning forms)

Updated: Summer 2025
To be reviewed: Summer 2028

Responsibility of: School Operations Manager / EVC

Policy Approval:

Signature of Headteacher

10th July 2025

Date

Signature of Chair/Vice-Chair

10th July 2025

Date

Mission Statement

All Saints' is a school where the Catholic faith is taught,
lived and celebrated.

We will educate the whole person spiritually,
morally and intellectually.

We embrace Catholic values in all we do and in
all our relationships.

We will identify and cater for the individual
student's needs and prepare them for
responsible participation in society.

Our aim is to follow Christ's teaching, as
found in the Gospels,
in everything we do.



This policy operates in conjunction with the following school and RCAT policies:

1. Complaints Policy
2. Behaviour Policy
3. Health and Safety Policy
4. Charging and Remissions Policy
5. Minibus Policy
6. Equality Policy
7. Safeguarding Policy

1. STATEMENT OF INTENT

All Saints' RC High School understands that educational visits and trips can be effective ways of motivating pupils and can often offer unique, rich educational experiences which many pupils will cherish for a long time. They have great potential for enhancing pupils' educational and personal skills, help them to understand the need for sustainable relationships between people and their environment, enhance practical problem solving and team-work skills, promote a positive and knowledgeable response towards personal health and well-being.

This policy has been designed in line with policy and guidance from: the DfE, the HSE, Lancashire County Council (LCC) Educational Visits Team and details our responsibilities for pupils and staff members while out on visits and trips.

The school is responsible for and takes the health and wellbeing of our staff, pupils and volunteers very seriously and aims to protect and safeguard them while out on visits or trips. Activities, especially when undertaken away from the familiar school environment, will almost inevitably pose some element of risk. Whilst it may not be possible to prevent all accidents, this policy attempts to maintain sensible controls over risks and is designed to ensure that all off-site activities are planned and organised so that pupils and staff stay safe on visits and trips.

All visits and trips will be available and accessible to all who wish to participate irrespective of their gender, ethnic origin, social background, medical need or physical ability.

2. DEFINITIONS

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an *'adventurous nature'* include, but are not limited to, the following: Trekking, Caving, Skiing, Water sports, Climbing, Theme parks

3. KEY ROLES AND RESPONSIBILITIES

There are a number of roles and responsibilities involved with educational visits and trips:

- **The Headteacher and Local Governing Body** have a responsibility for all visits and trips organised by staff at All Saints’.
- **The Educational Visits Co-ordinator (EVC)** supports the Headteacher and Governing Body and ensures that all visits and trips are planned and organised in accordance with school policies and procedures and policy and guidance from LCC Educational Visits Team.
- **The Trip Leader** has overall responsibility for the supervision and conduct of the visit or trip and must be approved by the Headteacher.
- Additional **members of staff** must assist the Trip Leader to ensure the health and safety of all pupils on the visit or trip.
- **Pupils** have responsibilities (about which they must be made aware by the Trip Leader) for their own health and safety, and that of the group.
- **Parents and carers** have an important role in deciding whether any visit or trip is suitable for their child.

The Governing Body is responsible for:

The Governing Body shall determine, on an annual basis, the internal arrangements and procedures for the approval of Educational Off Site Visits and have responsibility for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in RACT’s Complaints Policy.
- Ensuring educational visits and trips positively impact on pupils’ lives, teaching them new life skills and providing new experiences
- Promoting good safeguarding practices to ensure the safety of pupils when participating in extra-curricular trips and activities
- Clear arrangements and procedures for the approval of Educational Off Site Visits:
 - Type A visits: Approval by Headteacher
 - Type B visits: Initial approval by LGB and the headteacher, prior to submission to LCC Educational Visits Team for final approval
- Ensuring all Educational/Off Site Visits have specific stated objective which are appropriate for the participants, offering a varied programme of opportunities.
- Under the school’s duty of care, ensure the consumption of alcohol and smoking (including electronic cigarettes) does not take place by any person during the visit or trip.
- Ensuring there are arrangements for the monitoring and evaluation procedures of visits, trips or activities.
- Ensuring that a suitably experienced Educational Visits Co-ordinator (EVC) is appointed.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Ensuring the EVC is competent to oversee the co-ordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Liaising with the EVC and communicating information regarding any planned visits or trips to parents.
- Liaising with the Governing Body regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular visits and trips:
 - Type A visits: Approval by Headteacher
 - Type B visits: Initial approval by LGB and the headteacher, prior to submission to LCC Educational Visits Team for final approval
- Ensuring the EVC will support the Headteacher and Governing Body with the management of all off-site visits/ trips.
- Overseeing the work of the Trip Leader and EVC, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular visits, trips and activities.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip, ensuring:
 - the Trip Leader has experience in supervising and controlling the age groups attending the visit/ trip and will organise the group effectively
 - the Trip Leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity
 - the Trip Leader is allowed sufficient time to organise the visit/ trip.
 - all supervisors on the visit are competent and suitable people to supervise children taking account of the planned arrangements for the visit and the number and nature of the group involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications.
 - all staff and supervisors attending have appropriate DBS clearance
 - ensuring suitable safety measures and all necessary actions are in place prior to each visit/ trip; the risk assessment is complete and that it is safe to make the visit/trip
 - ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the visit/trip.
 - under the school's duty of care, clear guidance is given in relation to:
 - the consumption of alcohol by any person during the visit/ trip not being permitted.
 - smoking does not take place (including electronic cigarettes)
- the Headteacher should undertake the EVC duties in their absence.

The Educational Visits Coordinator (EVC) is responsible for:

- Overseeing all issues and controls regarding extra-curricular visits/ trips.
- Liaising between all appropriate parties, ensuring adherence to the Educational/Off Site Visits Policy and Guidelines within school's operational procedures, during the planning and organising of extra-curricular visits/ trips to help staff assess and manage risks.

- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Ensuring the correct approval process for extra-curricular visits/ trips is followed:
 - Type A visits: Approval by the Headteacher
 - Type B visits: Initial approval by LGB and the headteacher, prior to submission to LCC Educational Visits Team for final approval
- Ensuring the competency and appropriateness of the designated Trip Leader, in consultation with the head teacher, by organising training (if appropriate) for staff/ volunteers to enable them to feel confident in conducting their duties e.g. opportunities for staff to develop competence in dynamic risk management by assisting more experienced colleagues on a range of educational visits/ trips.
- Ensure that proper support systems are in place to cope with incidents, emergencies and critical incidents.
- Undertaking relevant additional training to ensure they remain up-to-date with relevant educational visit/ trip information and health and safety guidance.
- Overseeing the planning of the educational visits/ trips.
- Reviewing all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe, prior to the approval by the Headteacher (Type A visits) and the Headteacher and Educational Visits Team (Type B visits).
- Ensuring that any problems are addressed, with the Trip Leader and Headteacher.
- Ensuring the relevant risk assessment documentation is completed by the Trip Leader. The risk assessment should:
 - identify any children/young people with cultural requirements, disabilities, special educational or medical needs and, so far as possible, ensure these needs will be met. (Individual risk assessments completed where necessary).
 - if there is any swimming and/or similar water based activity during the trip, this must be specifically addressed in the risk assessment and will require the presence of a qualified life-saver.
- Ensuring that visits/ trips are planned in such a way as to provide adequate supervision at all times. Residential visits/ trips require 24-hour supervision.
- Verifying the competence and suitability of the Trip Leader and accompanying adults, taking account of the planned arrangements for the visit/ trip, the number and nature of the group involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications.
- Appropriate Disclosure Barring Service (DBS) checks and safeguarding requirements are undertaken.
- Ensuring that transport arrangements are appropriate and that risk assessments also take account of traffic hazards where the visit/ trip involves crossing roads.
- Ensuring that Base Contact arrangements are made by the Trip Leader.

The designated Trip Leader is responsible for:

- Taking charge of an individual trip the Trip Leader is ‘in loco parentis’ and has a duty of care to all pupils on the visit/ trip.
- The Trip Leader must be approved by the Headteacher and has overall responsibility for supervision and conduct of the visit/ trip or activity including direct responsibility for pupils’ health, safety and welfare.

- Obtaining approval for the visit/ trip according to LCC Policy and Guidelines and schools procedures. Initial stages when seeking approval include:
 - Checking the school calendar prior to planning an educational visit to ensure no clash with other planned activities
 - Checking the initial viability of the trip, completing the All Saints' Trip Planning form (Appendix A) and providing key information to enable initial approval to be given by the Headteacher/ Chair of Governors.

Key information required for initial approval is:

- Identifying the educational purpose/ benefits of the extra-curricular trip or activity and presenting the benefits to the Headteacher.
- Staffing implications; the numbers of staff required and the specific staff identified to attend.
- All quotes/costings
- Checking venue/provider is on LCC approved list

Initial approval must be sought prior to progressing any bookings and/or communicating with pupils/parents

- Undertaking any relevant training and/or familiarising themselves with guidance as outlined in section 4.
- **Planning school trips**
 - Completing all essential documentation for the trip and ensuring it has been approved by the EVC and Headteacher.
 - Conducting a risk assessment prior to approval to ensure pupil and staff safety.
 - Identifying pupils with cultural requirements, disabilities, special educational or medical needs. (Individual risk assessments completed where necessary.)
 - Identifying and recording significant hazards and the safety measures required to reduce risk to tolerable level.
 - Making known to parents/carers, the Headteacher, and accompanying staff the level of residual risk that needs to be managed.
 - If there is any swimming during the activity, this **must** be specifically addressed in the risk assessment and will require the presence of a qualified lifesaver. A pre-visit risk assessment may be arranged if possible, particularly if this is a new venue, location, type of trip or the trip will include pupils with special educational needs
 - Creating an itinerary prior to any visit/ trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
 - Liaising with the EVC and communicating information regarding any planned visits/ trips to parents in advance. It is recommended that they are invited to a briefing session for longer / residential visits. Attention should be given to the accessibility of this briefing
 - Seeking appropriate assurances from the Provider/Centre and ensure that there is a clear contract/agreement in place about who is responsible for what
 - Ensuring that a signed parental/carer consent form has been obtained, together with all the relevant medical information for all pupils participating in the Educational/Off Site Visit.
 - Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the visit/ trip.

- Delegating responsibilities to other staff members. Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- Ensuring all adults on the visit/ trip are fully briefed and aware of their roles and responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Ensure that the ratio of staff to pupils is appropriate for the visit/ trip with consideration for the environment, activities and needs of the group.
- Ensure that adequate arrangements are implemented for the safety and well-being of all participants, including accompanying adults, whilst on the visit/ trip. In respect of residential visits, adequate supervision **must** be provided 24 hours a day.
- Ensure the overall maintenance of good order and behaviour during the visit / trip
- Ensure compliance with the emergency procedures and ensure all accompanying staff are familiar with this procedure.
- Monitoring visits/ trips, including accident and near miss reporting, and review visit arrangements and outcomes
- Considering stopping the visit/ trip or activity if they think the risk to the health or safety of pupils in their charge is unacceptable.
- Completing the Post Visit Evaluation on EVOLVE.
- Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the Trip Leader should consider whether such pupils will return home early
- It is for the Trip Leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information:
 - the aims and objectives of the visit/ trip/ activity
 - background information about the place to be visited
 - how to avoid specific dangers and why they should follow rules
 - why safety precautions are in place
 - why special safety precautions are in place for anyone with disabilities
 - what standard of behaviour is expected from pupils
 - who is responsible for the group
 - what to do if approached by a stranger
 - what to do if separated from the group
 - emergency procedures
 - rendezvous points

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular visits/ trips/ activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.
- Ensuring the health and safety of the pupils is maximised throughout any educational visit/ trip/ activity.
- Liaising with the Trip Leader to understand personal responsibilities and ensuring the smooth running of the visit/ trip.

- Ensuring that any outdoor space visited e.g. a park and playing field, is kept clean and free from litter during the trip.
- Considering stopping the visit/ trip or activity if they think the risk to the health or safety of pupils in their charge is unacceptable

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular visits/ trips/ activities.
- Participating in any relevant checks (DBS) before the trip in line with the Safeguarding Policy and safeguarding requirements.
- Reading and understanding relevant policies, such as the Behaviour Policy prior to the trip
- Follow the instructions of the Trip Leader
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.
- Ensuring the health and safety of the pupils is maximised throughout the educational visit/ trip/ activity.
- Assisting pupils with needs during activities e.g. escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.
- Considering stopping the visit/ trip or activity, with consultation with the Trip Leader if they think the risk to the health or safety of pupils in their charge is unacceptable

Pupils are responsible for:

- Following instructions from staff and other adults while on school trips, following the school code of conduct and not take unnecessary risks.
- Taking pride in their presentation and appearance, understanding that they are representing the school whilst on an educational visit/ trip. Dress and behave sensibly and responsibly.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, follow the school's Behaviour Policy.
- Look out for anything that might hurt or threaten anyone in the group and tell the group leader about any concerns.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit/ trip. The curricular aims of the visit/ trip for these pupils would be fulfilled in other ways.

4. PLANNING SCHOOL TRIPS

Prior to planning a school trip, it is recommended that the trip leader familiarises themselves with the following guidance:

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

<https://www.hse.gov.uk/education/school-trips.htm>

In addition, they should familiarise themselves with the [LCC Educational Visits Policy 2022-2025](#), guidance and documents accessible in the Resources section of LCC's EVOLVE website for Educational and Off Site Visits.

A thorough risk assessment must be conducted by the Trip Leader during the planning of the trip, to ensure pupil and staff safety, this includes considerations regarding First Aid provision. Trip Leaders are in charge of pupils during a visit/ trip and have a duty of care to ensure pupils are safe and healthy. It is a common law duty to act as a reasonably prudent parent would.

When partaking in adventure trips, activities should always be identified at the planning stage and never added during the trip.

When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

Where there is a maximum capacity of pupils for a trip, the method of allocation of places will be determined by the trip leader. This will be clearly communicated to parents in initial communications.

When planning an educational visit/ trip or activity, consideration must be given to ensure it does not discriminate against any pupil(s).

Visits/ trips must be approved before any formal plans are been implemented.

Any disputes relating to pre-planned visits/ trips or activities will be discussed and resolved by the Trip Leader and Headteacher if required.

The following information on matters that might affect pupil's health and safety is useful to parents, and will be included in a letter to parents / guardians prior to a visit/ trip:

- dates of the visit/ trip
- times of departure and return
- mode(s) of travel including the name of any travel company
- details of accommodation with security and supervisory arrangements on site
- names of leader, or other staff and of other accompanying adults
- visit/ trip objectives
- details of the activities planned and of how the assessed risks will be managed – this must include periods of remote supervision
- insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover
- clothing and equipment to be taken
- money to be taken
- Charges/Voluntary Contributions required.
- the information reply slip to be completed by parents and what they will be asked to consent to.

5. RISK ASSESSMENT PROCESS

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

The Trip Leader will complete the risk assessment process and should have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip. The Trip Leader should use the document to help determine the level of risk and control measures that need to be in place to reduce risks to an acceptable level

Completing the risk assessment process for any activity that will be led by school staff is the responsibility of the trip leader. Where an activity is led by staff from the establishment to be visited, it is their responsibility to assess any risks. It is the Trip Leader's responsibility to ensure that the risk management process has taken place by the establishment and to request copies of their risk assessment to supplement the risk assessment prepared by school.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

The Trip Leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken
- the location (relevant guidance such as the LCC anti-terrorism checklist should be referred to plus any information specific to the trip location)
- the competence, experience and qualifications of supervisory staff
- the group members' age, competence, fitness and temperament
- pupils with special educational or medical needs
- the quality and suitability of available equipment
- seasonal conditions, weather and timing.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

The Trip Leader and other supervisors should continually reassess the risks throughout the visit/ trip and should take appropriate action if pupils are in danger. If the Trip Leader does not feel the control measures are sufficient, the activity must not take place.

6. VETTING PROVIDERS

When considering external providers for activities, the Trip Leader and EVC will check whether they are part of the LCC registered centres and providers of activities and/or hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the EVC will check the following to ensure they are a suitable organisation to work with:

- their insurance arrangements
- their adherence to legal requirements
- their control measures
- their use of vehicles
- staff competency levels
- safeguarding policies
- the suitability of their accommodation
- any sub-contracting arrangements in place
- the presence of necessary licences

If it is proposed to use a centre and/or provider not registered with LCC the school must contact the Educational Visits Team early in the planning stage so that the registration process can be initiated and/or additional advice sought.

7. EQUAL OPPORTUNITIES/ PUPILS WITH SEND

The school promotes values of equality and diversity and does not discriminate against any individual or group of pupils when organising a trip. Educational visits/trips should fulfil the needs of all pupils; therefore, the Headteacher will not exclude pupils with special educational or medical needs from school visits/ trips. Every effort should be made to accommodate such pupils whilst maintaining the safety of everyone on the visit/ trip. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage; this may mean additional supervision or support whilst on a visit/ trip.

Where possible, visits/ trips and activities will be adapted to enable pupils with SEND and medical needs to take part. The SENDCo will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary. Where this is not possible, an alternative activity of equal educational value should be arranged for all pupils.

8. TRANSPORT

Parents will be informed as to the type of transport being provided for an educational visit/ trip.

School minibus: Where the school minibus is to be used the Trip leader should familiarise themselves with the School Minibus Policy.

The school minibus is a leased vehicle.

A list of staff authorised to drive the minibuses is held in the school general office. Drivers must complete the annual declaration regarding legal driving status from the school office. Driver's licenses are checked during the vehicle familiarisation process - completed by the School Operations Manager.

Drivers are required to complete pre-use and post-use checks - including start and finish mileage, interior and exterior checks to identify defects/damage and fuel levels – the record of these is submitted to the General Office on return to the school.

Note: the use of the school minibus is limited to All Saints' staff and pupils and is not chargeable.

Hired Transport: The school will only use hired transport from operators holding a PSV licence. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a school visit/ trip. The Trip Leader is responsible for the conduct and behaviour of the children whilst they are travelling

The EVC will contact the operator and obtain copies of their Operators Licence, Motor Insurance and Public/ Employee Liability Insurance.

Private/staff cars:

When private/staff cars are used, the school will ensure that each driver has a:

- Valid driving licence
- Vehicle insurance valid for carrying passengers on a school off-site visit/ trip (business insurance).
- Completed/signed Staff/Volunteer Driver's Declaration (Appendix F)
- Completed/signed Parental/Carer Consent for their child to be transported in this way

Vehicles must be fitted with seat belts which must be used.

9. PARENTAL CONSENT

Parental consent is sought for all Type A and B visits/ trips and activities, excluding PE activities, to ensure pupil information is up to date and parents are aware of activities taking place.

Written consent is required for:

- Type A/non-adventurous trips/ activities
- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part. If parents withhold consent the pupil should not be taken on the

visit/trip, but the curricular aims of the visit/ trip should be delivered to the pupil in some other way, wherever possible.

10. STAFFING RATIOS (SUPERVISION)

There must be sufficient staff to cope effectively at all times including in an emergency.

Minimum staff to pupil ratios follow the LCC Policy and Guidelines, and are typically:

- Day trip activities: 1:10 for the first 10 pupils, then 1:20 thereafter.
- Residential visit/ trip, adventurous activity and any visit/ trip abroad: It is strongly recommended that the ratio should never be less than 1:10

Normal practice is that there are a minimum of two competent adults accompanying any visit/ trip or activity; one **must** be a teacher

It is All Saints' policy that a member of SLT must attend all overnight visits.

Note: LCC policy and guidelines should be referred to when establishing ratios, due to the range of potential scenarios, however these are guidelines only. It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. Each trip/activity should consider a range of factors when arranging activities and determining supervision levels.

Such considerations should include:

- gender, age and ability of group;
- special needs pupils; any disabilities, special educational or medical needs
- nature of activities to be undertaken;
- experience of adults in offsite supervision;
- duration and nature of the journey;
- type of any accommodation;
- competency of staff and volunteers, both general and on specific activities
- competence and behaviour of children/ young people
- ability to respond to emergencies, including first aid cover
- the requirements of the organisation/ location to be visited, and their staffing arrangements

When visits/ trips are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Where possible it is recommended that the party leader is not in charge of a group of children, to ensure the safety and supervision of the whole group of children and adults.

Where a high adult:pupil ratio is required it is not always feasible to use school staff alone. Helpers with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and pupil group. All adult supervisors, including school staff and helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or behavioural difficulties. School staff will retain responsibility for the group at all times.

Whatever the length and nature of the visit/ trip, regular head counting of pupils should take place. The Trip leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

11. INSURANCE AND LICENSING

All Saints' Roman Catholic High School is covered by the Risk Protection Arrangement (RPA) for schools. (The RPA is not an insurance scheme but is a mechanism through which the cost of risks that materialise from 1 September 2014 will be covered by government funds). The membership arrangements should be checked for each trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover and advised to arrange additional cover if required.

A list of current Registered Centres and providers of activities is held by Lancashire County Council. This includes all Lancashire Outdoor Education Centres. The list is posted in the Resources section on EVOLVE. All centres/providers must be re-registered every two years.

When planning activities of an adventurous nature in the UK, the Trip Leader and EVC will check that the provider of the activity holds a current licence. All centres/ providers are required to have adequate insurance cover. This is checked annually by Lancashire County Council to ensure all registered centres/providers on their list have current valid insurance.

Where schools use an outdoor activity provider with a current Adventurous Activities Licensing Service (AALS) licence, they can be assured that staff delivering activities will be appropriately managed and qualified.

If it is proposed to use a centre and/or provider not registered with Lancashire County Council, the school must contact the Educational Visits Team early in the planning stage so that the registration process can be initiated.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible. A record of the incident should be retained by school

Medical expenses will be recorded and retained by school.

12. ACCIDENTS AND INCIDENTS

Trip leaders and accompanying staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation or to stop an activity they feel is unsafe or dangerous.

If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty
- inform emergency services and everyone who needs to know of the incident.

Serious incidents must be reported immediately to the school base contact by the Trip Leader. It is then the responsibility of the school to trigger the Emergency Plan if appropriate.

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the Headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The Headteacher will keep written records of any incidents, accidents and near misses; these should also be recorded on EVOLVE by the Trip Leader.

Media enquiries will be referred to the Headteacher or, if they are not available, the Deputy Headteacher, who will contact the RCAT Executive Administrator (Media Relations) for support prior to response.

When planning a trip staff will consider the location/ environment of the trip and adapt risk assessments accordingly e.g. major cities or events/ points of interest which are of a higher risk. Pupils and staff will be informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

13. MISSING PERSON PROCEDURE

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, risk assessments are completed by the trip leader and this must include communication with trip venues to ensure the correct group sizes are planned for each setting, as well as observing LCC ratios.

When travelling with a pupil with SEND, the Trip Leader will ensure that the visit/ trip is adequately modified to suit the pupil's needs in accordance with this policy.

A school mobile phone will be taken by the Trip Leader and the mobile number circulated to all pupils and staff attending the trip. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

Upon arriving at every venue, the Trip Leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The Trip Leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The Trip Leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within **10 minutes**, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the Trip Leader will contact the Headteacher, or other available person (base contact), back at the school and inform them of what has happened.
- If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when abroad, the Trip Leader will make arrangements to ensure the group's safety e.g. by changing venues or cancelling trips/visits

If a member of the party has gone missing and is subsequently found, the Trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the EVC to ensure similar incidents can be avoided in the future.

14. FINANCE

The financial procedures outlined in RCAT's Charging and Remissions Policy will always be followed when arranging trips.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will

consult the governing board on the matter, taking into account the circumstances and the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future visits/ trips.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given. Any excess of expenditure will be subsidised by the school budget.

15. FOREIGN TRIPS

When planning school trips abroad, school will consult/ consider the following prior to agreeing to use a provider and progressing trip arrangements:

- LCC Educational Visits guidance and list of registered providers.
- The Foreign Commonwealth and Development Office guidance on 'Safer adventure travel and volunteering overseas' (2015) <https://www.gov.uk/guidance/safer-adventure-travel-and-volunteering-overseas>
- School will check that the organisation/ external provider that is providing activities holds the 'Learning Outside the Classroom Quality Badge' (LoTC) or similar local accreditation. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider, and consult with the LCC Educational Visits Team
- If the trip/ activity includes significant risks e.g. challenging terrain, going to remote places or extreme climates, school will also follow/ consult the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment.
- The Risk Protection Arrangement (RPA) for schools.

Prior to confirming any arrangements the Trip Leader and EVC will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations imposed.

Passports and visa requirements will be detailed in initial communications to parents/carers regarding the proposed trip, and there will be a requirement for parents/carers to sign/consent and confirm these requirements can be met to avoid problems when the trip is due to take place.

Certain countries have restrictions relating to the amount of time having been spent in that country within a certain time frame prior to visiting. Restrictions should be checked and notified to parents at the initial communication stage.

In addition, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents. Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC). The GHIC is to ensure they can access state-provided healthcare during a temporary stay in the EU. The EVC will check the advice/guidance relevant at the time the trip is being planned.

Prior to the trip taking place documents will be collected in and collated by the trip leader and stored securely by school.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens. Trips abroad can have extra risks and need a higher level of risk assessment. Although the HSE does not cover incidents overseas, it can investigate work done in Britain to support the trip e.g. risk assessments. (School staff could be liable under civil law for any injuries to the children due to negligence.)

Before the visit/ trip:

- staff will review the itinerary, risk assessments, and review guidance relating to recognising suspicious behaviour and remaining vigilant whilst abroad. Staff must be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
- a Behaviour Contract including a No-Smoking Policy will be signed and agreed by students, parents and staff based on school discipline policy
- pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers

During the visit/ trip:

- For the duration of the visit each student will carry an identity card in a lanyard to include name, school name, contact details, phone numbers of staff and the name and contact details of hotel used.
- staff will check the location's local news at the start of each day of the trip, to ensure their planned trip or activities are safe to go ahead.
- registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

16. MONITORING AND REVIEW

The effectiveness of this policy will be monitored by the Headteacher. The governing board will review this policy annually (at the same time as the procedure for the approval of Educational Off Site Visits is agreed)

ALL SAINTS' TRIP LEADER GUIDANCE



Planning a Trip/Visit?

Complete the Trip Planning Form (including costs and ideal dates) – Appendix A. Submit the completed form to School Operations Manager (EVC). The trip will be discussed at SLT (and where necessary LGB level) and relevant authorisation given.

Everything you need to know about taking students on visits you will find in the LCC Policy below

[LCC Educational Visits Policy 2022-2025](#)

Things to note

- Ensure you follow Visit Leader's Checklist (appendix B) whilst planning your trip
- Remember to book school minibus if required
- A **MINIMUM of 2 staff** should attend ALL visits
- A Member of SLT must attend all overnight visits
- **Advise DSL of the students going on the visit so that any safeguarding issues can be addressed.**
- **Advise SENDCo of the students going on the visit so that pupil needs are met**
- Parent Letter – must be submitted to EVC and have Headteacher approval. Parental letter should be sent out in PDF format
- **Free School Meals** – the option to order a packed lunch must be given for all eligible pupils. A list of meals ordered should be given to the Kitchen manager at least 1 week before the trip
- **CONSENT must be granted by parents for ALL visits.** Plus current emergency numbers, medical, SEN and other information. A paper version of 3A or 3B Consent form should be issued
- Type B visits **must** be put on Evolve for approval **at least 4 weeks** prior to visit.
- **Risk Assessment (Form 5) you prepare is a working document.** The last pages of the form include all the things you need to take in to consideration when preparing your visit. Pay particular attention to provision for: SEN students: Critical Incidents (Accidents/Terrorist Activity). Ensure that all the points raised in the left-hand side and the last sheets have been covered.
- **First Aid:** It is good practise to have a qualified First Aider on ALL visits. It is **ESSENTIAL** on 'B' visits – A First Aid Kit must be carried for ALL visits
- **ALL Educational Visits and Trips MUST be input on EVOLVE**

EVOLVE process:

- If you need a log-in please contact the School Operations Manager (EVC)
- Add Visit – Proceed through each section until a tick appears (Left hand side)

- Upload the Form 5 Risk Assessment
- Upload the approved Parent Letter and any other relevant documents
- When all sections are complete **'Submit'** for approval

Things to take on the visit:

1. Copy of the **Evolve Form**
2. Copy of the **Form 5 Risk Assessment** (this is a working document)
3. **Names of students with contact numbers / medical details etc**
4. **Staff / Volunteer Emergency Information** (example – appendix C)
5. **Emergency Procedures Action Plan** (appendix D) – with correct base contact and useful telephone numbers added before the visit
6. **School Visit Leader mobile phone**

Ensure that the **Base Contact** is aware of the visit closed procedure you have arranged and has access to all the above documents and **Base Contact Checklist** (appendix E). If the visit is **out of school hours, the Base Contact MUST take copies of the above with them.**

EXTREMELY IMPORTANT:

- **UPON RETURN TO SCHOOL YOU MUST 'CLOSE THE VISIT'** as arranged with the base contact
 - **Log on to EVOLVE** – Complete Post Visit Evaluation Section
 - **Report any accidents, incidents or near misses to School Operation Manager**
 - Documents with student information on must be put into confidential shredding to comply with GDPR
-
- **Health & Safety Executive - Advice on legal duties and powers:** <https://www.hse.gov.uk/education/school-trips.htm>



**ALL SAINTS' ROMAN CATHOLIC HIGH SCHOOL -
PLANNING FORM**

Please give this form to the finance office when trip is authorised
by The Headteacher and Governors.

Trip Name:		Date:	
Rational:		Is the trip type A or B:	
Link to Curriculum (if applicable):			
Experience Offered (if trip not linked to curriculum):			
<p>All trips need to be approved by Headteacher and/or Governors. Please be advised that Governors' meetings are only held once a term.</p>			
Year/Class:			
Teacher Requesting:			
Number of Pupils:		Number of staff members:	
Venue Name and Address:			
Transport required:		Pick up time:	Return time:
Parents take/Collect:		Pick up time:	Return time:
Signed by Teacher requesting:			
Date:			

For Costing and Planning details Please Turn over

COSTING					
Cost of activity per Pupil:		Cost of activity per staff member:			
Cost of insurance (if Required)		Cost of Cover:			
Cost of coach:		Total cost of trip (including the Parent pay fee):			
ParentPay fee (1.275% each transaction):					
Cost being charged to Parents:		Payment Schedule:			
Contingency:		Deposit required:		Refundable:	YES/NO
Balance due date:		Payment arrangements (e.g Parentpay):			
The cost of the trip should be covered in full, if any part of the trip is to be paid from the school budget please fill out a finance order form which must be signed by the budget holder and given to the finance team.					
Cost covered in full by parents:	Yes	No	Approved by headteacher:	Date:	
If no, School's contribution cost:			Approved by Governors':	Date:	
PLANNING					
EVOLVE completed for trip:		EVOLVE post trip evaluation completed:			
Has the Coach been booked?		Has the venue been booked?			
Has the trip been put in to the school diary?		Has the letter been sent out to parents?			
Have parents been informed if a packed lunch is required:		Has the kitchen been informed- packed lunches for FSM pupils:			
		Has the kitchen been informed how many pupils will be out of school?			
		Has Attendance been given a list of pupils that will be out of school?			
Has a risk assessment been completed?		Is there a first aid trained member of staff attending the trip?			
Has the risk assessment been approved by the head teacher?		Medical forms attached to risk assessment prior to signing?			
Specific Requirements: (e.g P.E Kit etc.)					
Photographs - Pupils that cannot be Photographed:					



PLANNING A VISIT – VISIT LEADER'S CHECKLIST

Stage	Activity – Complete as appropriate	Yes	Date
1 Proposal	Purpose and specific educational objectives identified.		
	Trip Planning Form completed and submitted to School Operations Manager		
	Approval by the Headteacher and Governing Body (if required).		
2 Planning	Date(s) and times confirmed.		
	Staffing and adult to child/young person ratio considered.		
	Costs and charges confirmed.		
	Check registration of Provider /Centre.		
	Check approval of Instructor (as appropriate).		
	Site/Venue visit undertaken if appropriate (access issues checked).		
	Transport organised and confirmed.		
	Venue confirmed (Including meal times and facilities).		
	Programme of activities confirmed and worksheets /questionnaires prepared.		
	Adjustments to programme for children with specific needs (SEN, Medical needs and disabilities).		
	Insurance arrangements made.		
	Final costings confirmed and money collected.		
	Information sent to parents/carers (and meeting)		
	Parents and children/young people briefed.		
	Accompanying staff/adult helpers responsibilities confirmed. This must include 24/7 supervision for residential visits. NB a senior member of staff nominated to co-ordinate any safeguarding responsibilities.		
	Mobile phone policy for school/service known and understood.		
	Pre meeting for all staff concerned on the visit arranged.		
	Parent/carer permission and medical information obtained and returned (Form 3A or 3B)		
	Designated senior staff and base contact identified and confirmed.		
	Accommodation confirmed and safety arrangements checked.		
Materials and equipment required for visit organised.			
Free School Meal Packed lunches ordered (at least 1 week before trip)			
Base Contact arrangements confirmed. Agree a 'Visit Closed Procedure' with Base Contact			
Complete visit application on EVOLVE, attach Risk Assessment (Form 5) and submit to EVC. Type B visits must be submitted to Educational Off Site Visits Service for approval at least 4 weeks prior to visit.			
3 Pre-departure	Details of all participants/staff logged with Base Contact		
	Final briefing to staff/adult helpers/children/young people.		
	Materials/equipment checked and loaded.		
	Weather forecast checked and conditions taken into account.		
	Visit Leader to have all relevant information.		

	Alterations/modifications approved by EVC/Headteacher, and for Type B, the Educational Off Site Visits Service.		
4 During Visit/Activity	On going risk assessment by visit leader.		
	Contact Base Contact to confirm safe arrival.		
	Frequent head count at appropriate times.		
	Contact Base Contact to confirm departure from venue and ETA.		
	Notify Base Contact of any delays / accidents or incidents.		
5 On Return	Dismiss children safely.		
	Report to Base Contact that the visit is finished and closed.		
	Brief the Headteacher of any incidents/accidents.		
	For all visits on EVOLVE complete Post Visit Evaluation on EVOLVE, within 14 days of return.		
	Review the visit and provide Evaluation Report to the Governing Body.		

- [Staff Volunteer Emergency Information Form](#) - This form must be completed by the visit leader and include information for all staff/volunteers going on the visit - a copy to be left with the Base Contact and also carried by the Visit Leader

Click [here](#) for link to EVOLVE

Remember you must complete the Post Evaluation section to 'officially close' the visit on EVOLVE after your visit has taken place.

Documents with student information on must be put into confidential shredding to comply with GDPR



Example - ACCOMPANYING STAFF/VOLUNTEER EMERGENCY INFORMATION

Name (DOB)	Next of Kin (Relationship)	Next of Kin Contact Details	NHS Number	Known Allergies	Specific Medical Issues
		Home Telephone Mobile Telephone			
<p>The name of staff/volunteer is not included, teaching initials only. DOB optional.</p>	<p>The name of Next of Kin and relationship to member of staff/volunteer is included. It is beneficial to know if you are dealing with a parent as next of kin for example.</p>	<p>Consent is given by staff/volunteer to use either or both of these numbers if necessary.</p>	<p>Usually needed on overseas visits in the event of a hospital visit being necessary. GHIC cards optional if travelling in Europe.</p>	<p>Both known allergies and specific medical issues are mentioned. An allergy, for example allergy to penicillin, may not be mentioned as a specific medical issue by the person completing the form.</p>	

A copy of this form should be carried by the Visit Leader and a copy should be provided to the Base Contact at school along with the student's medical forms. At the end of the residential visit this form and its copy are shredded. This information to be used in case of any emergency or medical need.



EMERGENCY PROCEDURES ACTION PLAN

Follow the following steps:

1. The Visits Leader must:	The Group Leaders must:
<ul style="list-style-type: none"> • Remain Calm. 	<ul style="list-style-type: none"> • Stay Calm.
<ul style="list-style-type: none"> • Establish and assess the nature and extent of the emergency. 	<ul style="list-style-type: none"> • Delegate appropriate tasks to other accompanying adults.
<ul style="list-style-type: none"> • Safeguard yourself and group: 	<ul style="list-style-type: none"> • Watch your group and keep them safe.
<ul style="list-style-type: none"> - is everyone accounted for? 	<ul style="list-style-type: none"> • Do not admit liability.
<ul style="list-style-type: none"> - is everyone safe? 	<ul style="list-style-type: none"> • Gain all witness information.
<ul style="list-style-type: none"> - is everyone supervised? 	<ul style="list-style-type: none"> • Photograph the scene.
<ul style="list-style-type: none"> - is everyone briefed? 	<ul style="list-style-type: none"> • Do not alter any equipment.
<ul style="list-style-type: none"> • Delegate to assistants 	<ul style="list-style-type: none"> • Do not allow anyone to see a group member without an adult being present.

2. Establish if there are any casualties?
 Are Emergency Services required? [Dial 999 or 112 and follow instructions.]

3. Administer First Aid:

- Maintain a safe airway.
- Find and stop any serious external bleeding.
- Protect from the environment – keep warm.
- Monitor, reassure and provide emotional support.

4. Member of Staff to accompany the casualty to hospital:
 Staff name and contact number:

.....

Name(s) of casualty and destination:

.....

5. Notify Base Contact:
 Name/Number:

6. Once the immediate emergency is contained:

- Liaise with emergency services.
- Consider physical and emotional needs of the group – shelter, remove from scene, etc.
- Control communications.
- Keep a log/ diary.
- Refer any press/media enquiries to the Headteacher.
- Parental/carers enquiries refer to base contact.



BASE CONTACT CHECKLIST

(TYPE A & B VISITS)

The Base Contact must make arrangements to be accessible throughout the duration of the visit, with telephone numbers as identified on the EVOLVE form.

The Base Contact* must have:

- a) Telephone numbers (both in and out of hours) of two designated senior members of staff.
- b) Mobile numbers of all staff and adult helpers on the visit.
- c) Names, addresses and telephone numbers of parents/carers of all of the children/young people involved in the visit.
- d) Names, addresses, telephone numbers, next of kin of all staff and adult helpers.
- e) Copies of the medical information for every child/young person taking part in the visit/activity (and parental/carer consent for Type B visits).
- f) Copies of route plans, venues and alternative activities (Plan B) (see EVOLVE form).
- g) Appropriate vehicle registration numbers and passenger lists for each vehicle.
- h) Copies of the Risk Assessment (Form 5).
- i) For major emergencies the telephone number of the County Council's emergency contacts (see below).

Note: Do not discuss any matter relating to any incident with the media. Under no circumstances should the name of any casualty be divulged to the media.

Requests for comments from the media should be referred in office hours (8:45 – 17:00) to the Romero Catholic Trust Central Office

A 'Visit Closed Procedure' should be agreed between the Base Contact and Visit Leader, for every visit. These arrangements should state clearly what action must be taken by the Emergency Base Contact if the party has failed to return or make contact by the agreed time.

Base Contact Response Sheet for Incidents and Emergency in Off Site Situations

Remain calm and obtain and collate all relevant information relating to the incident/ emergency.

Information Required	Information Given, When and By Whom
<p>Name & contact details of caller:</p> <ul style="list-style-type: none"> • Contact details of caller • Alternative telephone number • Location 	
<p>What happened?</p> <ul style="list-style-type: none"> • Nature and extent of incident / emergency. 	
<p>When and where?</p> <ul style="list-style-type: none"> • Date/Time • Location of incident 	
<p>Injuries:</p> <ul style="list-style-type: none"> • Name(s) of injured party. • Present location. • Extent of injuries. 	
<p>Are emergency services involved? If yes:</p> <ul style="list-style-type: none"> • Which service contacted? • Time of contact. • Contact details of emergency service lead. 	
<p>Uninjured group members:</p> <ul style="list-style-type: none"> • Location and current options. • The contact details of the responsible person for this group. 	
<p>Were other staff present during the incident? If yes:</p> <ul style="list-style-type: none"> • Name(s) • Current location. 	
<p>Inform senior staff:</p>	<p>Time:</p> <p>Date:</p> <p>Name:</p>
<p>Keep a log of actions and events:</p>	



STAFF/VOLUNTEER DRIVER'S DECLARATION FORM

1. I confirm that I am willing to use my own vehicle for transporting children to and from:
2. I accept responsibility for maintaining appropriate insurance cover and have checked with my insurance company that children carried for this purpose are insured.
3. I have a current and valid driving licence.

If you have any endorsements please give the details here:	
Date of Offence	Nature of Offence

I shall ensure that the vehicle is roadworthy in all respects.

I shall ensure that all passengers wear correctly fastened seatbelts.

I shall ensure that booster seats are used by all children who require one.

I shall at no time transport a single child, other than my own child, as part of any journey.

I have never been interviewed, warned, cautioned or convicted of any offence that would render me unsuitable to work with children or young people; nor have I received any relevant reprimand or bind-over. I am aware that it is an offence under the Childcare Act 2016 for anyone who has been barred from working with children to knowingly apply for, offer to do, accept or do any work which is designated as 'regulated activity'.

I agree to the terms and conditions outlined in this declaration and will operate within them.

Name:		
Address:		
	Post code:	
Contact number:		
Signed:		
Date:		

The school/service reserves the right at any time to request copies of any relevant documentation including vehicle registration or ownership document, MOT certificate, insurance certificate, road tax or driving licence.

Please note that you may be required to submit to a Disclosure and Barring Service (DBS) check.

Drivers should retain a copy of this declaration reminding them of the school's/service's expectations. A second copy of this form is attached. Please return one copy of the completed Form 8A to the school/service.