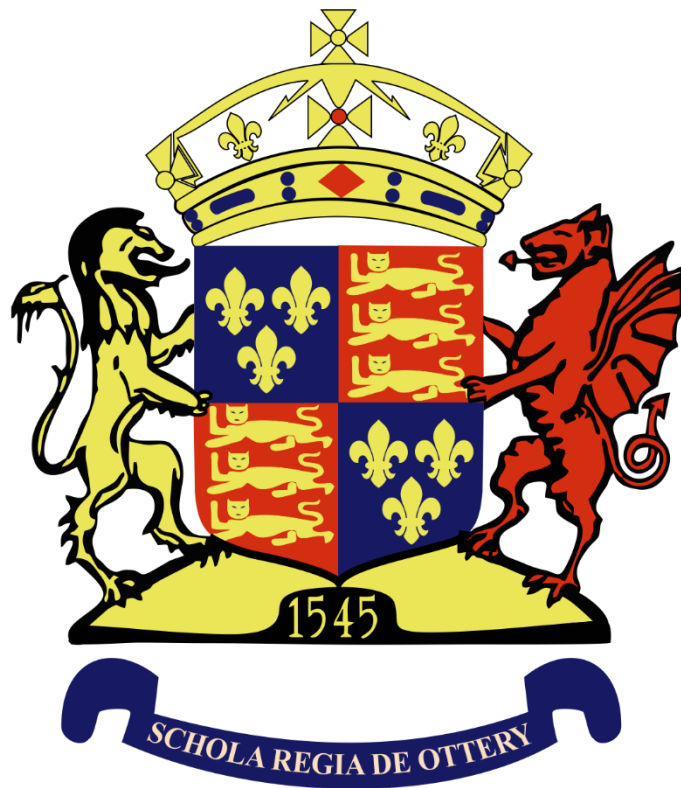




Privacy Notice Staff and Volunteers

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Policy Change Control

Policy Owner	Director of Finance & Operations
Approved By	Resources Committee
Date of Last Approval	March 2026
Next Revision Due	March 2029

Date	Version	Person	Change / Action
30/06/2014	1.0	Trustees	Adoption of Policy
02/05/2017	1.1	SBM	Update to Template and Format
21/04/2017	1.2	SBM	Addition of Supervision Section
03/05/2017	1.2	Resources	Approval of Policy
17/04/2020	1.2	SBM	Review of Policy – Minor changes to allow for Edulink
24/06/2020	1.2	Trustees	Approval
19/06/2023	1.3	DFO	• Additional section referring to the 'Legal Framework'. • Additional section for 'Definitions'. • Inclusion of BoT in Roles and Responsibilities section. • Clarification regarding the use of the external provider questionnaire. • Additional section for 'Trips Abroad'. • Additional section for 'Accidents and Incidents' – how to handle. • Update of Appendices to show correct forms.
28/06/2023	1.3	Trustees	Approved
06/02/2026	1.4	DFO	• Reference to an EVC and EVA • Updated T&V Approval Form – now a single form for all trip categories • Introduction of trip categories • Headteacher approval required 4 weeks before contacting parents for any Category 2 or 3 trip • "Often Used Providers" repeat activity increased from once per 6 months to 12 months • External providers responsible for multiple groups now only required to complete on External Provider form rather than one form per activity.

Introduction

The Board of Trustees seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Board of Trustees recognises the significant educational value of visits and activities which take place away from the immediate school environment and believe that learning outside the classroom is an essential component of our curriculum. The trips and visits enhance students' learning and experience of particular subject areas, develop cultural capital, and contribute to the growth of their social and personal skills. Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, teamwork and the application of problem-solving skills and develop independence and self-confidence.

This policy sets out responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that students and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare and providing opportunities for all.

Outdoor education, visits and off-site activities should be available and accessible to all who wish to participate, irrespective of gender, religion, ethnic origin, social background, medical need or physical ability.

Legal Framework

Responsibility for health and safety is shared between the parties involved in managing any programme of work or activity. The level of responsibility relates to the level of control. However, ultimate responsibility rests with the Board of Trustees.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

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

- Complaints Policy
- Acceptable Behaviour Policy
- Health and Safety Policy
- Charging and Remissions Policy (included within the Finance Policy and Management Handbook)
- Equality Statement and Equality Objectives Policy
- Special Needs, Gifted and Talented and Inclusion Policy
- DBS Disclosure Policy
- Business Continuity Plan

The 1974 Health and Safety at Work Act requires employers to do all that is reasonably practicable to ensure the health, safety and wellbeing at work of employees and non-employees, including young people, who are affected by their work. This includes off-site activities.

The 1974 Act and associated regulations including The Management of Health and Safety at Work Regulations 1999 require that employers:

- produce a health and safety policy linked to risk assessment
- have in place systems for reporting accidents and incidents
- produce and implement risk assessments
- develop measures to control those risks including training and providing information
- appoint people competent to carry out specific tasks
- develop emergency procedures
- monitor and review procedures and practice.

This policy document summarises the procedures which should be followed by school employees in managing outdoor education, visits and off-site activities.

Both organisations and individuals who assume a responsibility for the supervision of young people take on a legal Duty of Care. This duty is continuous during any visit or offsite activity and cannot be delegated. The law does not expect perfection but simply reasonable care, in accordance with that expected of an averagely responsible fellow professional. There is a "higher duty of care" on teachers and other professional staff because of the role they carry out and the greater knowledge they are assumed to have of young people and specialised activities.

Definitions

'Trip' or 'Visit' 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.

'Often used providers' means any external provider that has been used more than once in any 12 month period.

Activities of an **'adventurous'** nature include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

Roles and Responsibilities

The Board of Trustees will:

- ensure the overall implementation of this policy
- ensure that this policy complies with the Equality Act 2010
- ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

The Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational/developmental objectives
- approve all visits and activities, based on compliance with the school health and safety policy and recognised good practice
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- check that the staffing ratio is suitable for each visit;
- check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.
- ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The Trip Organiser will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain the Headteacher's approval before any Category 2 or Category 3 off-site visit or activity takes place using the appropriate T&V Approval Form (Annex E) at least 4 school weeks prior to sending any letters to Students/Parents
- follow policy and procedures of the school including using the T&V checklist found at Annex A
- assess the risks involved and amend as appropriate any previously recorded risk assessment and use specific guidance and risk assessments for any specific adventurous activity using Category specific risk assessment templates.
- use the school planning checklist to ensure all procedures have been followed
- ensure the "external provider questionnaire" (Annex B) is completed where commercial, charitable or private organisations are being used for adventurous or residential activities
- inform parents/carers fully about the visit and gain their consent, where appropriate using Annex C/D or Edulink equivalent form
- re-assess risks while the visit or activity takes place
- ensure there is a contingency plan should a significant change to the programme be necessary due to weather etc.
- provide relevant information to other staff, including any external contractor, about their roles and duties, the nature of the visit, location, and participants
- ensure all staff and external providers have access to emergency contact and emergency procedure details
- agree a clear working relationship with any external providers, including clear hand over of supervision
- agree a cost for the trip with finance and a payment plan as required
- chase students and/or parents/carers for monies due in respect of the trip

Additional members of staff and volunteers will:

- assist the Trip Organiser to ensure the health, safety and wellbeing of all young people and adults on the visit, including any special needs or requirements of the participants.
- be clear about their roles and responsibilities (including reading the trip risk assessment) while taking part in a visit or activity and carry out that role in an appropriate manner.
- be clear about emergency contacts and details
- be clear about the hand over arrangements with any external providers

The Educational Trips Coordinator & Education Trips Advisor will:

- Act as EVC (Educational Visits Coordinator) for the school.
- Check that the T&V Approval Form has been completed correctly with the relevant supporting information
- Check the risks included in the T&V Approval Form submitted by the Trip Organiser
- Advise Trip Organisers on the H&S requirements of the trip

The Finance Team will:

- Support the Trip Organiser with putting together a costing for the trip
- Accept payments and provide the Trip Organiser with updates on payment plans and monies received.

Students:

Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group.

Young people should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of significant hazards

Parents/Carers:

Parents/Carers have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to

their agreement to the activity parents/carers should:

- support the application of any agreed code of conduct;
- inform the Trip Organiser about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form electronically via Edulink or using the appropriate Annex.

Risk Assessment

The risk assessment of off-site visits and activities is simply:

- the careful identification of what could go wrong or cause harm during the visit
- making a judgement - assessing the risks - to see whether the planned precautions reduce the risk of significant harm to an acceptable level
- determining what else may need to be done if the risk has to be reduced further.

The risk assessment process forms the backbone of planning any educational visit. Risk assessment is a legal requirement. It is also a process that promotes good practice.

Every visit must be subjected to a risk assessment process. The complexity of the risk assessment, and the method of recording the risk assessment, will vary according to the nature of the visit. In every case where there is a significant risk, documentary evidence should exist to show that a proper assessment of the risks involved has been made and precautions identified to reduce the risks to an acceptable level.

Trips are categorised as follows:

- Category 1 - Activities that are normally covered by PE policies, such as team sports, contact/combat sports, fencing, gymnastics and trampolining
- Category 2 - Residential visits that are not overseas, and which do not include Category 3 activities on the list;
- Category 3 - Distinguished by the following characteristics:
 - A non-UK based residential.
 - Any activity more than 3km or 30 minutes travel from a public access point (e.g., car park, layby, built-up area).
 - Any of the activities listed below.

For Category 2 & 3 trips, each event or visit should have its own specific recorded risk assessment, signed and dated by the Trip Organiser, the EVC and, where relevant, the EVA.

A single T&V Approval Form (Annex E) is available on Core Information . This form caters for all types of activities from local visits (Cat1) to activity specific ones (Cat 3). It is the responsibility of the Trip Organiser to complete this form and include all the relevant risks associated with the trip.

Whatever the visit category, the risk assessment process should continue during the visit. This ongoing process of risk assessment is sometimes referred to as 'dynamic risk assessment'. This involves professional judgements by all those involved in the visit in response to changing circumstances during the visit. The ongoing risk assessment involves staff monitoring the control measures and adapting or confirming them as required. These ongoing decisions will determine the safety of the group and the success of the activity. Needless to say, it is not expected that leaders write down this ongoing risk assessment.

Staff to Student Ratios

Low risk, local visits	- 1 adult to 15-20 students depending on student age and nature of activity
Adventurous activities	- 1 adult to 10 students (or as recommended by activity specific guidance) (minimum 2 adults)
Visits Abroad	- 1 adult to 10 students (minimum 2 adults)

An improvement in the basic ratios and staffing outlined above should be informed by risk assessment and may be needed depending on:

- the gender, age, attitude, disability, behaviour and competence of the group members
- the extent to which people with special health needs or learning difficulties are included in the group
- the nature of any planned specialist activities
- the experience and expertise of the adults
- the duration and nature of the journey
- the need to maintain a complete programme of supervision
- the type of accommodation
- the competence of the staff or volunteers
- The level of supervision offered by the provider of any activity

Supervision

Young people must be supervised throughout all visits even though at times they may be unaccompanied by a member of school staff.

Direct supervision is where a member of school staff is with a young person/group.

Indirect supervision is where young people are unaccompanied by a member of school staff but where there is a member of school staff in the vicinity for example as might occur in a museum, shopping centre, or “down-time” at an activity centre.

Remote supervision is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example, as might occur on DoFE expeditions, Ten Tors training and sixth form unaccompanied study visits, or where an external provider takes a group off site without a member of school staff present.

The decision to allow indirect or remote supervision should be based on professional judgement, taking into account factors such as:

- Prior knowledge of the individuals, including their maturity and levels of responsibility
- Venue and conditions
- Activity
- Preparatory training
- Competence of staff
- Emergency systems in place

Outdoor education encourages young people to gain confidence in their own abilities and to work with others. Small group and independent work which is not under the direct supervision of a member of staff can be very beneficial for this. However, greater care is needed in managing activities which can be onerous and demanding and must be based on risk assessment. This will need to take account of factors such as prior knowledge of the individuals (including their maturity and levels of responsibility), the venue, the environmental conditions, the activity taking place, preparatory training, the competence of the supervising staff and emergency systems in place.

Using external providers, including qualified coaches

External providers, volunteer and paid coaches, specialist field workers or instructors may support us in a variety of off-site visits and activities. All external providers including qualified coaches must be subject to robust checks, and have a clear contract. The external provider questionnaire should be used.

The duty of care of the students remains with the school. It is not and cannot be delegated to the external provider or coach. The supervision of the students can be delegated to the provider, so long as appropriate checks are completed.

Where an external provider takes students off site without a member of school staff present, specific additional checks are required. This would include:

- Rationale for the arrangement, including the choice of external provider. It should be clear why this programme and the arrangements are in the best interests of the students.
- A clear contract setting out the responsibilities for supervision delegated to the external provider
- A named Trip Organiser, employed by the school, who retains overall responsibility for the programme and the students on the visit.

- Agreement for pastoral care of the students
- Clear arrangements for action to be taken in the event of any incident, accident and emergency
- Clear and specific consent from parents/carers
- Evidence of the monitoring of the programme, which must include visits to off-site provision

Typically a coach has a specific level of competence in managing and delivering an activity and this should be established before the coach leads or supervises the activity. For higher risk activities, including adventure activities such as climbing or watersports, it is essential that the coach holds a recognised award in that activity.

A coach may act as a group leader and work at some distance from the teacher. The teacher has overall responsibility for the group, but may delegate responsibility for the specialist, technical instruction during the activity.

The Trip Organiser should seek to evaluate the competence of the coach and their ability to work with the age, behaviour and ability of specific groups of young people. Where possible, this should be through direct observation and regular, systematic monitoring and review. The level of direct supervision by the teacher, as Trip Organiser, may then vary according to the competence and level of responsibility given.

The external provider questionnaire should be filed with the EVC for future reference so that duplicated requests to '*often used providers*' (i.e. repeat use within a 12 month period) are minimised. However all '*often used providers*' MUST resubmit their questionnaire at least once every 24 months. Should the school wish to re-book with an external provider for repeat use but more than twelve months after the last booking, the external provider must either re-confirm their questionnaire answers or submit a new questionnaire.

External providers that are responsible for multiple groups of students (for example, coach provision during Project Week) will only need to complete one External Provider Form (Annex B).

Trips Abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place. 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.

Before the trip the Educational Visit Coordinator (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.

First Aid

First aid should form part of the risk assessment for off-site activities. This will help to determine first aid staffing and equipment.

One of the supervisory staff undertaking off-site activities should be a competent first aider. As a minimum, there must be an appointed person in charge of first aid arrangements. An appointed person is someone identified to:

- take charge when someone is injured or falls ill, including calling an ambulance, if required
- look after the first aid equipment.

Competence may be recognised by prior knowledge and experience, or preferably, as a result of formal training which may include an assessment. The level of staff competence required will depend on many factors including:

- the nature of the programme and whether it is residential
- whether the programme includes adventurous activities

- the number in the party
- the extent to which outside first aid assistance is available, such as at many residential centres
- the environment and particularly whether it is abroad or remote
- the health and medical needs of individual group members.

For all activities and the associated journey an appropriate first aid kit should be available and its stocks regularly replenished. The Trip Organiser and other staff should be aware of its contents and know how they should be used.

Accidents and Incidents

All Trip Organisers must complete the Evolve Trips and Visits training and Evolve Accident Reporting training provided by the school before undertaking a school trip with students.

In the case of accidents and injuries while on a school trip, the school's accident reporting process will begin.

All reporting for accidents and/or near misses should be completed as soon as practicably possible during or after the trip on the Evolve platform.

All first aid incidents need to be logged within the students' profile using the Evolve Accident Reporting programme which can be found on the King's Portal page. Parents/Guardians should be notified of any accidents involving their child.

If an accident is RIDDOR reportable then it must also be logged on the Oshens Devon County Council programme and the Evolve programme by either the Lead First Aider or the Educational Visit Coordinator. Any accident that was due to the condition of the site or facilities must also be logged on Every Health & Safety.

Parent/Carer Consent

For most standard off-site trips, a consent form will be sought from the parents/carers using Edulink. The detail of the consent will be determined by the nature of the activity. For all adventurous or foreign trips or those that are residential, and example parent/carers consent can be found in Annex D.

Costs

The costs and charges associated with Trips and Visits are covered by the Charges and Remissions policy which is contained within the school's Finance & Financial Management Handbook and is reviewed annually.

All charges to students are based on the actual costs incurred by the school in running the trip or visit and is shared equally between the students participating. These payments are often voluntary contributions and the students of parents/carers who do not contribute will not be discriminated against however if insufficient contributions are received the trip may be cancelled.

Costs to the school will include the provision of lesson cover for staff that are involved on the trip when the trip is not part of the statutory national curriculum.

The school will not seek contributions towards anything that is required by the statutory national curriculum.



The
King's School
Ottun St. Mary

Annex A - T&V Checklist

No.	Check	Description	n o t i f i e d o f p l a n e d a r r a n g e m e n t s ?
1	Trip Organiser	Is there a clearly identified Trip Organiser, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity?	
2	Visit Purpose	Is there a clearly identified purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group?	
3	Risk Assessments	Has the Trip Organiser assessed the risks involved in all aspects of the visit or activity and recorded the significant findings, or made reference to a previous record, with amendments as necessary?	
4	Staff	Are members of staff, including volunteers, suitably competent, experienced, qualified and able - to supervise the individuals and groups they are responsible for, in that environment? Are members of staff, instructors or volunteers leading adventurous activities suitably competent to do so? Is the ratio of staff to students appropriate for the activity / visit?	
5	Costing	Has the full cost of the trip been calculated which may include admin charges for bank fees and staff cover costs? Have the costs been agreed with finance?	
6	Cover Requirements	Has any cover requirements been agreed with DHT Personnel? Have alternative arrangements been considered to minimise the cover required?	
7	Venue and use of External Providers	External providers must complete External Provider Questionnaire - Annex B. Does the visit involve adventurous activities booked through a commercial, charitable or private provider? If so, do they meet appropriate standards e.g. Adventure Activities Licensing Service (www.aals.org.uk).	
8	Safeguarding	Where staff or volunteers supervise students for more than one day or are not unsupervised by a member of staff, are they DBS checked? Have external providers confirmed their policy for DBS or equivalent checks on the External Providers Questionnaire? A Trips and Visits form will need to be approved by Finance, the Site	
9	Approved T&V Form	Manager and Headteacher. Have parents/carers given their informed consent for the visit as a whole and for any adventurous activities which are planned? - See Parental Consent Form (Annex C)	
10	Parent/Carer Consent	Are appropriate insurance arrangements in place for the trip and are parents/carers aware of the limitations of liability? See the DFO for information.	
11	Insurance	Are staff aware of dietary and medical needs of young people and staff?	
12	Organisation	Have suitable and sufficient arrangements been made for first aid? Is appropriate and legal transport available? Is there a contingency plan in the event of a delay or early return?	
13	Briefing	Will the students be properly briefed on the activities they will do during the visit? Will the Trip Organiser also brief adults and voluntary helpers? Have other staff and colleagues whose work may be affected been	

Tick

Annex B

Kings School - External Provider

Questionnaire

Notes for the Trip Organiser

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotcqualitybadge.org.uk.
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the Provider

- Thank you for completing this form. It is designed to help the Trip Organiser confirm that you meet required standards.
- Please complete Part 2 and return it to the Trip Organiser at the establishment named below.
- You can find out about the guidance that establishments and Trip Organisers should follow at oeapng.info – see especially document 4.4h "Using External Providers and Facilities".

PART 1: To be completed by the Trip Organiser

Name & address of establishment (school/service)	
Email	
Name of Trip Organiser	
Name of provider	
Proposed date(s) of visit(s) [either specific dates, or a date range]	

PART 2: To be completed by the provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. You must respond to ALL the questions. If you wish to provide additional information, please add an asterisk (*) to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A		
To be completed for all types of visit		
1. Learning Outside the Classroom Quality Badge		
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
2. Data Protection		
2.1	Do you comply with the Data Protection Act 2018 and GDPR?	
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?	
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?	
3. Waivers / Disclaimers		
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?	

SECTION B		
To be completed for all types of visit		
4. Insurance		
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?	
4.2	If Yes, what is its indemnity limit? £ M	
5. Health, Safety and Emergency Policies		
5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?	
6. Vehicles		
6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints?	
7. Staffing		
7.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
7.2	Are there regular opportunities for liaison between your staff and establishment staff?	
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
8. Accommodation (including camping)		
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	

8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
9. Sub-contracting		
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C		
To be completed if the visit includes activities or field studies		
10. Activity Management		
to be completed about ALL activities (not just adventure activities)		
10.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
10.2	Do you maintain a written code of practice (or similar document) for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?	
10.3	Do you confirm staff competence by appropriate qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
10.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice or similar document?	
10.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	

10.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	
10.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	
11. Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations		
11.1	AALA Reference number Date of expiry	R
11.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	

SECTION D

To be completed if your provision is within the legal definition of package travel – see www.gov.uk/government/publications/package-holidays-complying-with-regulations-guidance-for-businesses

12. Tour Operators and Package Providers

12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?	
12.2	Details of bonding (ATOL, ABTA, etc.)	

SECTION E

To be completed if the visit includes an overseas expedition
as defined at oeapng.info/downloads/download-info/7q-overseas-expeditions

13. Overseas Expeditions

13.1	Do you comply with British Standard BS8848:2014?	
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SECTION F – ACCREDITATION

14. Details of any accreditations held by the Provider			

PROVIDER CONFIRMATION			
I confirm that the details given above are correct, and that our organisation will give prior notification of any changes in them, or any other changes that might affect the safety and wellbeing of user groups.			
Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	
Email			
Additional Information			

Annex C - Annual King's School Parent/Carer Consent for off-site activities

Dear Parent or Carer,

This is a consent form to cover off-site trips and visits that your child may be undertaking during the school year. These visits may include short journeys on foot or in vehicles and some may continue beyond the school day. Details of each visit will be sent to you in advance. None of these visits include any adventurous activity, or involves an overnight stay. A separate specific consent form will be sent out for visits involving adventurous activities or for residential visits.

Students Name	
Students Date of Birth	
Special details - any information about your child's health which may need special attention, but does not prevent them from taking part should be noted below. (For example; any allergies, any medication needed and the dosage, travel sickness, diabetes, asthma or epilepsy?)	
Has your child had any relevant recent illness?	
Does your child have any specific dietary requirements?	
Do you have any additional comments?	

I would like my child to take part in the programme of visits planned for the school year. I understand that with the exception of walks in the local area and sporting fixtures and matches, the arrangements for each visit will be sent to me in advance.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

Signature of Parent / Carer	
Date	
Name of Parent / Carer	
Address	
Telephone Number - Home	
Telephone Number - Work	
Name of Family Doctor	
Approximate date of Last Tetanus Injection	

Annex D - King's School Parent or Carer Consent for specific off-site activities



Dear Parent or Carer,

You have already received details about our forthcoming visit or activity. Please complete and return this form giving your consent for your child to take part in this activity.

Activity Description	
Dates & Times	

Students Name	
Students Date of Birth	
Special details - any information about your child's health which may need special attention, but does not prevent them from taking part should be noted below. (For example; any allergies, any medication needed and the dosage, travel sickness, diabetes, asthma or epilepsy?)	
Has your child had any relevant recent illness?	
Does your child have any specific dietary requirements?	
Do you have any additional comments?	

Swimming ability (for water based activities)

Is your child able to swim 50 metres? YES / NO

Is your child water confident for the proposed activity? YES / NO

I would like my child to take part in this visit or activity and having read the information provided agree to him/her taking part in the activities described.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

Signature of Parent / Carer	
Date	
Name of Parent / Carer	
Address	
Telephone Number - Home	
Telephone Number - Work	
Name of Family Doctor	
Approximate date of Last Tetanus Injection	

Annex E – Trips & Visits Approval Form (including Risk Assessment)

The King's School - Outdoor Education, Trips and Visits Risk Assessment

Cadhay Lane, Ottery St Mary, Devon, EX11 1RA

This risk assessment is designed to identify the hazards and risks which may present themselves in the Outdoor Education, Trips and Visits environment, decide who may be at risk and what control measures are required in order to reduce those foreseeable risks so far as is reasonably practicable.

This risk assessment must set out the responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that students and staff may experience the best possible benefits from their trips and activities, whilst at the same time minimising risks to their health, safety and welfare and providing opportunities for all.

In doing so, as an employer we comply with The Health and Safety at Work Act 1974 and also The Management of Health and Safety at Work Regulations 1999, whilst also for fulfilling our moral obligations to maintain the health and wellbeing of those in our care.

The process taken in order to complete this assessment is; to identify any significant hazards and associated risks, decide whom may be harmed and how, evaluate the risks based on a likeliness to cause harm and decide on any precautionary measures required, record the findings and implement any additional measures and review this assessment annually or after an incident which may indicate that it is no longer suitable and sufficient.

SUMMARY OF OUTDOOR EDUCATION, TRIPS AND VISITS ASSESSMENT INFORMATION

Date of Event			Date of assesement	
Event/Venue location			Category Number	
Name of Risk Assessor			Date of review	
SLT emergency contact assigned			SLT contact No.	

<u>Risk Reference</u>	<u>Significant</u>	<u>Who may be harmed</u>	<u>Control Measures in Place</u>	<u>Additional Control</u>	<u>Risk Rating following Implementation of Controls</u>		
-	<u>Hazards</u>	-	-	<u>Measures Required.</u>	-	-	-
-		-	-		-	-	-
	<i>(Please list significant hazards which could result in serious harm)</i>	<i>(List groups of people who are especially at risk)</i>	<i>(Please list existing controls or note where the information may be found; such as information, instruction training, systems or procedures)</i>	<i>(List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more. This column should be used to record any venue/site specific or event specific hazards and control measures)</i>	Risk Severity	Risk Probability	Overall Risk Rating