



Alleyne's Junior School

Policies & Procedures

Educational Visits Policy

Name of Policy	Educational Visits Policy
ISSR	Part 3: Welfare, health and safety of pupils
Reviewed by	Alleyne's Governing Board
Author/SMT	Mrs E Olley (Junior School Deputy Head)
Date of school review	September 2023
Date of next school review	September 2024

Policy Overview

This policy is applicable to all pupils at Alleyne's Junior School including those in the EYFS.

Aims

The aim of this document is to inform staff of the steps they need to follow and the issues that must be considered when planning a school trip.

It seeks to provide information for parents, such that they can be assured of the safety of their children on trips.

It outlines the responsibilities and expectations placed on the pupils partaking in such trips.

Rationale

We aim to offer our pupils a wide variety of fulfilling experiences to complement and extend the curriculum and enhance the learning process.

The Governors appreciate the fact that its staff are prepared to organise and conduct out of school visits.

We are conscious of the need for all visits to be properly considered and planned so as to minimise the likelihood of accidents or mishaps.

Types of Trips

Trips will fall into one of three different categories:

- **Local Regular Trips** i.e. visiting St Barnabas Church, Christ's Chapel or attending a regular sports fixture
- **Educational Day Trips** i.e. visiting a museum, gallery or outdoor educational centre
- **Residential Trips** i.e. those for the Junior year groups

Our School Calendar will list all trips so that parents know in advance of upcoming fixtures, day trips or residential trips.

The Head with the EVC will ensure that:

- Adequate child safeguarding and protection procedures are in place
- All the necessary preparation has been completed before the visit begins
- A risk assessment has been completed and safety measures put in place
- The Trip Leader is suitably experienced to organise and run the trip
- The Trip Leader has been allowed sufficient time and support to organise the visit properly
- Supervision ratios are appropriate, and consideration has been given to both the venue and the age of the children
- Non-teacher supervisors (such as gap students and support staff) are appropriate persons to supervise children
- Parents have signed a consent form if needed (parents sign a 'one day consent form' at the onset with additional consent only being sought for residential trips)
- There are adequate arrangements and reasonable adjustments for medical needs and any special educational needs of pupils
- There are adequate first aid facilities and a qualified first aider has been allocated to the trip
- Travel arrangements are appropriate and travel times both out and returning are known
- The address and telephone number of the venue and the contact name are available
- The Trip Leader and all members of staff accompanying have a copy of the risk assessments and emergency contact information for the children, a list of all the children on the trip and the contact details of each staff member on the trip
- All residential trips will hold an Information Evening for both parents and children so that all parties are well informed of the arrangements and details of the trip
- There is a pre-trip briefing for all residential trip staff
- There is a post-trip briefing with the Trip Leader for all residential trips, in order to debrief and discuss any lessons learnt that will inform the next residential trip

The EVC will:

- Work with the Trip Leader to help organise the trip
- Ensure that the trip leader is experienced and competent in leading trips
- Ensure that a site visit and risk assessment have been completed and will sign this off
- Keep the Head informed of any problems that occur either with the organisation of the trip or whilst the trip is happening
- Ensure that their training is up to date and that they are aware of any legislative changes appertaining to Education Visits

Planning and Approval

The category of trip will determine the amount of time needed for pre-planning. Residential trips will usually involve booking venues at least one year in advance, one day educational visits might be booked several months in advance whereas local trips and fixtures may be conducted with greater spontaneity.

All proposed trips should be discussed with the Educational Visits Co-ordinator (EVC) and a planning document started (see appendix 1). The EVC will discuss any changes to our agenda of residential trips with the Head who will make that approval as necessary. There is a calendar of all proposed Educational Trips and Outings stored on teacherpool (our shared storage system) that all staff can access.

On approval of the trip the Trip Leader must continue to follow all areas of the planning document including conducting a site visit in the event of a new trip and completing a risk assessment accordingly. The Trip Leader, in accordance with the planning document, should work with the school office to book the trip, transport and catering needed for the trip. The EVC will work with the Trip Leader to ensure adequate staffing appropriate to both the venue and the ages of the children.

At least one member of staff taking part in the trip **MUST** have visited the site. If the visit is a regularly visited trip but the outing has completely new staff on it, then one member of the new team (preferably the Trip Leader) must visit the site.

Risk Assessments

The DfE advises that a risk assessment need not be complex but it should be comprehensive. It does not generally require professional health and safety expertise, but some specialist information may be needed and the Head should ensure that the assessor is competent for the task. The advice states that the ultimate responsibility for risk assessment rests with the employer and not the employee. *Risk assessment is not just a paper exercise; it is a process involving legally binding documentation.*

The DfE advises that the leader should produce a plan for the trip, consider what could go wrong with the plan and then decide how that could be avoided. This thought process produces a risk assessment, following which the original plan may need to be modified. The risk assessment continues throughout the trip with the leader needing to continually reassess the risks as the trip unfolds and especially where there may need to be an unplanned change to the programme, a change in the weather or an accident or near miss.

The DfE encourages schools to involve pupils in the risk assessment process. If they have been involved in risk assessment procedures they will have a sense of ownership and understand why it is important to follow safety instructions. As a minimum requirement, staff outline to pupils what the safety rules and procedures are prior to the commencement of a trip or outing. In the case of trips involving overnight stays, a meeting is held between the organising staff and the parents to outline the trip procedures and pupils are asked to attend that meeting too. In this way, the whole community surrounding the trip is aware of expectations and how to ensure the safety of all involved.

Risk assessments should be completed, read and signed by the EVC at least 48 hours before a trip goes ahead and should be circulated and read by all accompanying adults.

The five stages of assessments involve the following questions:

1. What are the hazards?
2. Who might be affected by them?
3. What safety measures need to be in place to reduce risks to an acceptable level?
4. Can the Trip Leader put the safety measures in place?
5. What steps will be taken in an emergency?

When assessing the risk in relation to a school visit, the following factors are important:

- The type of activity and the level at which it is undertaken
- The age, competence, fitness and temperament of the group members
- Any special educational or medical needs of pupils
- Supervision ratios and the competence, experience and qualifications of supervisory staff
- The location, routes and modes of transport
- The potential risk of taking children into Central London

- Emergency procedures

Supervision

The DfE suggests that supervision works best when:

- The aims and objectives of the trip are identified and understood
- There has been proper planning and preparation
- Participants have been involved in the planning and risk assessment
- There are agreed standards of behaviour.

The Deputy Head ensures appropriate staffing for day trips. Ratios of staff to pupils are flexible dependent upon the nature of the trip and the composition of the group undertaking the visit. In general, there will be two staff members per class (three for Infants classes) as a minimum requirement. Ratios of staff to pupils will be risk assessed before the staffing is confirmed. All trips are staffed with at least one first aider and all trips involving EYFS pupils are staffed with at least one first aider who is paediatric trained. It is expected that Form Teachers assume pastoral responsibility for the group and a gender balance for the staffing of residential trips is also addressed as far as practicably possible.

Where the needs of a pupil may dictate that a parent is required to accompany their child on a residential trip, appropriate safeguarding measures should be put in place and recorded on the risk assessment. This may include having the parent and child residing off site, the parent having a DBS, etc depending on the risk assessment.

However, anyone attending a trip would be considered to be undertaking a supervisory role with clearly articulated responsibilities. It is essential therefore that they receive a copy of the risk assessment, which will inform them of any pupils who are likely to require special attention. It is also vital that they have knowledge of the itinerary, the venue and emergency procedures as well as carrying a list of all group members, checking regularly that everyone is present and knowing where to access first aid as appropriate.

Staff should be mindful of following guidance provided in the Staff Code of Conduct, e.g. relating to professional conduct, supervision of children, consumption of alcohol, etc. Staff should never be under the influence of alcohol when supervising children. The Trip Leader should establish a 'dry rota' for appropriate occasions during the trip, notably the evenings and night times.

Residential visits

The Deputy Head will assign staffing for residential trips based on who have sufficient experience to take responsibility for leading those trips. On every trip there is a nominated Deputy Trip Leader who could take over in an emergency. Where necessary, the Head might advise that additional training is appropriate. When making decisions about the staffing for each trip, consideration of experience, first aid requirements, how well staff will work together, the ratio of male/female staff and the overall ratio of staff to pupils will be considered.

Regular Residential Trips are currently:

- PGL, Marchant's Hill (Year 3 Trinity Term)
- Hindleap Warren Activity Centre (Year 4 Trinity Term)
- UKSA, water sports Activity Centre (Year 5 Trinity Term)
- Liverpool (Year 6 Trinity Term)
- Ski Trip (Easter Holidays) - this is optional for Years 4-7 and a paid trip

Travel

For both residential and day trips, reliable and well-established coach companies should be used. The Junior School Administrator takes responsibility for arranging transport by

liaising with Senior School Reception. For rail travel, timetables for later trains are advisable, to deal with unforeseen delays. For residential visits, the telephone numbers of airline/ferry/coach companies are essential.

Staff booking trips, whether abroad or in the UK, should specify that the coaches must be equipped with seat belts. Staff are responsible for insisting that pupils use seat belts. Staff must keep checking this and there must be a member of staff positioned at the rear of the coach near the emergency exit when travelling with whole class groups and more. On double decker coaches, staff will be positioned on both levels of the coach. Pupils need to be counted onto and off the coach as a check to make sure nobody has been left behind.

When pupils are being transported in a minibus there are always two members of staff in attendance. It is expected that one will drive and the other will assume responsibility for ensuring the safety and well-being of the pupil passengers as far as is possible.

Visits abroad require especially careful advanced planning and increased staffing. Parents are given clear advice and plenty of notice in order to provide the school with the documentation and additional items required, such as health cards, passports and currency. Parents are given a detailed itinerary for the trip and are encouraged to raise any concerns they might have over the safety and wellbeing of their child whilst they are away. Alleyn's Junior School will take any practicable steps necessary in order to ensure the successful completion of a trip for each individual pupil. In extreme cases this may include a parent travelling alongside the school party (see above) or additional staff being assigned to support the needs of an individual child.

Standards for Adventure Activities

One part of the DfE advice covers standards for Adventure Activities. These activities have intrinsic hazards over and above normal day-to-day risks and therefore require particular supervision. The DfE recommends that although schools are not required to be licensed if they provide Adventure Activities, they should adopt the same standards as licensed providers. It is suggested that Adventure Activities be categorised to identify when special procedures are needed. Category A activities are those with no special risks that can be carried out under the school's standard procedures, e.g. walking in non-remote country paths. Category B includes activities for which the leader has been assessed as a "competent person", e.g. walking in open country. Category C includes activities for which the leader requires a recognised qualification as well as relevant experience, e.g. hill walking and swimming in the sea or inland waters. Environmental factors such as weather conditions, the terrain and whether the activity is close to open water need to be taken into account in deciding which the appropriate category is.

Managing an Educational Visit

Parents sign to give the school permission to take their children on day visits for the duration of their time in the Junior School.

Parents are notified by letter before all trips and outings, and they have the opportunity to withdraw their child from a trip if they wish. This provides an outline of the trip, including dates, venue and methods of transport. Parents are reminded that we use our school database for all medical and dietary issues and that they should inform the office immediately if anything changes for their child in this regard.

In the case of residential trips, parents are asked to sign a consent form specific to the trip and provide specific information required to ensure welfare and happiness of the children

whilst they are away.

Pre-Residential Trip Meetings

All parents will be invited to school to a presentation evening when full details of the residential trip will be given. When the group will be visiting an established residential centre, a suitable representative from the centre is often invited to talk to parents and pupils together. There is always an opportunity for questions and an invitation to parents to talk to both the Educational Visits Co-ordinator and the Trip Leader, in confidence, about any further concerns they might have. These meetings also provide an opportunity to inform parents and pupils together of what will happen in the event of either homesickness, illness during the trip, or instances of behaviour that put either that pupil or others at risk.

Final information is sent to parents via Alleyn's Post, with details of coach departure times, the expected return times, any last minute reminders and emergency contact details. The Trip Leader should also arrange a meeting for staff accompanying the residential trip (which the EVC should attend) so that the risk assessment and trip arrangements can be discussed.

Pupil data

Trip leaders need to carry vital pupil information such as medical and dietary needs as well as emergency contact numbers.

This information is kept on secure, password-protected iPads. Alleyn's Junior School follows guidance from the ICO, which recommends that:

- Schools carry the minimum amount of data whilst on educational visits;
- Schools review the data carried immediately prior to leaving school premises to ensure they have the minimum amount of data required ensuring it is necessary and not excessive;
- Schools apply appropriate security measures to any documents held on the tablet, for example, password protecting the documents on the file in addition to the password that would be required to access the tablet itself;
- Staff who regularly handle personal data are aware of their responsibilities in respect to data protection and that this is supplemented with more localised training in specific tasks such as carrying personal data when not on school premises;
- When a school's educational visits policy and associated risk assessment documents are updated they are circulated to all staff so they are implemented consistently across the organisation.

If the iPad were to be misplaced, the trip leader should alert the EVC immediately, who will then inform the Bursary. It is also vital that staff report any loss or theft to the IT department immediately, to enable IT to track and/or wipe the iPad **to their best ability**.

Attendance and Accommodation

It is expected that all pupils will attend all the trips and outings that are organised by school for their particular age group. The cost of all these visits is included in the school fees. Girls and boys will be accommodated in separate rooms and, where possible, in separate areas on residential trips. When making a booking, we try to ensure that if other schools are going to be on-site at the same time, that their children are a similar age to ours and housed in separate areas.

The ski trip is an optional extra and this is paid for by parents outside of the school fees.

Special Needs

Consideration is always given to any of our children who have special medical or dietary needs. Wherever possible we try to make reasonable adjustments to enable all children to

access a trip. Together with the residential centre, we would try to put in place special measures that would keep the pupil safe but still allow them to participate as fully as possible. Alternative activities will be arranged where some are deemed unsuitable.

Behaviour and Pupil Preparation

In the days just prior to departure of all residential visits, the accompanying staff will have a meeting with all the pupils they are taking on the trip. They will remind pupils of the behaviour that will be expected whilst they are away.

We reserve the right to exclude pupils who behave in such a way that threatens either their own safety or the safety of others. It is made very clear to the parents and pupils that such behaviour will not be tolerated and that parents would be expected to collect their child from the trip should matters not improve.

Pupils are prepared at school for the activities they will be required to undertake whilst on their school trip. The nature of the preparation required will be at the discretion of the trip leader and form teachers attending the trip.

Insurance

The School's insurance is comprehensive and wide reaching but staff must check that all proposed activities are covered. The Bursar's Office will deal with specific enquiries. There are two policies with particular relevance: The Public Liability Policy, and a Travel Insurance policy which covers not only travel but activities such as skiing etc.

The school's insurance is likely to be at least as comprehensive as that offered by a travel operator and in some cases the school may be able to reduce the cost of the trip by relying on the school travel cover rather than buying a policy through the operator which provides no better cover. If the school has to use insurance provided by a travel company or similar, they will ensure that it extends beyond the proposed date(s), so that, if there is a delay, the insurance is still valid. A card giving contact details for the school's travel insurance and a summary of cover is taken by each trip leader on all school trips. If activities are added during the trip, care must be taken to check that those activities are included in the policy.

The school carries a substantial insurance against claims by any Third Parties for any loss, damage or injury caused by negligence or any other legally proven cause. Staff, employees and adult supervisors accompanying the trip are similarly indemnified. Whilst appropriate instructions and 'rules' will be made clear, and all reasonable supervision given, pupils must themselves behave in a sensible and mature manner at all times. The School and members of staff are unable to accept liability for a pupil's irresponsible or wayward personal behaviour, or any loss, damage or injury caused thereby.

Should emergencies arise, members of staff may be required to take urgent action without being able to contact parents or guardians beforehand this may include sanctioning emergency treatment OR administering emergency medication. This information is included in the Overnight Visit Consent Form which parents are asked to sign before their child takes part in a residential trip.

Refund of cost of trip

In the event of circumstances beyond the School's control causing a cancellation of the planned trip, it may not be possible for parents to receive a reimbursement of money already paid towards the trip.

Medical

Parents provide the school with medical details at the onset of their child's time at Alleyn's Junior School. They are asked to update this information as necessary and this information would be used by staff planning a trip.

Parents and guardians must advise the organisers of the trip of any particular medical conditions from which their child is suffering and advise of any particular routines or actions necessary.

Parents are asked to indicate any medicines that their child is allergic to prior to residential trips and parents consent to first aid trained staff on residential trips administering over the counter medication as deemed appropriate.

Where a child needs to receive prescribed medication or regular over the counter medication, staff will administer medication as consented by parents.

Parents are asked to provide full written details of timing, dosage and administration methods for all medication.

The Trip Leader expects all medication to be handed to staff on commencement of the trip. Year 6 may carry their own 'home' inhaler if they wish, but the school will still provide the school inhaler.

A record of all medication or treatment given during residential trips is logged. Identified First Aiders on trips carry a First Aid kit appropriately packed for the type of outing.

Additional smaller First Aid kits may be carried containing immediate First Aid equipment i.e. wipes and plaster.

The treatment of all injuries that happen on residential trips are recorded in a separate folder and on day trip, a record is made in the Pupil Accident Book contained within each First Aid Kit. These are then given to the School Nurse on the trip return who enters the information on pupil records held on SchoolBase.

Emergency procedures

In the event of an incident or full-scale emergency, there is always a nominated person who remains in 24-hour contact with the Trip Leader. This person is usually either the Head or the Deputy Head. They would be responsible for liaising with appropriate members of the wider Alleyn's SMT to follow the protocol and guidance offered in the whole School's Critical Incident Plan.

Pupils wear red wristbands with the School's name and telephone number on them for all day and residential trips. Pupils are clearly briefed on what to do if they become separated from the group.

Staff attending a trip all carry emergency cards which state clearly what they should do and who they should contact in the event of an emergency.

The School office communicates with parents on a regular basis via SchoolBase, SMS and e-mail, to inform them of safe arrivals and other relevant information. In the event of communication needed outside of school hours, it is the responsibility of the trip leader to communicate with parents, for example a late plane departure.

All residential centres have their own emergency procedures. On arrival, these are explained to the pupils during their 'welcome talk'. They are also taken on a tour of the site to familiarise the pupils with their new surroundings. A practice emergency evacuation may be carried out during this time and pupils are shown where they should assemble in the event of the fire alarm sounding.

Residential centres have a Duty Officer who is available 24 hours of the day. They would co-ordinate any emergency action that needed to be taken whilst the group was resident at the centre and enlist the help of the centre management and emergency services if necessary.

In the event of any pupil needing to visit a doctor or a hospital, the Trip Leader or one of the trip first aiders will take them. The Trip Leader carries emergency contact details and consent forms of all pupils. The Deputy Trip Leader assumes responsibility for the overall organisation of the trip for the duration of the absence of the Trip Leader. The residential centre and relevant staff also have copies of consent forms and emergency contact details as necessary.

On all residential trips, there are always sufficient numbers of accompanying staff enabling the Trip Leader to deal with emergencies without the visit being compromised in any way for the other pupils. Should a member of staff become ill, the Trip Leader will make suitable arrangements for their care and the school will arrange for a replacement where it is deemed necessary by the Trip Leader.

Should parents need to make urgent contact they are provided with the telephone number of the centre and with the school mobile number of the Trip Leader. Parents are asked to telephone only in an emergency. At the discretion of the Trip leader, pupils will be allowed to speak to their parents if they are homesick or unwell.

Emergency details, such as contact numbers and next of kin of all staff are kept in the school office and will be used as necessary.

Before a trip commences it is the responsibility of the Trip Leader to ensure that the EVC has a signed copy of the risk assessment prepared for their trip. The School office will retain all other information regarding the trip; this will include information on time of departure and return, the names of the pupils involved and their consent forms in the case of residential trips, names of accompanying staff and their mobile telephone numbers and copies of dietary needs that have been agreed with the centre.

Attachments:

1. Trip Planning Document
2. Generic Risk Assessment
3. Sample Overnight Residential Consent which includes emergency medical treatment consent.
4. Sample copy of the Permission to Administer Medication Form
5. Copy of initial Liverpool Residential Trip letter

CHECK LIST FOR PROPOSED TRIPS and OUTINGS		
TRIP YEAR GROUP _____ VENUE _____		
ACTION TO BE TAKEN:	BY	DONE
ESSENTIAL FIRST STEPS:		
Discuss any proposed new trip with the Head and/or Deputy Head with associated costs, calendar, dates and possible staffing requirements. You will need to obtain approval before proceeding.		
Discuss regular annual trips with the Deputy Head who will look at calendar for possible dates and discuss the proposal with the Headmaster to obtain approval.		
Once agreed, an email will be sent to parents detailing the trip arrangements. This needs to be prepared by the Trip Leader and then sent to the School Office who will forward it to the Head for further checking, and then it will be sent out to parents. Parents will have given permission for all day trips undertaken for the duration of their child's time at AJS. Residential visits, where children stay away overnight, require a separate permission form for each specific trip.		
Ensure you provide the School Office with complete details of the trip including dates and times of transport required. The School Office will enter details of the trip on to the school calendar.		
Should a coach be required it will be arranged through the School office. Once it is booked you will then be informed of your coach details as soon as these are available.		
If requesting a school minibus, the School office will identify a suitably qualified registered minibus driver.		
Provide the School office with the number of packed lunches and time required if needed. Sandwiches will be delivered by the porters to the coach, additional items will be delivered to the classrooms.		
Contact the venue to ask for an up-to-date Risk Assessment of the venue and/or activities and ensure these are circulated to all staff. It is very important that a site visit is carried out by the trip organiser at least two weeks prior to the date of the visit if this is a new venue or one that has not been visited for more than two years.		
The Risk Assessment and Event Specific Risk Assessment (ESRA) must be completed and emailed to the EVC, at least one week before the trip. If this is a trip that has happened before, you will be able to access the previous risk assessments on teacherpool. You may use these for reference, when you are preparing your new one. Please contact the EVC if you have difficulty locating them.		
Include in your Risk Assessment: a list of all accompanying staff, the Deputy Trip leader and staff mobile numbers. Arrange with the School office that you take one of the School Trip mobile phones. This mobile, and not your own mobile, must be used if you need to contact parents or emergency services at any time during		

<p>the trip. The number of this mobile phone needs to be recorded on your Risk Assessment in case the school needs to contact you whilst you are on your trip.</p> <p>It will be the number that parents will be given by the school on all residential trips should they wish to speak to you in an emergency. This mobile may also be used, under your supervision, for pupils to speak to their parents should the need arise.</p> <p>School risk assessments, ESRA and venue risk assessments must be circulated to all accompanying staff.</p>		
<p>Your risk assessment will have identified your nominated First Aider who will be responsible for taking both First Aid kit and emergency medication for those children requiring it on your trip.</p> <p>The Junior School Nurse will prepare the First Aid kits and emergency medication as well as a bag with items to deal with travel sickness. The folder with the emergency contact numbers for all the group must be collected by the trip leader from the medical room before leaving.</p>		
<p>Alleyn's Junior School wrist bands should also be collected and appropriately given out to the children (red for general use and yellow to identify children with specific dietary needs).</p> <p>Infant children should also wear their red baseball caps.</p>		
<p>For residential trips, you must ask accompanying staff to complete a form with their own personal contact details in case of emergencies.</p>		
<p>For residential trips, organise a date for the information evening of parents, children and accompanying staff.</p>		
<p>Procedure reviewed: September 2022</p> <p>ELO+ JM</p>		

ALLEYN'S JUNIOR SCHOOL RISK ASSESSMENT

VISIT DETAILS.....

ISSUE Consider venue, activity, group, transport, plan B etc	HOW TO MANAGE IT What procedures will we have ? (Control measures)	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS

EVC signed: _____

Date: _____

ALLEYN'S JUNIOR SCHOOL**OVERNIGHT VISIT UK: PARENTAL CONSENT FORM**

PLEASE ENSURE THAT THIS FORM IS CAREFULLY AND FULLY COMPLETED AND THAT THE VISIT LEADER IS INFORMED IF THERE ARE ANY CHANGES TO THE INFORMATION PROVIDED.

NAME OF EDUCATIONAL VISIT	
FROM (DAY/MONTH/YEAR)	
TO (DAY/MONTH/YEAR)	
PUPIL'S FULL NAME	
DATE OF BIRTH	
CLASS	

I have read all of the information given and I give permission for my child to take part in the School Visit named above and to take part in all of the activities. I am aware that the school has an Educational Visits Policy, which I can obtain from the School.

Please note: Participation in the School Visit is not without risk, including the risk of personal injury and damage to personal property. In connection with the School Visit, the School owes a legal duty of care. The School has to take such steps as are reasonable in all the circumstances to ensure that, when participating in the School Visit, your child does not suffer foreseeable personal injury, or loss or damage to personal property. Generally speaking the School will be responsible for what School staff do (or what they fail to do) in the normal course of their duties; and your child's welfare at times when he or she is under the School's direct supervision as part of the School Visit.

MEDICAL INFORMATION – PLEASE NOTE THAT FOR ANY PUPIL WITH ASTHMA/SEVERE ALLERGY MUST ENSURE THAT FULL MEDICATION AND EQUIPMENT (2 SETS IF POSSIBLE) ARE GIVEN TO THE TEACHER IN CHARGE OF THE TRIP PRIOR TO DEPARTURE

Does your child have any conditions requiring medical treatment and/or medication?	YES / NO
If YES , please give <u>full</u> details below (attach a separate letter if necessary) of the condition, the treatment required and the medication that he/she should bring with them:	
Does your child have any allergies or is he/she allergic to any medication?	YES / NO
If YES, please give details below:	
I confirm that I will ensure that all medication for my child will be provided and given to the Trip Leader.	
Parent signature:	
Date:	
When did your child last have a Tetanus injection?	DATE:
NHS Service Number	

Permission to administer paracetamol/ibuprofen/antihistamine and to apply sunscreen as necessary	YES/NO
Does your child have any special dietary requirements?	YES / NO
If YES, please give details:	
Does your child have any special needs or any other conditions that we need to be aware of for this visit?	YES / NO
If YES, please give details.	
<p>DECLARATION: I confirm that my child is in good health and I agree to inform the Visit Leader of any change in medical condition. In an emergency the Visit Leader/School will make every effort to contact the Parent/nominated responsible adult. However, in the event that no contact can be made I give my consent to any administration of medication or blood transfusion, anaesthetics or surgery as may be considered necessary by medically qualified persons, and any first aid deemed necessary, during the School Visit.</p>	
<p>The School carries a substantial insurance against claims by any third parties for any loss, damage or injury caused by negligence. A copy of the Insurance Cover can be obtained from the School at any time. Whilst appropriate instructions and rules will be made clear and all reasonable supervision given, pupils are expected to follow those instructions/rules and to behave in a sensible and appropriate manner at all times, taking care to protect their own health and safety and property, as well as that of others who may be affected by their actions. The School and members of staff are unable to accept responsibility for a pupil's irresponsible or wayward behaviour or any loss, damage or injury or where the School is not otherwise at fault. You are responsible for injury, losses or damage caused by your and your child's own actions or carelessness. Should emergencies arise, members of staff may be required to take urgent action without being able to contact parents/the responsible adult beforehand and must be reimbursed by parents accordingly. This might include the approval of medical treatment in an emergency, or upon the advice of a qualified medical practitioner, and the advancement of costs or expenses reasonably incurred in an emergency, for instance medical costs, or other just or urgent cause.</p>	
Name of family doctor	
Address	
Telephone number	

EMERGENCY CONTACT ARRANGEMENTS. PLEASE ENSURE THESE ARE NOT PARENT DETAILS:

I have read and understood the contact arrangements for the visit, and have provided TWO emergency contact details below. **At least one of the emergency contacts MUST be in the UK for the duration of the visit.**

CONTACT ONE: NAME (PLEASE PRINT)		
RELATIONSHIP TO PUPIL:		
HOME ADDRESS:		
CONTACT DETAILS (TEL & EMAIL):	H:	M:
	W:	Email:

CONTACT ONE: NAME (PLEASE PRINT)		
RELATIONSHIP TO PUPIL:		
HOME ADDRESS:		
CONTACT DETAILS (TEL & EMAIL):	H:	M:
	W:	Email:

PARENT/GUARDIAN DETAILS

CONTACT ONE: NAME (PLEASE PRINT)		
RELATIONSHIP TO PUPIL:		
HOME ADDRESS:		
CONTACT DETAILS (TEL & EMAIL):	H:	M:
	W:	Email:

CONTACT ONE: NAME (PLEASE PRINT)		
RELATIONSHIP TO PUPIL:		

HOME ADDRESS:		
CONTACT DETAILS (TEL & EMAIL):	H:	M:
	W:	Email:

Parent/Guardian Full Name:

Parent/Guardian Signature:..... Date:

Alleyn's Junior School Townley Road, Dulwich, London
SE22 8SU

t 020 8557 1519

e juniorschool@alleyns.org.uk w alleyns.org.uk

Consent for administering and storing prescription and non-prescription individual pupil medication at school

If your child requires their own individual medication (eg inhaler, epipen, antibiotics etc) please complete the form below to allow staff to store and administer the medication.

Name of Child	Form
Condition/Ailment	
Name of medication	

Dosage, time and methos of medication to be given

Procedure in emergency

**MEDICATION MUST BE IN THE ORIGINAL PACKAGING, WITH A PRESCRIPTION STICKER AND A
MANUFACTURER'S INSTRUCTION LEAFLET ENCLOSED**

Parent/carer name.....

Contact tel. no.....

Signature.....

Date.....

Dear Parents,

We are excitedly looking forward to our trip to Liverpool which will take place from Monday 12 to Friday 16 June 2023. As part of our preparations, we would be grateful if you could complete the attached form as soon as possible. We also attach a kit list to aid your preparations.

During the week, we will be staying at a YHA youth hostel, based in the centre of the historic Albert Dock area of Liverpool. This will allow us the freedom to explore the city as well as using it as a base to explore the wider locality. Some of the activities planned will include a cruise down the River Mersey, walking and bus tours of the city itself and afternoons spent in the Liverpool War Museum and the World Museum. Other more light-hearted activities will include a day at Gulliver's World Theme Park, an afternoon on Formby Beach as well as trampolining and adventure golf.

The Year 6 Parent and Children Liverpool Information Meeting will be on Tuesday 2 May 2023 at 8.30am in the Junior School Hall and we will be able to show you some of the adventures we will be undertaking.

Yours sincerely

Deborah Mynors and Christopher Shone

Year 6 Class Teachers