



Educational Visits Policy

Adopted by Hunslet Moor Primary School Governing Body
June 2015

Reviewed July 2023
Approved by Headteachers July 2023

Next review July 2025

Educational Visits Policy

1. General Statement of Policy

Hunslet Moor Primary School recognises the value of off-site visits to pupils, providing enrichment to their studies and to their personal and social development. Such visits also provide pupils with opportunities to build positive relationships with their peers and school staff.

At Hunslet Moor Primary School, we use a national online tool to ensure, we as a school, meet the statutory requirements for the reporting and approval of all off-site and educational visits. This tool is called EVOLVE and is used by over 100 different local authorities in the UK. Not only is it used for the reporting and approval of visits, it is also used to plan and monitor the visits that take place as part of the curriculum at Hunslet Moor.

1.1. EVOLVE visit notifications will, as a minimum, state:

- the educational purpose of the visit;
- its aims and objectives; and
- how it conforms to the school's curriculum aims.

1.2. EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.

1.3. Approval of visits will be outlined within the arrangements section of this policy.

1.4. Competencies required for the nominated Visit Leader and supervisors will be clearly defined and final decisions will rest with the Educational Visits Co-ordinator (EVC) and Headteacher. The Headteacher and EVC will both attend training to the appropriate level approved by Leeds City Council.

1.5. Where the school uses external providers, each provider will be required to complete and return the External Provider checklists, E2 and/or E3, unless they are already provided on EVOLVE.

1.6. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.

1.7. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE.

1.8. Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should take part in the trip.

1.9. No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.

1.10. Every trip or visit will be subject to a new review on EVOLVE.

2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined below.

Roles and Responsibilities - The Local Authority

The Local Authority (Leeds City Council) has a responsibility to ensure that the following is provided:

- Written guidelines for schools, which include advice on risk assessment, competencies, training and school policies.
- A means of assessing proposals for visits in Category 3 (EVOLVE) and advice regarding visits in other categories.
- Emergency telephone contact for the duration of the visit, where necessary.
- Access available to specified staff for advice.
- Appropriate insurance cover (Zurich) is maintained.
- Procedures in place to monitor and review safety during off-site visits.

Leeds City Council's Health, Safety and Wellbeing Team are responsible for:

- Managing the EVOLVE system.
- Notification and approval of school visits.
- Maintenance of the Handbook for Educational Visits.
- The issue of advice and instruction for visits.
- Dissemination of national guidance for school visits.
- Monitoring and provision of advice on the health and safety aspects of training and Continuous Professional Development.
- Monitoring school visits.
- Delivering EVC and Visit Leader Training.

Roles and Responsibilities - The Governing Body

- The Governing Body should ensure that the school has a policy relating to Educational Visits.
- The Governing Body should satisfy itself that suitable and sufficient risk assessments have been carried out and that appropriate safety measures are in place, including appropriate levels of supervision and appropriate levels of competency, before approving any visits. These details have to be entered on EVOLVE and therefore the Nominated Governor for Educational Visits can read the information relating to the visit on EVOLVE to satisfy themselves that there are sufficient safeguards in place.
- Training and support can be provided to the Governing Body by the HSW team and by the Governor Support Service.
- The Governing Body will be informed in writing by the HSW team if a notifiable visit goes without approval.

Category 1 and 2 visits

The Governing Body should require the Headteacher to report Category 1 and 2 visits and activities undertaken at a frequency agreed by the Governing Body.

Category 3 visits

The governing Body will be required to approve Category 3 visits and ensure the LA is notified. On EVOLVE, the nominated Governor for Educational Visits can add a note to the visit form to give approval.

Roles and Responsibilities - The Educational Visits Co-ordinator (EVC)

The EVC is the person responsible for the organisation of visits at Hunslet Moor Primary School. It is highly recommended that the EVC is not the Headteacher but has the necessary experience to undertake this role. Training for this role is mandatory.

With the introduction of EVOLVE, it is expected that the administrative burden will be reduced for EVCs and all staff involved in planning a visit.

EVOLVE automatically undertakes a significant proportion of the checks that were manually assessed by the EVC previously, including ratios, transport arrangements, etc. A notification can only be submitted to the EVC by the Visit Leader once all the sections are complete and correct and therefore the assessment of the notification should be a much simpler and shorter process.

The role of the Educational Visits Co-ordinator is:

- To give advice and guidance on the organisation of educational visits and the use of EVOLVE.
- To manage EVOLVE for the establishment including managing users, uploading documents and approving notifications.
- To provide or arrange training for educational visits where required.
- To monitor a selection of visits for internal quality assurance checks.
- To act as a liaison between the HSW team and the establishment.
- To be conversant with both the OEAP National Guidance and this policy.

Roles and Responsibilities - The Headteacher

The Headteacher is responsible for ensuring that:

- The school's policy for educational visits is implemented.
- Guidance from the LA, as detailed in this policy and OEAP National Guidance, is followed and that the arrangements for any visit are thoroughly scrutinised prior to approval being sought or given.

Roles and Responsibilities - The Visit Leader

One person per visit should be identified as having overall responsibility for planning the visit and the welfare of the group. This person will be known as the Visit Leader. They must have the necessary experience and competencies to lead the visit. Training for this role is available and recommended.

The Visit Leader is responsible for ensuring that:

- The school's policy for visits is implemented.
- Guidance from the LA, as detailed in this handbook and OEAP National Guidance, is followed and that the arrangements for any visit are thoroughly scrutinised prior to approval being sought or given.

Roles and Responsibilities - Teachers and other adult helpers

- All other adult helpers, whether teachers, non-teaching staff or volunteers will act "*in loco parentis*" and will also have a duty of care towards anyone they are supervising. Their duty of care will require them to do everything they reasonably can to ensure the safety and welfare of the pupils. Visit leader training is available for all school staff.
- They must follow the Visit Leader's instructions at all times. If, however, they feel that risks to pupils and colleagues are not acceptable, they must inform the Visit Leader of their concerns. If they believe that their concerns are justified but are not being considered, they must report the matter to the school immediately. Such instances may include where the conditions outlined within a risk assessment have changed significantly enough for the assessment to become invalid, requiring a new assessment to be carried out, but where the Visit Leader, for whatever reason, chooses not to re-assess the risk.
- Non-teaching adults acting as supervisors must not be left in sole charge of pupils.

Pupil Responsibilities

Pupils must:

- Follow the instructions of the Visit Leader and other supervisors at all times during a visit.
- Not take unnecessary risks or undertake activities that have not been assessed or are not included within the visit programme.
- Inform the Visit Leader or other supervisors of anything they feel might hurt themselves or others in the group.
- When abroad, be sensitive to local codes and customs, and should be informed of these prior to the visit.

Parent/ Guardian Responsibilities

Parents must be informed of the rules and procedures to be followed during the trip and should ensure that their children are aware of and will follow them.

Parents will need to:

- Provide emergency contact details to the school (held on sims).
- Sign the parental consent form.
- Provide details regarding their child's emotional, psychological and physical health that may be relevant to the visit.

2.1 Governing Body

2.1.1 The Nominated Governor for Educational Visits is: Emma Marshall.

2.1.2 Approval of visits in category 3 will be undertaken by the Nominated Governor for Educational Visits.

2.1.3 The person named above will be the Nominated Governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oeapng.info.

2.1.4 The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.

2.1.5 A review of the visit will be available to view on EVOLVE.

2.2 Headteacher

2.2.1 The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent and that governor assent has been given.

2.2.2 The Headteacher will authorise all visits via EVOLVE.

2.2.3 The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school's Educational Visits Co-ordinator (EVC) is: Lucy Bolger

2.3.2 The EVC will undertake duties as agreed between them and the Headteacher in line with the responsibilities listed in the Handbook for Educational Visits.

2.3.3 The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance.

2.4 Visit Leader

2.4.1 The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.

2.4.2 The Visit Leader will ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.

2.4.3 The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.

2.4.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.

2.4.5 The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.

2.4.6 The Visit Leader will review their trip on EVOLVE.

2.5 Supervisory staff

2.5.1 All staff assisting with supervision on any trip will be conversant with the Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.

2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed. Staff will sign the relevant risk assessments prior to a trip taking place.

2.5.3 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Visit Leader.

2.5.4 Staff will feedback information to the Visit Leader to enable a full review of the trip to be completed.

2.5.5 Parent Volunteers/volunteers must complete a volunteer declaration prior to the trip taking place (See APPENDIX 6). Parent volunteers/volunteers should have a DBS and must be checked on the barred list. If a DBS is not in place, a risk assessment will be undertaken by the DSL and the volunteer must not be left unsupervised at any time.

3. Arrangements

3.1 Proposals

3.1.1 The Phase Leader will submit a yearly proposal to the Headteacher/Curriculum Lead. The following timescale for each category of visit apply (see APPENDIX 1 for the detailed process of arranging trips).

Category 1&2

- Letter sent out to parents 5/6 weeks prior to trip (see APPENDIX 2, 3, 4, 5).
- Information gathered for EVOLVE 4 weeks prior to the trip.
- Submitted to EVC 3 weeks prior to trip.
- EVOLVE submitted to Headteacher 2 weeks prior to trip.

Category 3

- Letter sent out to parents minimum 16+ weeks prior to trip (see APPENDIX 2, 3, 4, 5).
- Information gathered for EVOLVE at least 7 weeks prior to the trip.
- Submitted to EVC at least 6 weeks prior to trip.
- EVOLVE submitted to Headteacher 5 weeks prior to trip.
- EVOLVE submitted to LA 4 weeks prior to trip.

Local Area Visit

- Local area visit form to be completed for visits within our immediate local area e.g. the library, local area walks, Into Uni, Sports events at John Charles
- Above timescales to be adhered to as in category 1 and 2 visits unless agreed by EVC leader and Headteacher.
- All other existing documents e.g. groups, risk assessments, staffing, medical will need to be uploaded to Evolve when completing a local area visit form.

3.1.2 The EVOLVE notification must be completed for all category 3 visits.

3.1.3 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details.

3.1.4 Where coach or minibus travel is to be used, it must be in accordance with LCC regulations.

3.2 Notification

3.2.1 Notification will be made using EVOLVE.

3.2.2 The Visit Leader is responsible for planning the visit.

3.2.3 The Headteacher will ensure that the Visit Leader carries out this task.

3.3 Undertaking the visit

3.3.1 Once the notification has received approval, the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.

3.3.2 A record must be kept of all such instances for evaluation and review purposes.

3.3.3 Any accidents or near misses that occur during a visit will be reported to Leeds City Council using the forms CF50 and/or CF50a upon the return of the group to school.

3.3.4 Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team at Leeds City Council.

3.3.4 During enriching experiences, staff can use their personal mobile phone as the main contact if they chose to do so. If staff would prefer to use the school trip phone, this must be declared in advance of the trip and must be written on the Evolve form. Staff must contact school directly if parents need to be contacted during a trip. In the event of an emergency where a parent needed to be contacted directly, the staff member must withhold their number by dialling 141 before the telephone number.

3.4 Monitoring

3.4.1 The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.

3.4.2 On occasions, the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.

3.4.3 The school may also request Leeds City Council Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

3.5.1 The review will be completed on EVOLVE.

3.5.2 The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.

3.5.3 Every visit will be reviewed by the Visit Leader.

3.5.4 The results of the evaluation and review process will be available to the Headteacher via EVOLVE.

3.5.5 The Head Teacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

4. Audit Requirements

4.1 Trip Leader to arrange for the trip to be set up on SchoolMoney by the office team. Class teachers to ensure all trip monies are paid and to liaise with the office staff regarding this information.

4.2 On enrolment at Hunslet Moor Primary, parents are asked to give signed permission for their child to attend local trips. Trips outside of school hours, swimming or residential will have separate consent forms for parents to sign.

4.3 Class lists to be maintained by the class teacher keeping a record of permission and payments. It is the responsibility of the trip leader/class teacher to ensure that permission has been obtained for all children.

4.4 Class teachers to ensure permission slips (where applicable) are sent to the business manager once the trip has taken place (this is only applicable for consent not given through trip consent letters e.g. swimming, residential, trips outside of school hours. See the EVC lead to discuss individual trips).

4.5 The business manager/office team to keep a record of money received and consent via SchoolMoney/paper consent.

APPENDIX 1 - Process for arranging trips/visits (category 1 &2- see above timescales for category 3 trips)

Plans for any trips/educational visits or visitors to school involving consent and/or payment must be planned at least **6 weeks in advance** following the overview below. All **consent and payment** MUST have been completed by **Week 4**.

Action	Who	Deadline	Completed
Checking diary to arrange the date – notify Headteacher and EVC lead	Teacher/lead	Week 1	
Book the provider	Teacher /lead	Week 1	
Confirm cancellation policy and terms to SBM	Teacher/lead	Week 1	
Link with office to arrange a coach quote	LL/office staff	Week 1	
Confirm dates and times	Teacher	Week 1	
Create the trip on SchoolMoney *PP for residentials – use previous years data	LL/office staff	Week 1	
Letter to SLT/Phase Leader/SBM for checking	Teacher/lead	Week 1	
Letter sent out to parents (copy to office)	Teacher /lead	Week 1	
Request medical/photographs & FSM list (for every trip)	LL/office staff	Week 2	
Inform kitchen re: UIFSM/FSM packed lunches	Teacher/lead	Week 2	
Upload all documents to Evolve	Teacher/lead	Week 2-3	
Risk assessment for individual if applicable	Teacher/lead	Week 2-3	
Chasing payments/consent with parents (office can provide report from SchoolMoney)	Teacher/lead	Week 2-4	
All consent/payments must be in school	Teacher/lead	Week 4	
Trip takes place week 6			

Dear Families,

Year X visit to VENUE – DATE – £XXX Cost per pupil

As part of our topic XXX, we have an exciting trip planned to visit VENUE to learn about XXX. We are asking for a contribution of £XXX per child which includes entry to VENUE and the cost of the coach.

The Governing body of Hunslet Moor want as many children in school as possible to have the chance to take part in experiences like these. To make that happen, they have agreed that school will contribute towards the costs. These experiences cannot happen without our families also helping towards the cost, at significantly reduced rates.

Please log onto **Schoolmoney (eduspot.co.uk)** to make the required payment by DATE.

The coach will leave school at TIME and arrive at VENUE at approximately TIME. The coach will pick us up from VENUE at TIME and be back at school for approximately TIME depending on traffic. Please collect your children at their usual doors at TIME, the gates will be open.

Children should wear XXX for the visit and comfortable shoes or trainers. Please make sure your child brings a waterproof coat in case it rains. **(Also advise on sun cream as appropriate)**

Your child will need to bring a packed lunch unless they have free school meals, in which case school will provide their packed lunch.

If you have any concerns about the contribution request or dates, please speak to your child's teacher.

Schoolmoney is now the only way you can pay contributions. If we don't receive enough contributions for this trip by DATE, we won't be able to go and the trip will be cancelled.

If you need help accessing **Schoolmoney**, please speak to our staff in the Office who will be happy to help you.

Please can we remind you that it is the responsibility of parents/carers to always update school with any changes to your child's medical needs or your emergency contact details.

Yours faithfully

Teacher
Phase Leader

Dear Families,

Year X residential – DATE – £ Cost per pupil

We're very happy to be able to offer our Year X the opportunity to attend a X day residential to XXX. It's a great chance for our children to take part in exciting and stimulating activities that will encourage them to learn about XXX and develop their XXX skills.

The Governing body of Hunslet Moor want as many children in school as possible to have the chance to take part in experiences like these. To make that happen, they have agreed that school will contribute towards most of the costs. These experiences cannot happen without our families also helping towards the cost, at significantly reduced rates.

We are asking for a contribution of £XXX per child (based on XX children going). If the full contribution is not paid by DATE, your child will not be able to go and their place will be given another child on the waiting list. All contributions must be paid via Schoolmoney - eduspot.co.uk

This is a X day residential and the children will travel by coach to XXX. We will leave school on DATE/TIME and return to school on DATE/TIME. Here is some more information about the residential:

Venue

Teacher to complete

Accommodation

Teacher to complete

Activities

Teacher to complete

Drop-in session

We know you may have questions or might want to talk to us about this before agreeing for your child to go and paying the deposit. To help, we're having a drop-in session on DATE, at TIME in PLACE.

Once we know how many children will be going, you will be invited to a meeting and we'll explain more about the residential, what your child will need to bring, the activities and answer any more questions you have.

Permission

If you want your child to take part in our residential, please log onto **Schoolmoney (eduspot.co.uk)** to pay the £X non-refundable deposit and complete the below permission slip. Please know that by giving your consent, you are agreeing to pay the contribution towards the residential. If any part of the contribution isn't paid by the dates we've asked, your child's place is at risk and they may not be able to attend.

There are only XX places available due to the number of children VENUE can accommodate. Priority will be given to the first XX children we receive consent and full deposit for on **Schoolmoney** by DATE, as this secures their place on residential.

We will set up a payment plan on **Schoolmoney** for the rest of the contribution to be paid by DATE.

If you have any worries about the contribution payments or dates, please speak to your child's teacher or come to the drop-in session. We want to be able to help.

Schoolmoney is now the only way you can pay contributions. If you need help accessing **Schoolmoney**, please speak to our staff in the Office who will be happy to help you.

Please can we remind you that it is the responsibility of parents/carers to always update school with any changes to your child's medical needs or your emergency contact details.

Yours faithfully

Teacher
Phase Leader

Year XXX Residential XXXX DATES

I give permission for my child _____ (name of child) to take part in the Year XXX Residential from XXX travelling by coach.

I have paid the XXX deposit on **Schoolmoney**.

I understand that a further and **final payment of £XXX** (£XXX in total including deposit) will be due by XXX

Parent/Carer signature: _____ Date: _____

Payment plan:

This is a suggested payment plan, if you would like to pay the total amount or different amounts that is fine.

Suggested Payment Plan	
DATE	£XXX
DATE	£XXX
DATE	£XXX
DATE	£XXX
DATE	£XXX
DATE– PAYMENT DEADLINE	£XXX
Total	£XXX

Dear Parents/Carers,

Class X visit to Dewsbury Road Library – DATE

As part of the enriching experiences that we offer at Hunslet Moor Primary, the children have regular opportunities to visit the Dewsbury Road library.

Children in Class XX will be visiting the local library during the afternoon of **XX**. We will walk to the library, choose books to take back to school and share a class story before returning back to school in time for the usual end of day collection.

Children should wear their normal school uniform for the visit and comfortable shoes. Please make sure your child brings a waterproof coat in case it rains. **(Also advise on sun cream as appropriate)**

Please can we remind you that it is the responsibility of parents/carers to always update school with any changes to your child's medical needs or your emergency contact details.

If you have any questions, please speak to your child's teacher.

Yours faithfully

Teacher
Phase Leader

Dear Families,

Year X PROVIDER visit – DATE - £XX Cost per pupil

We're very excited to have XXXX visit school on XXXXX for our children in XXX.

It's a fantastic opportunity and experience for our children to learn more about XXX as part of their XXX topic.

To make these amazing experiences happen, we really need your support. We're asking for a £XXX contribution from each child to help us fund the visit. The Governing body of Hunslet Moor want as many children in school as possible to have the chance to take part in experiences like these. To make that happen, they have agreed that school will contribute towards most of the costs. These experiences cannot happen without the support of our families also helping towards the cost, at significantly reduced rates.

Please pay your child's £XXX contribution by DATE via Schoolmoney (eduspot.co.uk). Schoolmoney is now the only way you pay contributions. If we don't receive enough contributions via Schoolmoney for this visit by DATE, we will have to cancel it.

If you haven't created a **Schoolmoney** account, visit the website www.eduspot.co.uk and click on the sign in button at the top right hand corner. In the drop down menu, select Schoolmoney Parent Login option and this will take you to a page where you need to enter your mobile number, email address, the password we sent to you on text message and your child's name.

If you have any questions about this visit, please see your child's class teacher who will be happy to help and answer your questions.

Yours sincerely,

Name

Year Group

APPENDIX 6 - parent volunteer declaration

Date 2021

Dear Parent /Carer

Thank you for volunteering to come on our school trip to

.....

Please read the attached risk assessment/s and the information below outlining our expectations for trips.

As this is a trip organised by school, and in order to make sure we meet our insurance specifications, the trip leader is responsible for ensuring school procedures and policies are followed. This will include making all decisions that include potential decisions regarding yourself and your child.

We also need to be aware of any medical issues that you may have that may affect you during this trip. Please fill in relevant sections before you sign and date.

Name

Medical conditions/medication needed

.....

.....

I agree to adhere to all decisions made by school staff that may include myself and my child.
I have read the relevant risk assessment/s.

Signed

Date

Thank you for your support
Miss Wicks

EVC Leader

APPENDIX 7 – Educational visits/ Evolve guidance for staff 2023-24

EVOLVE Deadlines

- **Local/non-adventurous activities** to be submitted **no later than 3 weeks prior to the trip**
- **Adventurous activities/Residentials** to be submitted **no later than 6 weeks prior to the trip**

Letters

- Use templates in the educational visits policy (APPENDIX 2, 3, 4, 5)
- The letter must state how children are travelling
- Details for consent (if out of school hours/residential)/payment being made via SchoolMoney
- Verbal consent cannot be accepted

Inclusion

- Before letters are sent out, please consider pupils with additional needs and discuss provision with phase leader/EVC lead and parents prior to letters going out.

Pre-visit

- Must be completed by the lead of the trip
- A pre-visit is not required if you have visited within a year (e.g. library trip) unless changes to venue/walk/route (please come and check)

Staff attending

- Any staff attending the trip (incl. volunteers), must see RAs before and sign against the control measures
- Volunteers to sign declaration (see policy APPENDIX 6)- DBS/barred checklist need - See EVC/DSL

The trip

- Pupils to wear Hunslet Moor sticker badge with contact details on (kept in the office)
- High visibility jackets used when walking (adults at front and back)
- First Aid kit/medical/emergency inhalers must be taken
- Risk assessments, medical lists, IPRA.. all documents must be carried by the trip leader/relevant staff

Evolve Process

- Name for the trip must include the class/group of children, the trip and the date
e.g. Class 6B Library Trip - 21.10.22
- Lead phone number can be personal mobile (see policy)

Risk Assessments

- The new risk assessment templates from 2022 must be used.
- EVOLVE risk assessments need the unique number changing (top right) to match the EVOLVE unique number for the trip
- Control measures must be signed against
- Relevant pupil RA/SEN documents must also be uploaded
- If considerable SEMH needs, an overview attached of how pupils needs will be met/contingency plan

Ratios

Nursery & Reception = 1:4 (1:5 at end of Reception in discussion with EVC/Headteacher)

Years 1, 2 = 1:6 Years 3, 4, 5, 6 = 1:10

First Aid

A first aider should attend where possible but **MUST** attend if in a remote location/residential.

A first aider must attend if a significant medical need.

A list with medical needs for all pupils attending must be uploaded. This includes any medical alerts (must be obtained from the office).

Evaluation

Evolve forms must be evaluated after every trip.

Any permission slips additional to the offsite visit consent and volunteer declarations must be given to the Business Manager to file immediately after the trip has taken place and will be stored in line with our retention policy.

Hunslet Moor Primary School
Parent/Carer Consent Form for Enriching Experiences 2021 / 2022



Name of child: _____ Class: _____

Consent for enriching experiences and off-site activities

Hunslet Moor Primary School recognises the value of educational visits off-site during the school day as both an enrichment to children’s learning and to also in their personal and social development. Throughout your child’s journey at Hunslet Moor Primary we aim to provide regular opportunities to enrich your child’s learning through experiences away from the school site. We use a national online tool to ensure that we, as a school, meet the statutory requirements for the reporting and approval of all off-site and educational visits.

To support us in organising off-site enriching experiences and activities for your child, we are asking for your consent for your child to take part in off-site activities, during the school day, for the duration of your child’s time at Hunslet Moor Primary.

Please read the following important information below before ticking the boxes to acknowledge understanding and to give your consent where this applies.

- The trips and activities covered by this consent include;
 - all off-site visits which take place during the school day
 - all off-site activities for nursery.
- The school will send you information about each visit or activity before it takes place, including information about any payment contributions.
- The school will send out separate letters to gain permission for visits that take place outside of school hours e.g. for a residential or after school, or any experience of an adventurous nature.
- Permission is for the duration of your child’s time at Hunslet Moor Primary. You can however, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Please sign and date this form if you agree to the above and for your child to:

take part in school trips and other activities that take place off school premises during the school day; and

be given first aid or urgent medical treatment (in the event of an emergency when a parent/carers cannot be contacted) during any school trip or activity (we will use medical information that we hold in school).

***It is the responsibility of parents/carers to always update school with any changes to your child’s medical needs or your emergency contact details.**

Parent/Carer’s signature.....

Parent/Carer’s name.....

Date.....

Conditions of Use

The form is valid for the duration of your child’s attendance at Hunslet Moor Primary school.

You have the right to withdraw or change your consent at any time. To do so please contact our School Office who will ensure your wishes are acted upon.