

## **EDUCATIONAL VISITS**

The procedures below should be followed when organising any trip or visit away from the School:

- 1 Planning the Visit
  - 1.1 The date
  - 1.2 The venue
  - 1.3 Staffing
  - 1.4 Transport
  - 1.5 Outline of Visit to Headmistress
  - 1.6 Insurance
  - 1.7 Finance
  - 1.8 Facilities, equipment and accommodation
  - 1.9 Lunches
  - 1.10 Medical information and medicines
  - 1.11 Risk assessment
- 2 Authorisation of visit by Headmistress and Principal
- 3 Notification to parents
- 4 Pupil conduct
- 5 Emergency Procedures, information and contacts
- 6 Feedback and Evaluation of Visit
- 7 Adventure Based and/or Overnight Activities

# Educational Visits Procedures

## Day Visit

1. Complete Form 1 – Preliminary Approval for an Educational Visit (Guidelines 1.2 – 1.4). Hand to Headmistress.
2. Plan details of visit (Guidelines 1.6-1.11). Complete Form 6.
3. Carry out Risk Assessment – Form 5. Includes Emergency Procedure.
4. Send letter to parents – Form 8 is an example with Form 9 (Consent of Parent/s to a Day Visit).
5. Send letter to Parent Helpers, if applicable – Form 10 (Guidelines 3). They need to see copy of Risk Assessment.
6. Use Form 7a as a checklist for planning visit.
7. Submit Forms 5 and 6 to Educational Visits Co-ordinator, who will pass them to the Headmistress for final visit approval.
8. Inform pupils of Code of Conduct.
9. After trip – complete Evaluation Form 12.

## Adventurous/Overnight Visit

1. Complete Form 1 – Preliminary Approval for an Educational Visit. Hand to Headmistress.
2. Complete Form 13 – Visit Details.
3. Complete Risk Assessment – Form 5 and ECC Risk Assessment form on-line via EVC.
4. Send Activity Provider Risk Assessment Analysis – Form 14 and, if applicable, Activity Provider Pupil Accommodation checklist – Form 15 to venue.
5. Send letter to parents with Form 16, Consent of Parent for Adventurous/Overnight Stay and Medical Information – Form 17.
6. Use checklist – Form 7b.
7. Submit Form 13 and Risk Assessment Form 5 and on-line ECC Risk Assessment to EVC and Headmistress for final visit approval.
8. Inform pupils of Code of Conduct.
9. After trip – complete Evaluation Form 12.

## **1. Planning the Visit**

### **1.1 The Date**

- Check the school diary for a convenient date.
- Ensure the date does not clash with other school events, which your class may be involved in around the date of your proposed visit.
- Check with any specialist teachers who teach your class on the proposed day of the visit that it does not interfere with their teaching schedule re: plays, annual school events, exams etc.
- One visit per day due to staffing arrangements except in extra-ordinary circumstances.

### **1.2 The Venue**

- Contact the venue and provisionally book a date.
- Is it suitable for the group re: age, gender, behaviour and educational purpose?
- Are the school staff responsible for the children during the whole visit or is the venue supplying teachers/supervisors?
- If appropriate, check that their supervisors are qualified.
- Are you happy with the pupil: teacher ratio and the location of the teaching groups if supervised by the 'venue teachers'?
- Inform the venue that you will be conducting a visit of your own to carry out a Risk Assessment (if applicable, see Risk Assessment section for further details).
- Local visits, e.g. church, library (not requiring a coach) – the School requests that parents complete a consent form at the beginning of each academic year granting permission for local visits (see Form 19).
- Group Leaders/Class teachers must still complete Form 5 (Risk Assessment), Form 4 (if required) and Form 12.
- Any accompanying parents will need to be given details about the visit as normal (Form10).

### **1.3 Staffing**

The Group Leader should assess the staffing level for the visit. It is important to have a high enough ratio of adult supervisors to pupils for any visit so the following factors should be taken into consideration:

- Sex, age, ability and behaviour of the group
- Number of pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of accommodation (if applicable)
- Competence of staff, both general and on specific activities
- Requirements of the organisation to be visited
- Competence of pupils
- First aid cover

The following minimum ratios should be used as a guideline only:

- Lower Kindergarten, Nursery and Transitions – 1 adult to every 4 children
- Years 1 and 2 - 1 adult to every 6 pupils
- Years 3 to 6 – 1 adult to every 10 pupils
- Years 7 to 11 – 1 adult to every 10 pupils, decreasing based on age, gender, behaviour, activity.

However, there should also be enough adult supervisors to cope effectively with an emergency. This means that every trip, irrespective of the number of children, requires 2 adults. In an emergency, one adult supervises the group, whilst the other deals with and/or accompanies the injured child to hospital.

The Group Leader should, however, assess the risks and consider an appropriate safe supervision level for their particular group.

There should be a minimum of one qualified teacher in charge and all adult supervisors must understand their responsibilities at all times, including parents.

There should be at least one member of staff who holds a First Aid qualification, accompanying the visit and an adequate First Aid kit should be taken on all visits.

In line with our Equal Opportunities and Disability Policies, the School must not discriminate against disabled pupils in relation to their access to educational visits and activities. The School supports the National Curriculum Inclusion Statement 2000, which emphasises the importance of providing effective learning opportunities for all pupils. To this end, the School will make reasonable plans and adjustments for disabled children to access visits, including those with medical needs, wherever facilities and adult supervision deems possible.

#### **1.4 Transport**

The Group Leader needs to, through information provided by the Office:

- ensure that the coach is hired from a reputable company that has the appropriate public service vehicle (PSV) operator's licence.
- be satisfied as to the competence and training of the driver, and that the driver holds the appropriate valid licence.
- ensure that seat belts are available for pupils (passenger safety).
- check the number of driving hours required for the journey, and the length of the drivers' day is permissible – does the visit need 2 drivers?
- check the journey time and distance, traffic and road conditions.
- ensure there is adequate supervision during the journey.
- include the journey in the risk assessment.
- check that the coach company has the appropriate insurance cover.

#### **N.B.**

- The School Office has a list of reliable coach companies the School regularly uses.
- Any complaints about coach companies should be reported to the Office on your return.
- If transport is being provided by other parents e.g. sports fixtures, then permission must be given by parents offering a lift and they must sign a declaration confirming the car is road worthy. (see Form 2c).
- Parents must also give permission for their children to travel in cars driven by other parents (see Form 2b).

#### **1.5 Outline of Visit to Headmistress**

The Group Leader should fill in Form 1, which includes:

- clearly defined objectives/educational purpose of the visit, making reference to the National Curriculum where appropriate. These objectives should be stated on all relevant paperwork, including letters to parents.
- likely date, duration and venue.
- pupil activities and proposed staffing.
- resources and estimate of costs.
- submit Form 1 to the Educational Visits Coordinator who will then forward it to the Headmistress for approval. Once approved, Form 1 will be returned to the Group Leader, who will pass a copy to the School Office.

#### **1.6 Insurance**

As the Group Leader must ensure, well before the visit that adequate insurance arrangements are in place, the School Office will help check:

- That the venue and the coach company have the appropriate insurance.

- That pupils are insured through the School's insurance policy for the visit. Parents should be advised that the policy only includes minimal loss of personal effects and accident cover and that they may wish to organise additional insurance cover.
- That extra consideration is given to this area when pupils are engaging in Adventure-based Activities one day, weekend and weeklong visits. Optional extra cover for these stays should be included in the price.

### **1.7 Finance**

- The Group Leader should ensure that parents have early written information about the cost of the visit, together with clear details regarding payment. Letters should be authorised by the School Bursar prior to being sent to parents.
- The class teacher should collect consent forms and payments (if required, cheque or exact money only) for day visits. All payments should be recorded on Form 3 and then passed with the money to the School Office.
- For overnight visits the School Office will collect monies, and therefore organise payments to the proposed venue and local travel company via the School Bursar
- Any child who has not paid cannot participate in the visit.

### **1.8 Facilities, Equipment and Accommodation**

#### **The Group Leader should:**

- view the facilities/equipment to be provided at the venue.
- list any equipment the group will need to take on the visit.
- where the visit involves overnight accommodation, Form 14 and Form 15 should be completed by the Activity Provider, viewing and suitability of the accommodation will be part of the Risk Assessment.
- ensure that night-time supervision is safe and feasible (i.e. close proximity of staff to pupils bedrooms).

### **1.9 Lunches**

Packed lunches and drinks can be provided by the School Kitchen. The number required should be entered on Form 1. Form 4 should also be completed and passed to the School Kitchen via the Office.

### **1.10 Medical Information and Medicines**

- Current medical information is provided by the Office, which must be taken on the visit. The consent form requires parents to confirm that the medical details about their child held by the School are current and up to date.
- If a child requires any medicine to be administered to them during the visit, a parent must complete the School's Permission to Administer Medicine (Form 18). This form, together with the medicine that should be clearly named and have clear instructions attached to it, must be taken on the visit. The designated member of staff should hold onto the medication until it is required to minimise possible loss of medication and to ensure the safety of other children.

### **1.11 Risk assessment**

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

- The type of visit/activity and the level at which it is being undertaken
- The location, routes and modes of transport
- The competence, experience and qualifications of supervisory staff
- The ratio of teachers and supervisory staff to pupils
- The group members' age, competence, fitness and temperament, and the suitability for the activity
- The special educational or medical needs of pupils
- The quality and suitability of available equipment

- Seasonal conditions
- Emergency procedures – Security and First Aid arrangements

If the Group Leader has led a visit to the proposed venue within the last 12 months, with a similar age group, or has been the accompanying teacher within the last 12 months, he/she needs to refer to the most recent Risk Assessment in the 'Visits File', located in the School Office.

If the most recent Risk Assessment is older than 12 months, and/or the Group Leader has not visited the proposed venue with a similar age group, the Group Leader must visit the venue and carry out a detailed Risk Assessment.

When completing a Risk Assessment (Form 5), the Group Leader should consider the following questions:

- What could go wrong?
- What would you do about it?
- What are the hazards?
- Whom may they affect?
- What can be done to minimise the risks?
- What emergency procedures do I need to organise?

## **2. Authorisation by Headmistress and Principal**

**The Group Leader should:**

- complete FORM 6 which represents a substantive proposal to Headmistress and Principal about the visit. It includes details of dates, educational purpose of the visit, emergency procedures, transport, insurance, staffing, resources and estimate of costs.
- pass Form 6 and Form 5 (Risk Assessment) to the Headmistress via the Educational Visits Coordinator. This should be done at least three weeks prior to the visit.
- follow the checklist on Form 7a once approval is given.
- take all these forms on the visit (Forms 5, 6 and 7a).

## **3. Notification to Parents**

- The Group Leader should send an information letter to parents that includes all details of the visit, together with a consent form that must be returned with payment (Forms 8 and 9).
- If the visit has occurred before, a copy of the letter will be provided by the office staff. The letter needs to be updated and returned to the Office at least 4 weeks prior to the visit. If it is a new venue, the information letter should be written based on the example on Form 8. Include a Request for Lunch section in the letter if required.
- If parents are accompanying the visit, it is good practice for the Group Leader to ensure that they are CRB checked and are therefore on the School Parent Helpers List. It is also possible to get parents checked under the 'List 99' through the DCSF Vetting Team. The information required is as follows:
  - All forenames
  - Present surnames
  - All previous surnames (please state if none)
  - Date of birth

The School Office can email the details and obtain relevant clearance. However, this is not a complete CRB check. ECC recommends all schools to use parents from their established 'School Helpers List' who are all CRB checked as this increases the safety and well-being of their pupils.

- The Group Leader should send the 'Thank you' letter to those parents involved. This should include a copy of the guidelines for school visits on the back of it (Form 10).
- The Group Leader must ensure that parents, pupils and staff understand:
  - The aims and objectives of the visit.
  - Background information about the location of the visit.
  - What standard of behaviour is expected.
  - What is appropriate and inappropriate personal and social conduct.
  - How to avoid dangers.
  - What to do if approached by anyone outside the group.
  - Rules and safety precautions and why they should be observed.
  - Rendezvous and emergency procedures.

#### **4. Pupil Conduct**

Staff are responsible for the close supervision of pupils at all times. Children should never be unsupervised. Staff are also responsible for ensuring that pupils behave well and in an appropriate manner at all times during the visit.

##### **Children should be informed prior to the visit to:**

- observe normal school rules.
- cooperate fully with leaders at all times.
- fulfil any tasks or duties set prior to and during the visit.
- participate fully in all activities and sessions during the visit.
- be punctual at all times.
- not leave group sessions or accommodation without permission.
- if granted indirectly supervised time, be in groups of not less than three young people, (Year 6 and above only), and stay within the boundaries of location, unless given permission to do otherwise.
- avoid behaviour which might inconvenience others.
- be considerate to others at all times.
- respect all requests and requirements made to staff and accompanying adults.
- behave at all times in a manner, which is a credit to themselves, to the party and to the School.
- abide by the laws, rules and regulations of the place visited.

#### **5. Emergency Procedures. Information and Contacts**

The Group Leader should:

- Check that consent is given by all parents of the pupils in the group going on the visit. If a consent form has not been received, the child may not go on the visit.
- Check that there is a contact number for each pupil relevant to the timing of the visit.
- Collect all necessary information (medical, dietary and contact numbers) regarding pupils and adults participating in the visit from the School Office. The School Office will generate a class list containing names, addresses, contact numbers and any medical conditions. (This information is vital for any hospital emergencies).
- Ensure that accompanying parents receive Form 10 with guideline notes and the visits Risk Assessment, Form 5.
- Ensure that all accompanying staff and pupils are aware of the Emergency Procedures.
- Take charge if an emergency occurs by:
  - Assessing the situation
  - Safeguarding the uninjured members of the group
  - Attending to the casualty

- Informing the emergency services and everyone who needs to know of the accident
- Completing Emergency/Accident Forms, (Form 11) which must be taken on the visit
- Ensure that he/she takes the School mobile phone on the visit.
- Ensure that a complete First Aid kit is taken on the visit, which should include:
  - 1) Antiseptic wipes
  - 2) Medical preparation for cleaning wounds
  - 3) Sterile dressings (adhesive) of various sizes
  - 4) Surgical tape and scissors
  - 5) Triangular bandages and a supply of safety pins
  - 6) Plastic gloves
  - 7) A brief guide and notes on first aid
  - 8) Telephone money/card for an emergency
  - 9) Tourniquet (to be used only under 'First Aider' supervision)

In the case of an emergency, the Group Leader should bear in mind the following:

- Following an incident, photographs that are taken, tape and video recordings and written statements and notes become evidence. Great care should be taken over accuracy and record keeping, in particular names, timing and date.
- No liability or any form of blame must be admitted, or cover under the insurance policy may be jeopardised.
- Under no circumstances should anyone make a statement to the press before consulting with the Principal.
- A written record should be made of any legal advice including name, address, date and time.
- Official statements to the police, customs and excise or other officials should only be made in consultation with the Principal. This applies equally to oral as to written statements.
- Where a claim might be brought following theft or other loss, the local police must be informed.

## **6. Feedback and Evaluation**

Once the visit has taken place, the Group Leader should:

- a) Complete the Evaluation Form (Form 12) for future reference, and place with the Risk Assessment Form (Form 5) Educational Visits Application Form (Form 6) and the letter to parents (Form 8) in the Educational Visits file in the School Office.
- b) Organise written evidence and photographs in a display within the School for everyone to see, and/or forward this information to Lesley Elder for possible inclusion on the School Website. If appropriate pass to the Headmistress for possible inclusion in the local newspaper.
- c) Assess whether the 'reason for the visit' was fulfilled.
- d) Add any pertinent information to the Risk Assessment Sheet that became evident during the visit.
- e) Assess the need to monitor the risks throughout the visit/visit. This is essential.

## **7. Adventure-Based Activities and Overnight Stays**

Visits to Adventure Activity Centres involve a more detailed Risk Assessment. The School must check that all aspects of the operation of the Adventure Activity provider are satisfactory. Group Leader's checklist:

- That all staff leading the activities are appropriately qualified.
- Qualifications can be checked by contacting the Governing Body of each activity.
- That, where required, the provider holds a license to operate.
- For approval, a preliminary risk assessment analysis should be sent to the Activity Provider (Form 14).

- An accommodation checklist should also be completed as part of the risk assessment by the Activity Provider (Form 15) if the visit includes an overnight stay. Form 7b provides a checklist for adventurous/overnight visits.

The same Planning Procedure used for Day Visits should be followed by the Group Leader. Form 13 should be used instead of Form 6 for the Approval Request for the Visit. The details of the visit and accompanying Risk Assessment should be completed on the ECC website by the Educational Visits Co-ordinator (EVC) for approval. This document should be shown to the Headmistress, with Forms 13, 14 and 15.

The Group Leader should make a preliminary visit to the centre to check the facilities and activities are appropriate to the children's needs. If a visit has occurred within the last 12 months by the Group Leader, this is not necessary.

Once approval has been given by the Headmistress, the Group Leader should arrange the following:

- Write to the parents of the Year Groups involved, advising them of the location and dates, requesting they return a deposit for their child.
- Request the parents to complete the consent form required for adventure based and/or overnight activities (Form 16) with the Medical Form (Form 17). (The remaining payment should be requested nearer the date of departure. The Group Leader should liaise with the School Office as to the required dates for each payment to services being used, as cheques have to be requested from the Bursar).
- A parents' meeting should be arranged for staff to relay information to families concerning the centre and activities the children would be involved in. At this stage, the parents should be given a list of equipment the children should take (this is normally provided by the Centre).
- Staff and parents should be informed about insurance cover – additional insurance options should be taken to increase the cover to an appropriate level if deemed necessary.
- Staff, parents and pupils should be made aware of the required Code of Conduct for pupils on the visit. Mobile phones are usually forbidden.
- Accompanying staff should be given all the necessary information about the visit including the Risk Assessment containing the emergency procedures, and any behavioural/medical problems/needs.
- Before departure children must bring to the School any prescribed medicines they are taking and instructions, which are to be recorded on the Schools' Permission to Administer Medicine Form (Form 18). All medicines and instructions should be given to the designated member of staff.
- Teachers should also have, for safekeeping, the required pocket money in labelled envelopes.

#### Consent for Adventure Type Activities, including Swimming

In addition to the procedures mentioned above, it is vital that consent forms include the following clause where appropriate:

##### Swimming:

Please delete as appropriate:

- I/we certify that my/our child is/is not a competent swimmer.

##### Adventure activities:

Please delete as appropriate:

- I/we do/don't agree to my/our child taking part in the activities planned and as advised.

**PRELIMINARY APPROVAL FOR AN EDUCATIONAL VISIT**

**Section A**

*To be completed by the member of staff organising the visit*

<b>Date of Visit</b>		<b>Is date available in School Diary. YES / NO</b>
<b>Group Leader organising visit</b>		
<b>Class(es)</b>		<b>Total N° of children</b>
<b>Names of additional staff involved</b>		<b>Names of parents involved (if applicable)</b>
<b>Venue</b>		
<b>Purpose of the visit</b>		
<b>Activities the children will be involved in</b>		
<b>Departure Time</b>		<b>Return Time</b>
<b>Risk Assessment Required</b>	<b>YES / NO</b>	<b>Lunch Facilities</b>
<b>Proposed date for Risk Assessment</b>		
<b>Details of <u>early</u>/late lunch arrangements etc. if required.</b>		
<b>Packed lunch request</b>		
<b>Headmistress' Authorisation</b>		

<b>DIARY ENTRIES</b>	<b>Headmistress</b>	<b>SCHOOL DIARY</b>
<b>Transport booking</b>	<b>Name of Company</b>	<b>Cost</b>
<b>Cost of entry to Venue</b>	<b>Total cost</b>	<b>Deposit sent: Final payment sent:</b>
<b>Parent/consent letter (2 weeks before visit)</b>	<b>Date to be sent</b>	<b>Consent slip return by:</b>
<b>First Aid Kit</b>	<b>Camera</b>	<b>Mobile phone</b>
<b>Special Requests/Reminder</b>		

# FORM 1

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## Home Sports Fixtures and Events Parental Letter and Consent Form

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Dear Parent

Your son/daughter .....in Year/Class .....

has been selected to represent Oaklands School in .....

(the Fixture) at ..... (the Venue)

on ..... at .....

The match will finish at ..... (approximately). Pupils will be expected to wear .....

.....

1. I consent to my child..... taking part in the  
Fixture detailed above.

2. I / We\* shall/shall not\* be attending the Fixture as a spectator.

3. I can be contacted on the following telephone number during the Fixture:

.....

4. I certify that the medical information held on the School database is current and up to date.

5. I shall collect my child from the School at the above Finish Time.

(Please let us have written details of any alternative collection arrangements for the Pupil when you return this form)

Signed.....

Print Name.....

Relationship to Pupil.....

Date.....

**Please complete, sign and return this form to .....via the School**

**Office by.....**

**FORM 2a**

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**Away Sports Fixtures and Events  
Parental Consent Form**

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Dear Parent

Your son/daughter .....in Year/Class .....

has been selected to represent Oaklands School in .....

(the Fixture) at .....(the Venue) on .....at

..... The match will finish at ..... approximately).

Pupils will be expected to wear .....

1. I consent to my child.....taking part in the Fixture detailed above.
2. I / We\* consent to my child travelling to the Venue by Public Transport/School Transport/Other parent's vehicle driven in a responsible manner by an adult who is suitably qualified and insured\*.
3. I can be contacted on the following telephone number during the Fixture:  
.....
4. I / We\* certify that the medical information held on the School database is current and up to date.
5. I / We\* shall/shall not\* be attending the Fixture as a spectator.
6. I shall collect my child from the Venue **or** at the above Return Time at Oaklands School.  
(Please let us have written details of any alternative collection arrangements for the Pupil when you return this form) (\*Delete as appropriate)

Signed.....

Print Name.....

Relationship to Pupil.....

Date.....

**Please complete, sign and return this form to ..... via the School Office by .....**

**FORM 2b**

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**Sports Fixtures and Events  
Parental Transport Form**

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**Pupil's Full Name:**..... **Class** .....

**Parent's Full Name:** .....

**Parent's Address:** ..... **Post Code:**.....

**Fixture/Event:** .....

**Fixture Venue:** ..... (the Venue)

**Fixture Date:** .....

**Parent's Vehicle Details:**

**Make:** ..... **Model:** .....

**Colour:** ..... **Registration Number:**.....

1. I AGREE to transport pupils to and from the Venue in my vehicle which is described above.
2. I DECLARE that
  - a) I am the registered keeper of the vehicle described above
  - b) I have a valid UK driving licence
  - c) The vehicle has a current MOT certificate (if applicable)
  - d) I have a fully comprehensive policy for the vehicle.

Signed.....

Print Name.....

Date.....

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**FORM 3**

**OAKLANDS SCHOOL**

**Request for Refreshments**

Outings

Date .....

Departure Time ..... Time needed to Collect Lunches .....

Organiser .....

Destination .....

Number of Packed Lunches .....

Tuna:

Cheese:

Ham:

Drinks:

Any other requirements .....

Therefore ..... classes will not be in School for a cooked lunch.

**Must be circulated to Kitchen and Lunchtime Supervisor.**

**FORM 4**

**FORM 4  
EDUCATIONAL VISIT RISK ASSESSMENT**

SCHOOL .....VISIT TO .....

<b>Hazard</b> List significant hazards which may result in serious harm or affect several people	<b>Who may be affected?</b>	<b>Risk Rating</b> H, M, L	<b>Control Measure</b> List existing controls or note where the information may be found (eg information, instructions, training, systems or procedures)	<b>Is risk adequately controlled?</b>

Visit Approval  
 Additional requirements (eg staff training prior to visit)

.....  
 .....

Approved by ..... Position ..... Date .....

## FORM 5

**Emergency Procedure for Dealing with a Disaster on an Excursion or Visit** (including swimming and away school sports team fixtures)

What follows is given in the way of guidance that will need to be adapted to suit the situation.

1.	Establish the nature and extent of the emergency as quickly as possible.
2.	Make sure all other members of the party are accounted for, are safe and looked after.
3.	<b>If there are injuries, establish the names of any casualties and get immediate medical attention for them. First Aid should be administered by a trained first aider or by a person who feels capable/confident of doing so.</b>
4.	<b>Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedure detailed in the Risk Assessment.</b>
5.	Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
5.	Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
6.	Inform the senior member of staff on call (usually the Headmistress or Deputy Head). The school contact number should be accessible at all times during the visit.
7.	Pass on details of the incident to the School which should include: <ul style="list-style-type: none"><li>• Nature, date and time of the incident</li><li>• Location of the incident</li><li>• Names of casualties, details of their injuries if possible</li><li>• Action taken so far</li><li>• Names of others invoiced so that parents can be reassured</li><li>• Telephone numbers for future communication</li><li>• Action yet to be taken and by whom</li></ul>
8.	Group leader to decide responsibilities to be undertaken by each adult member of the group to ensure maximum safety of the group. (This should be included in the Risk Assessment)
9.	Arrange for an early return to base if appropriate
10.	If possible/necessary arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
11.	The Headmistress will take charge of the situation at school and contact parents if necessary. She will advise the Principal.
12.	The staff on the visit should not discuss the incident with the media.
13.	The Group Leader should write down accurately and as soon as possible, all relevant facts and witness details and preserve any vital evidence. A record should be kept of the names and addresses of any witnesses or people involved.
14.	Legal liability should not be discussed at any time.
15.	The Group Leader should keep a written account of all events , times and contacts after the incident.
16.	Complete the accident form(s) as soon as possible.
17.	The School will inform parents of any delays that will be necessitated.
18.	Venue must provide school with accident report and send RIDDOR report to H&S Executive (if hospital required) Group Leader (with Health & Safety Officer's help) should complete a School Riddor form and send to H&S Executive.

**OAKLANDS SCHOOL –  
APPROVAL REQUEST FOR AN OFF-SITE EDUCATIONAL ACTIVITY/VISIT**

School Name.....

Name of Visit Leader ..... Department .....

Place to be visited ..... Date of Visit .....

Purpose of visit .....

.....

Please list name of staff for this visit:

Name..... Name..... Name.....

Name..... Name..... Name.....

Name of First Aider .....

Programme

Time	Venue	Activity

Please provide a programme of activities listing the places or venues to be visited.

Travel Arrangements:

List the modes of transport to be used during the visit .....

Number of young people: Age/Year Group..... Male..... Female.....

Number of leaders: Qualified Teacher Male..... Female.....

Employed Assistants Male..... Female.....

Parents/Helpers Male..... Female.....

Give details of any special needs of those on the visit: .....

.....

Educational Visits Coordinator Signature..... Date.....

Headmistress's Signature..... Date.....

# FORM 6

## CHECKLIST FOR OFF SITE SCHOOLVISIT

### To be completed by the Group Leader of the School Visit

<b>To Prepare for the Visit</b>	✓
Diary checked	
Venue booked	
Venue Insurance checked	
Transport booked	Check with Office
Transport Insurance / Licence / Test Certificate in order	Check with Office
Appropriate Risk Assessment completed	
Facilities / Equipment / Accommodation booked (if applicable)	
Headmistress's Approval obtained.	
<b>To Arrange for the Visit</b>	
Deposit sent (if applicable)	
Consent Letters sent	
Parent Helpers' Letter and Guidelines sent	
Packed Lunches & Snacks arranged	
Parent Helpers checked against Register	
Consent Slips & Money received	
Money sent to Office with form	
Special Requests as appropriate	
Details of Visit left with Contact in School	
<b>To Take On Visit</b>	
Contact Numbers for adults and children	
Children's Medicine (if applicable)	
School Mobile Phone	
First Aid Box	
Sick Bucket	
Packed Lunches & Snacks	
Camera	
Itinerary	
Tickets / Entrance Fee	
Emergency Action List & Risk Assessment	
Pocket Money	
Appropriate Clothing and Equipment	
Bin Liners	
<b>After the Visit</b>	
Feedback and Evaluation	

# OAKLANDS SCHOOL

## Educational, adventurous and recreational visits checklist

N/A      Yes      Date  
completed

### Planning

If using a commercial organisation or provider has it been approved by the Outdoor Education Advisory Panel?			
Is pre-visit required?			
Has the appropriate section of Code No 28 been complied with?			
Are proposed staffing levels adequate?			
Are first aid arrangements adequate?			
Have emergency procedures been produced?			
Have roles and responsibilities of staff been clarified?			
Have hazards travelling to/at destination been identified and suitable control measures introduced? (significant findings/risks assessed must be listed overleaf)			
Have the individual needs of all participants been considered (eg special educational needs)?			
Has a person been allocated responsibility for briefing on local fire and health and safety rules?			
Have security arrangements at venue been assessed?			
Has a system been established to evaluate the trip?			
Has the visit been approved by appropriate person/body/ Outdoor Education Advisory Panel?			

### Before departure

Have details regarding visit including code of conduct, d circulated to parents (and fully briefed if appropriate)?			
Have all consent/medical forms been returned?			
Has insurance cover been arranged?			
Has detailed list of group members been prepared and a copy given to emergency contacts?			
Emergency cash arranged?			
Have all staff/young people been fully briefed?			

### Departure Day

Paperwork complete (e.g. passports, roll-cast list, travel documents, emergency procedures, etc)?			
First Aid Kit?			
Emergency cash/mobile phone?			
Name and address of visit location given to all group members?			

## Educational Visit Information Letter

Dear Parents

An educational visit has been organised for your child by \_\_\_\_\_ to visit \_\_\_\_\_ on \_\_\_\_\_.

The purpose of the visit is to

\_\_\_\_\_  
\_\_\_\_\_

Your child will be involved in the following activities during the visit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The class will depart at \_\_\_\_\_ and return to school at \_\_\_\_\_

The cost of the visit is \_\_\_\_\_ which includes \_\_\_\_\_

\_\_\_\_\_

Would you please complete the attached Parental Consent form and return it with the requested payment to me by \_\_\_\_\_

Yours sincerely

Class Teacher.

Also add if applicable details of:-

- Lunches
- Clothing Required
- Spending Money
- Any other relevant information

---

**FORM 8      Consent of Parent/Guardian to School Day Visit**

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This form must be returned to (                    ) by (                    )

<b>Your child's name:</b>	<b>Class:</b>
<b>Name of Parent(s)/Guardian(s):</b>	<b>Contact Details:</b>
<b>Address:</b>	<b>Tel No:</b> <b>Mob No:</b> <b>Fax No:</b> <b>Email:</b>
Venue of Visit:	Duration Dates: From: To:
Departing From:	Departure Time:
Returning to:	Return Time:
Description of Transport:	Cost payable in advance/in arrears:
Name of Group Leader:	Contact Details:
Names of Accompanying Adults:	Size of Party:  Boys:  Girls:

I/We, the undersigned CONSENT to my/our child taking part in the visit described above at the cost indicated and return my/our payment herewith.

I/We declare and agree individually/jointly that:

1. *Transport:* I/We consent to our child travelling by hired coach or any form of public transport /or in a motor vehicle driven by the Group Leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.
2. *Health:* I/We certify that to the best of my knowledge and belief our child is in good health. I/We am/are aware of no reason on medical grounds why our child should not be a member of the party for this visit. I/We confirm that the information entered on the latest School Medical form is current and up-to-date.
3. *Accident/Illness:* I/We consent to all emergency or other medical or dental treatment including general or local anaesthetic, surgery or blood transfusions, which, in the opinion of a qualified medical practitioner, are necessary for the safety and well-being of our child. I/We hereby authorise the accompanying staff on this visit to consent to such medical treatment which, in the opinion of a qualified medical practitioner, may be necessary for my/our child.

4. *Personal Effects of our child:* I/We acknowledge that our child, at specific times during the visit will be responsible for the safety of his/her own money and personal effects at specific times during the visit. I/We will not hold the School responsible for losses unless caused by the negligence of the School.
  
5. *Unforeseen Costs and Liability:* I/We understand that circumstances could arise in which the School or a teacher personally incurs unforeseen cost arising out of our child's medical or welfare needs or arising out of deliberate or accidental acts or omissions on the part of our child (alone or with others). I/We understand that not every cost or liability will be covered by insurance and that there may be an uninsured excess.

I/We agree, as a condition of our child being allowed to go on this visit, that all such costs and liability to the extent occasioned by any genuine need or cause or contributed to by the deliberate act or default of our child will be added to my/our school fees and will be payable by me/us, except where caused by the negligence or other wrongdoing of the School or its staff.

**Consent Declaration**

I/We will ensure that any changes in the circumstances which may affect my/our child's participation in the visit will be notified to the school prior to the visit.

I/We have noted where and when the pupils are to be returned, and understand that it is my/our responsibility to collect my/our child and take him/her home from there onwards.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM 9**

Dear

Thank you for agreeing to accompany the school visit to.....on  
.....

As I am sure you will appreciate, adults accompanying any group of pupils on a school visit have a considerable responsibility for ensuring that the welfare and safety of the pupils are safeguarded at all times. A copy of guidelines for parents accompanying a visit is on the back of this letter.

I should be grateful if you would ensure that you follow all instructions given by the group leader who, on this visit, will be..... She will supply you with all relevant information relating to the arrangements and your specific duties on this particular visit.

If you have any queries, please do not hesitate to speak to .....

Thank you again for your offer to help.

Yours sincerely

Pam Simmonds  
Headmistress

## FORM 10

### **SCHOOL GUIDELINES FOR PARENTS ACCOMPANYING SCHOOL VISITS**

#### **Please make sure:**

- That you make regular headcounts of your group
- That you know the children in your group by sight and that they know you
- That you understand from the teacher in charge of the outing what is required of you
- That your own group is near you at all times
- That your eyes are on your group at all times and that the children do not run around
- That you do not become involved in conversation with another adult that could distract your attention from your group, even for a few seconds
- That you check the children in your group at regular intervals to make sure that no-one is lost or lagging behind

#### **Please encourage your group:**

- To walk with a partner, but to be prepared to go in single file if necessary
- To watch out for pedestrians and, if in a public place, for other people and visitors
- To look ahead and watch where they are going
- To wait as a group at the kerb for the leader, to look right and left individually; not to cross the road until instructed by the leader
- To look after their own belongings and not to drop litter
- Not to make excessive noise

#### **Coach Travel**

- Adults should sit near their own group so that leaders are spread out
- Children should not run around the coach or stand on the seats
- Children should wear their seatbelts at all times
- Children should not sit in the front seats or on the middle seat at the back
- Some coach companies will not allow eating or drinking on the coach.

## FORM 11 EMERGENCY ACTION LIST

STEP	CHECKLIST	COMPLETED
1	Establish the nature and extent of emergency.	
2	Account for all other members of the party and ensure they are safe	
3	If there are injuries, immediately establish their extent so far as possible, and administer appropriate first aid.	
4	Establish the name(s) of the injured and call whichever emergency services are required.	
5	Advise other party staff of the incident and that the emergency procedures are in operation.	
6	Ensure that an adult from the party accompanies casualties to hospital.	
7	Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.	
8	Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.	
9	Control access to telephones UNTIL CONTACT IS MADE WITH HEADMISTRESS, emergency contact point or designated senior member of staff and until he or she has had time to contact those directly involved.	
10	Complete details <b><u>on the back of this form</u></b> as soon as possible	
11	Record on separate sheets details of conversations with people involved in the incident either as victim, witness or emergency assistance.	

OTHER RELEVANT INFORMATION i.e. names of other persons involved

12	<b>Record full details of the incident:</b>	
	Name(s) of those involved directly in the incident:	
	Date and time of the incident:	
	Nature of the incident:	
	Location of the incident:	
	Action taken so far:	
	<b>FORM COMPLETED BY:</b>	
	<b>POSITION:</b>	
	<b>DATE:</b>	

**EVALUATION OF THE VISIT**

## TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE

Class/es:			
Group Leader:			
Number in Group:	Boys:	Girls:	Adults:
Date(s) of Visit:			
Purpose(s) of Visit:			
Venue:			
Commercial Organisation (if applicable):			

**Please comment on the following features:**

	Rating out of 10	Comment
1. Venue's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		
7. Accommodation (if applicable):		
8. Food (if applicable):		
9. Evening activities (if applicable):		
10. Courier/Representative:		
11. Other comments and evaluation including 'close calls' not involving injury or damage:		

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Group Leader's full name:** \_\_\_\_\_

To be detached and completed after all ventures and logged in the School's central records.

**FORM 12**

# OAKLANDS SCHOOL – APPROVAL REQUEST ADVENTUROUS, INTERNATIONAL AND RESIDENTIAL VISITS

Phone ..... Fax .....

Name of Party Leader .....

Name/s of accompanying staff .....

### Visit Details

Area to be visited ..... Date of visit .....

Purpose of visit .....

Please attach a programme detailing the main activities and events on your visits

### Emergency Home Contacts

Name..... Phone..... Mobile.....

Name..... Phone..... Mobile.....

### Adventurous Activities

Please list names of school staff who are delivering adventurous activities (if applicable)

Name..... Activity..... Qualification.....

Name..... Activity..... Qualification.....

### Adventurous activity/accommodation provider details

Name of Centre..... Phone..... Fax.....

Address .....

Name of Manager .....

### Travel Arrangements

Please list the types of vehicles used during the visit .....

(please ensure that you have completed a minibus risk assessment form if applicable)

### Insurance Details

Please provide your travel insurance details:

Insurer ..... Policy Number .....

### Group Information

Number of young people: Age/Year Group..... Male..... Female.....

Number of leaders: Qualified Teacher Male..... Female.....

Employed Assistants Male..... Female.....

Parents/Helpers Male..... Female.....

Please give details of any special needs of those on the visit:.....

.....

Educational Visits Coordinator Signature ..... Date .....

Headmistress's Signature ..... Date .....

# FORM 13

## ACTIVITY PROVIDER PRELIMINARY RISK ASSESSMENT ANALYSIS

<p>The questions below are intended to assist the School in complying with their legal duty to assess hazards and risks to pupils whilst under their control. Please give detailed answers to all questions so that the school activity organiser can assess whether a pre-activity site visit is required. Negative answers may not mean the venue is unsuitable only that additional supervision, equipment, etc. will be needed by the School.</p>		
1	If your facilities are supplied in return for payment do you have a license as required by the Adventure Activities Licensing Regulations 1996?	<b>Yes/No</b>
2	Does the activity centre have a written safety policy document? (send the Activity Centre 'General Statement of Safety Policy' with reply)	<b>Yes/No</b>
3	Does the centre operate a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for the safety and welfare of participants are competent to undertake the duties to which they are assigned? (Staff competence includes personal qualities and communication skills, as well as appropriate technical skills, experience and qualifications in the activities which they supervise or instruct)	<b>Yes/No</b>
4	Are all reasonable steps taken to check all staff for relevant criminal history and any involvement in civil actions for damage or negligence?	<b>Yes/No</b>
5	Does the centre maintain a clearly defined authority and chain of responsibility for each programme or activity, and have in place a well understood system of reporting and accountability, which is set out in writing or in diagrammatic form? (send example with reply)	<b>Yes/No</b>
6	Does the centre identify in the chain of management responsibility the key person or persons responsible for the supervision of staff leading activities?	<b>Yes/No</b>
7	Do the staff who are identified as having any level of management responsibility for a particular programme possess the competencies, qualifications and/or experience required for the discharge of this responsibility?	<b>Yes/No</b>
8	<p>Does the centre maintain written local operating procedures/safe systems of work for each programme or activity offered ? (send examples)</p> <p>a) Are these appropriate to the site or range of sites used and the level at which activities are undertaken?</p> <p>b) Do operating procedures define the method of carrying out the activity and competencies, qualifications and/or experience required of staff undertaking different level of responsibility within the programme?</p> <p>c) Do operating procedures conform to the National Governing Body guidelines where these are relevant to the safe conduct of the activity at the level being undertaken?</p>	<p><b>Yes/No</b></p> <p><b>Yes/No</b></p> <p><b>Yes/No</b></p>
9	Are centre staff competencies confirmed by possession of National Governing Body (NGB) qualifications, where appropriate? In the absence of NGB qualifications, is staff competent in activities within the remit of a recognised NGB, assessed to the satisfaction of persons appropriately qualified with the NGB to undertake this role? (Please list names and qualifications of instructors likely to be involved with school pupils)	<b>Yes/No</b>



# FORM 14

## ACTIVITY PROVIDER PUPIL ACCOMMODATION CHECKLIST

To be completed by the potential providers of accommodation for school pupils as part of an outdoor education activity. Any negative answers will not necessarily mean the accommodation will not be suitable.

**NAME AND ADDRESS OF ACCOMMODATION**

Question	Yes/No	Comments
Are there separate male and female sleeping areas for mixed groups?		
Is there one bath or shower (with H&C) for every 15 people?		
Is there a washbasin (with H&C) with mirror for every 10 participants in close proximity to sleeping areas?		
Does the accommodation have adequate heating facilities?		
Do all sleeping areas have at least one external window providing adequate ventilation?		
Are all sleeping areas adequately lit?		
Do all bedrooms and bathroom windows have opaque blinds, curtains or the equivalent?		
Are there at least 30" between each set of bunks and adequate circulation space to allow for easy access to all facilities in one room?		
Is there adequate provision for the storage of clothes, rucksacks and other outdoor equipment?		
Is there provision for luggage storage?		
If applicable, is there a separate room available for the storage of special clothing and equipment?		
Are there any facilities for washing clothes in the accommodation?		
Is there provision for drying clothes?		
Is there adequate provision for safekeeping of valuables?		
If necessary would there be provision for a sick/infirm participant to stay in the accommodation during the day?		
If food is provided could you make arrangements for any pupils with special diet requirements?		
Has your chef obtained an accredited Food Hygiene Certificate? (give details)		
Is the accommodation registered with the Local Authority?		
Has it been inspected by the Local Authority in the last 12 months		
Are fire regulations fully observed and a fire safety		

emergency plan in place?		
Is there a fire alarm with suitable smoke/heat detectors fitted?		
How often is the alarm tested?		
Is there a general area where pupils can meet during the evening/morning?		
<b>OTHER RELEVANT DETAILS:</b>		
<b>FORM COMPLETED BY:</b>		
<b>DATE:</b>		
<b>FORM CHECKED BY:</b>		
<b>JOB TITLE:</b>		

# FORM 15

## Consent of Parent/Guardian to School Visit involving Overnight stay and/or adventure based activities

This form must be returned to (                    ) by (                    )

<b>Your child's name:</b>	<b>Class:</b>
Name of Parent(s)/Guardian(s)	Contact Details:
Address:	Tel No: Mob No: Fax No: Email:
Venue of Visit:	Duration Dates: From: To:
Departing From:	Departure Time:
Returning to:	Return Time:
Description of Transport:	Cost payable in advance/in arrears:
Description of Accommodation (if applicable)	
Name of Group Leader:	Contact Details:
Names of Accompanying Adults	Size of Party  Boys:  Girls:

I/We, the undersigned CONSENT to my/our child taking part in the visit described above at the cost indicated.

I/We declare and agree individually/jointly that:

1. *Transport:* I/We consent to our child travelling by hired coach or any form of public transport or in a motor vehicle driven by the Group Leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.
2. *Health:* I/We certify that to the best of my knowledge and belief our child is in good health. I/We am/are aware of no reason on medical grounds why our child should not be a member of the party for this visit. I/we have completed the attached Medical Information Form accurately and to the best of my/our knowledge.

3. *Accident/Illness:* I/We consent to all emergency or other medical or dental treatment including general or local anaesthetic, surgery or blood transfusions, which, in the opinion of a qualified medical practitioner, are necessary for the safety and well-being of our child. I/We hereby authorise the accompanying staff on this visit to consent to such medical treatment which, in the opinion of a qualified medical practitioner, may be necessary for my/our child.
4. *Personal Effects of our child:* I/We acknowledge that our child, at specific times during the visit will be responsible for the safety of his/her own money and personal effects at specific times during the visit. I/We will not hold the School responsible for losses unless caused by the negligence of the School.
5. I/We understand that if our child has been exposed to any infectious diseases or is showing any symptoms of illness then the School may require, as a condition of the child joining the visit, that he or she be examined by a doctor and certified fit for travel.
6. *Swimming and other activities:* I/We certify that our child \*is/is not a competent swimmer. (Please delete one) I/We agree to my/our child taking part in any/all of the activities (where applicable) planned during the visit.
7. *Unforeseen Costs and Liability:* I/We understand that circumstances could arise in which the School or a teacher personally incurs unforeseen cost arising out of our child's medical or welfare needs or arising out of deliberate or accidental acts or omissions on the part of our child (alone or with others). I/We understand that not every cost or liability will be covered by insurance and that there may be an uninsured excess.

I/We agree, as a condition of our child being allowed to go on this visit, that all such costs and liability to the extent occasioned by any genuine need or cause or contributed to by the deliberate act or default of our child will be added to my/our school fees and will be payable by me/us, except where caused by the negligence or other wrongdoing of the School or its staff.

**Consent Declaration**

I/We will ensure that any changes in the circumstances which may affect my/our child's participation in the visit will be notified to the school prior to the visit.

I/We have noted where and when the pupils are to be returned, and understand that it is my/our responsibility to collect my/our child and take him/her home from there onwards.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

I, the above named child promise to observe the rules governing behaviour, reporting and dress on this visit and also the School Rules (where applicable). I will do my best to ensure the safety of myself and other members of the party. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the child: \_\_\_\_\_

Year Group: \_\_\_\_\_

# FORM 16

## Medical Information Form

It is essential that this form is completed accurately in the interests of your child's safety. All information will be treated with confidence.

<b>Child's Full Name</b>	
National Health Number	
Doctor's Name	
Address	
Doctor's telephone number	
Parental Home telephone number	
Mobile Numbers	Mother:   Father:
Emergency telephone number:	
Special Dietary requirement	
Special Medical Needs	
Allergies to any drugs, materials or foods (please give details)	
Does the child have any prescribed medication?	
Please give details	
Please give details of any other medical matters that may be of relevance in a covering letter and attach it to this form	

# FORM 17

## PERMISSION TO ADMINISTER MEDICINES

**Pupil's Name:** ..... **Date of Birth:** ..... **Age now:** .....

Parents'/ Guardians' Contact Numbers:

Daytime: ..... Evening: ..... Weekend: .....

G.P's Name: ..... G.P's Telephone No: .....

### MEDICATION TO BE ADMINISTERED

Name of Medication	Dosage	Taken for?

### NOTICE

- Parents will:
  - seek medical advice and inform the Head in writing as to the method of administration, the frequency and dosage of the medication, and whether the pupil is to self-administer the medication;
  - supply the required medication to the Head and immediately inform the Head in writing of any changes in the medication;
  - indemnify the School (except if the School is negligent) against any claim made by a third party resulting from the administration of the medication.
- The School will use reasonable skill and care, having regard to the age of the pupil and the nature of the medication, in relation to the supervision of the pupil's medication but shall not, unless negligent, be liable for injury to or the death of the pupil resulting from the administration of the medication.
- The School reserves the right, upon written notice specifying a reason, to cease its involvement in the pupil's medication arrangements.

BOTH PARENTS TO SIGN BELOW AND RETURN THE FORM TO THE SCHOOL:

Signed:..... Signed: .....

Relationship to pupil: ..... Relationship to pupil: .....

Date: ..... Date: .....

# FORM 18

Dear Parents

During the academic year your child may be making visits to local places as part of their National Curriculum studies such as:-

- Library
- Places of worship
- Environmental Centres
- Forests – (organised by Epping Forest Centenary Trust staff)
- Shops
- Lopping Hall
- St Mary’s Church

These visits do not require a coach journey.

We would therefore be grateful if you could complete the consent form below giving your permission for your child to participate in all these off-site activities. You will still be notified by letter with the details of each visit. Please return the form to your child’s form teacher.

Yours sincerely

Pam Simmonds  
**Headmistress**

✂.....

## Oaklands School - Off-Site Permission Slip (Local Area)

Child’s Name: \_\_\_\_\_ Child’s Form: \_\_\_\_\_

- I give permission for my child to make local visits.
- I can confirm that the medical information previously provided on the School Medical Form is correct and up-to-date.
- I can confirm that the contact and emergency numbers held on the school database are correct.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date