



Off-Site Visits Policy

Reviewed: April 2018

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Next Review: April 2020

Introduction

Visits and adventurous activities are an essential part of a student's development, helping them to learn about assessing and managing risk, and to gain skills in leadership and team working. They also build self-esteem and allow students to encounter a range of normal social experiences.

This policy outlines The Watford UTC arrangements for organising trips and off site visits for students.

This policy forms part of the UTC's arrangements for managing health and safety risks and complying with health and safety law. The Principal has a duty to ensure it is implemented.

Forms and sources of further information can be found in the Shared area/Trips/ Protocols for Booking Trips and Visits. They are also available from the Offsite Visits Coordinator (EVC).

Within this policy the following definitions will be used:

Visits: Includes trips, holidays, and adventurous activities taking place away from the establishments' normal location.

Visits Co-ordinator (EVC): A competent person appointed by the Principal, to assist in the planning and management of visits. The (Educational) Visits Co-ordinator must have attended the Offsite Visits Management Course.

Group Leader:

The person who is in-charge/responsible for and present at the visit. Leadership can be delegated, but line of command and responsibilities need to be clearly defined.

Assistant:	Someone who has been given responsibility for the safety and well-being of a group of children.
Other Staff:	Those staff on the trip who are employed by Watford UTC.
Students:	Includes children and young people participating in the visit.
Parent:	Includes anyone with parental responsibility for the child or young person. This will either be the mother, father (if married to the mother) or someone who has been given parental responsibility by court order or agreement (ratified by the court).
Adventurous Activity:	Includes the core activities defined in the Adventure Activities Licensing Regulations 1996 (climbing, caving, remote trekking, waterborne activities) and other activities that present hazards over and above those in everyday life. Such activities would normally require supervision by a competent person with specialist skills in the activity.

1. Legal Framework and Responsibilities

1.1 Legal Framework

Under the Health and Safety at Work Act 1974, the governing body of the Watford UTC, as employer, has a duty to ensure, so far as is reasonably practicable, the health and safety of their employees and others affected by their work activities. This includes participants in off site visits.

The governors are also required, under the Management of Health and Safety at Work Regulations 1999, to:

- assess risks arising from activities;
- implement suitable control measures;
- provide information, training and supervision;
- monitor their arrangements for controlling risk.

Although the ultimate responsibility for health and safety rests with the governing body, specific tasks are delegated to individuals as defined in this policy.

This policy outlines the responsibilities of those involved in the organisation of visits, standards of competence and the arrangements for assessing risk and implementing suitable control measures. It also outlines how the governing body will monitor the arrangements.

The Principal and employees involved with organising or supervising visits also have a legal duty to take reasonable care of their own and others' health and safety and to co-operate with the governing body to enable it to meet its health and safety responsibilities. This will be achieved through complying with the policy and following the associated guidance.

1.2 Duty of Care

Teaching staff owe a duty to take reasonable care for the safety and welfare of students whilst students are involved in school activities or are present for the purposes of a school activity. The duty is to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken.

In discharging their duty of care responsibilities, teaching staff must exercise their professional judgement to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities.

When non-teaching staff, volunteers and external providers agree to perform tasks that require them personally to care for Students (in the absence of a member of the teaching staff), they will also owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.

2. Responsibilities

2.1 Governing Body

The Governing Body must:

- ensure that the UTC is following the policy and guidance on visits;
- check that those organising visits have the required level of competence for the type of visit;
- check proposals for certain types of visit, including those involving an overnight stay or travel outside the UK. Where necessary seek further specialist advice;
- check that the Principal can demonstrate that their plans:
 - comply with the School's safety policy;
 - have specific and clearly stated educational objectives;
 - include reasonable measures to include those with special needs;
 - are provided early, to allow plenty of time for pre-visits etc. (Complex ventures may require up to 2 years planning).

- ensure that those organising visits have sufficient support, time and resources to fulfil their responsibilities;
- be aware that their role is to ask questions, not to advise or become directly involved in risk assessments.

It is not expected that governors should check arrangements for every visit. Section 6 details the kind of monitoring checks that should be carried out.

2.2 Principal

The Principal has overall responsibility for the safety and management of trips.

2.3 The Educational Visits Coordinator (The EVC)

The Educational Visits Coordinator (The EVC) has overall responsibility of the operational and day to day management of trips and must ensure that:

- they comply with the UTC's policy and associated guidelines on school visits and other relevant policy documents (e.g. those covering use of minibuses, critical incidents etc.);
- they, and other staff involved in organising or supervising the visit, have the required level of competence. This should take account of their supervisory ability and their competence in relation to the specific activity;
- sufficient time and resources are allocated to the planning stages;
- sufficient time and resources are allocated to meeting identified training needs including attendance at courses run by HCC CSF;
- a full risk assessment has been carried out and suitable control measures are in place; - this should be based on a knowledge of the location/centre where the activity will take place;
- where required by the policy, only activity providers who are licensed for adventurous activities and/or accredited under non-statutory schemes are used and that the safety arrangements of other providers (e.g. farms, museums) are assessed prior to use;
- that arrangements are in place for the governing body to be informed of non-routine visits in good time, so that questions can be asked;
- child protection procedures are in place;
- all necessary actions have been completed before the visit begins;
- suitable emergency arrangements are in place, including ensuring a contact with the Principal to make decisions, is available at all times;
- visits are monitored and evaluated, to inform operation of future visits, future training needs etc.;
- they comply with the arrangements in this policy to enable CSF to monitor visits.

The Principal may delegate these tasks to a competent educational visits coordinator (EVC), however ultimate responsibility remains with the Principal.

2.4 Group Leader

Group Leaders on visits act as employees of the governing body, whether the visit takes place within normal hours or outside those hours, by agreement with the Principal and/or governors.

Group leaders have specific responsibilities relating to the organisation of the visit. Adult volunteers, students and parents/carers should also be made aware of their responsibilities during visits.

Group Leaders must do their best to ensure the health and safety of everyone in the group as they have a duty of care to the students in their charge. These, and staff dealing with students with additional needs (SEND), owe a higher duty of care than parents due to their specialist knowledge and training.

They should:

- give instructions to students, trip assistants, parents and control the group;
- where appropriate stop the visit or activity, if they think the risk to the health and safety of the students in their charge is unacceptable.

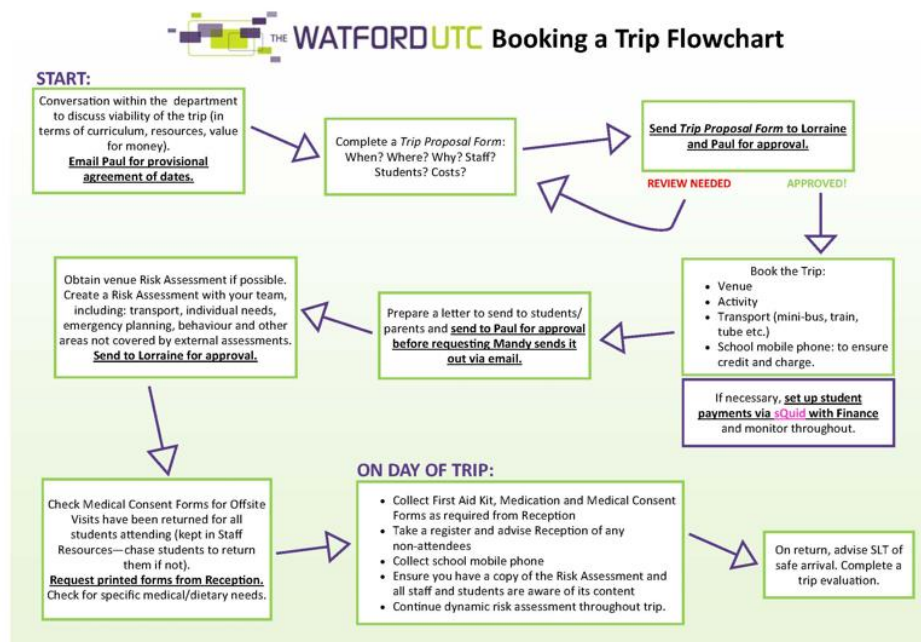
2.5 Trip Assistant

The Trip Assistant should work with the group leader and team to assist with the safe practice and operational logistics of the trip.

3. Arrangements

3.1 All visits must be authorised by the Principal.

3.2 The following flowchart shows the process for booking a trip. See the appendices for approvals and documents that must be in place. Booking a Trip flowchart see Appendix A.



4. Training and Competence

4.1 Education Visits Co-ordinators

The EVC will be trained on the Offsite Visits Management courses. These courses are provided to ensure that Watford UTC meets its legal duties with respect to health and safety training and that managers fully understand CSF's procedures and requirements with regard to offsite visits.

The Educational Visits Co-ordinator from the UTC must have attended the CSF Offsite Visits Management Course. Watford UTC runs an annual CPD training session and a mentoring programme for all staff to participate in trips and be competent in running their own trips.

4.2 Visits Organisers/Group leaders/Assistants

Those leading and organising or assisting visits must be competent to do so. The Principal or Visits Coordinator must assess competence, taking account of their staff's ability to lead, manage and control the students partaking in the visit. Competence on specific activities may also be necessary, as well as knowledge of the venue being visited.

Adventurous Activities

If the School is leading an adventurous activity, the Principal must ensure that the group leader and other trip assistants are suitably competent to lead or instruct the students in the activity,

bearing in mind that some students may be novices. Where there are concerns regarding the competencies/experiences of instructor's external advice will be sort.

Other Areas

Staff competence in first aid, minibus driving, life-saving etc. may also be needed, depending on the activity. Group leaders and assistants will also require induction training prior to a specific visit. Training requirements in these areas should be identified as part of the risk assessment process.

5 Risk Assessment

5.1 Risk assessment and risk management

Risk assessment and risk management are legal requirements. The risk assessment for visits involves the careful examination of what could cause harm during the visit, the risk of that harm and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by all those involved.

Risk assessments should explicitly cover how special needs (e.g. educational, medical) are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of emergency/contingency measures.

The content of the risk assessment will be appropriate to the trip but should include assessments for:

- Means of transport
- Activities
- Venue
- Individual needs
- Ongoing (Active risk management that takes place as the visit unfolds).

In addition to the above, ***individual risk assessment*** of students whose vulnerability, behaviour or other factors may put them or others at greater risk should be carried out. This should normally form part of their existing care planning process.

Visit/Site Specific: Will differ from place to place and group to group. The group leader organising visits is responsible for carrying out visit /site specific risk assessments with the team. The Educational Visits Coordinator will ensure an adequate risk assessment is carried out. The

risk assessment must be submitted by the group leader to The Educational Visits Coordinator at least 4 weeks prior to the visit.

Ongoing/Dynamic Assessment: There is an expectation the group leader will reassess risks while the visit is taking place, making judgements and decisions as the needs arise.

5.2 Guidance on writing your trip risk assessment

All staff will be provided with appropriate induction and training to ensure the appropriate guidance and procedures for staff are in place before planning and taking a visit.

Initially, walk through the procedure (the visit/activity) in your mind's eye and note down the sequence of events that has to take place.

Make sure you always involve other people in the assessment to help you.

Risk assessments need to be completed on the standard form.

Check against the generic risk assessments for activities, accommodation and travel to see whether you consider if it covers all that you have noted. If it doesn't, write down on the risk assessment form the trip specific additional hazards for these areas along with the controls.

Check with school data on specific hazards and controls for individuals as well as identifying procedures for covering medical or emergency arrangements then add these to your assessment form.

Review the information regarding sites that host visits such as venue visitor assessments. The information will assist you to identify any particular hazards arising from using the venue.

External venues may be well-frequented and documented through other routes, such that highly relevant information is readily available from those who already have experience of the site or even from the site operators themselves. In fact, any available pooled information is likely to be the most valuable starting point when considering an appropriate venue.

If possible, obtain a copy of a risk assessment carried out by the venue proprietors that addresses the hazards, risks and precautions related to visitors and, ideally, young people. This should certainly be available from most good venues.

If no venue assessment is available, then if at all possible (and if considered important), try and arrange a pre-visit to a venue or location in order to establish any other issues that need to be included. At the very least, try and consult another colleague or establishment who may have visited on a previous occasion and/or speak to someone appropriate at the venue to help establish facts.

Once you have collated these assessments ensure that you have detailed any additional precautions needed, either for the generic or for those hazards identified as trip specific.

Check that the controls and precautions identified are sensible, workable and true. It may turn out that the generic assessment has idealistic precautions that in fact are not exercised and are therefore not in place, so be honest. Check that they are in place if in doubt.

Remember that supervision is a common control, so if you use this then ensure that you have appropriate number of staff with suitable experience or training.

It's perfectly reasonable to formally add to or amend a generic risk assessment to include those 'new' risks you have identified in order that future similar trips and activities are made easier.

Furthermore, following any visit, feedback will enable existing risk assessments to be reviewed and updated if need be.

Nearly all controls and precautions required to reduce risk to 'as low as reasonably practicable' will require good management and sound health and safety systems in order to be effective. It is important to ensure that the measures to reduce risk that you have stated on the risk assessment form are workable and firmly in place and not merely idealistic.

Remember: If it is on the risk assessment form it must be in place.

6 Monitoring & Evaluation

6.1 The following arrangements must be in place to ensure that visits and the arrangements for organising them are effectively monitored. Meet with the team to evaluate the trip. The minimum requirements are to review the safety (including near misses), suitability for curriculum and logistics of the trip. Report back to the EVC and update risk assessment if appropriate.

6.2 Governors

Regular review of the school's procedures for visits to ensure they comply with the policy. This may include checking paperwork during inspections and/or requesting annual reports from the Educational Visits Co-ordinator.

Governors may also request that they be informed of specific types of visit well in advance, so that they can check specific arrangements.

7. Emergency procedures and guidance

Emergency procedures are an essential part of planning a trip or fixture and should be included as part of your risk assessment and trip documentation.

An emergency is difficult to define. It may be a fracture, food poisoning, an illness requiring immediate medical treatment or a fatality. It may on the other hand be missing participants who are soon found, or a coach crash in which no serious injuries are sustained. The following notes are for guidance.

The procedures listed will not all apply to all emergencies.

1. Assess the nature and extent of the emergency
2. Make sure all other group members are safe from danger and are looked after
3. Render first aid and attend to any casualties
4. Call the emergency services required. As a minimum you will need to know:
 - a. Precise location
 - b. Description of the accident
 - c. Number of casualties
 - d. Nature of injuries
 - e. Total number in the party
 - f. Your telephone number
5. Contact your designated emergency contact at Watford UTC with the details listed in 4. and:
 - a. Names and telephone number if necessary of individuals involved
 - b. Names of other members in the party
 - c. Action taken so far
 - d. Action to be taken and by whom
 - e. Telephone numbers for on-going future communication.
6. Where involved, the police will take any statements.
7. An adult from the party should accompany any casualties to hospital where physically possible.
8. Supervise and support the remainder of the group and arrange with the emergency contact for their return to your base or home.

9. Arrange for one adult to remain at the incident site to assist/liase with the emergency services if possible.
10. Write down all relevant details whilst still fresh in your memory. Other individuals may be asked to do the same. A record should be kept of names and addresses of any witnesses. Keep any equipment involved in its original condition. If possible, do not disrupt the scene of the incident until a full investigation has been completed.
11. Restrict access to a telephone until you have informed the emergency contact and there has been sufficient time for him/her to contact those directly involved.
12. Legal liability should not be discussed or admitted.
13. Complete and forward all accident forms and reports to your Programme Manager.

The designated emergency contact will contact The Principal immediately and/or the school and will form a response team as required to support and control any incident and identify actions required.

All enquiries from the press must be directed to The Principal.

The designated emergency contact will arrange to contact parents/carers of those involved as soon as possible.

The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

In the event of notification of an emergency, the group leader will contact The Principal.

8. Terrorism

General considerations for all visit types

- Stay alert to local and national news before and during
- Stay away from visits to religious or political venues and events that could be considered higher risk
- Assess the needs of SEND students and their ability to react and respond to dynamic situations
- Provide contact details of visit leaders for parents to contact during the trip
- Remind students to remain vigilant and alert, reporting anything suspicious to leaders
- Remain alert to more 'usual' crime since this remains far more likely than terrorism

- Brief participants in advance that if they are caught up in a security situation, that they should try and get away as quickly but safely from the immediate vicinity as possible, leaving baggage or other belongings behind
- Brief participants in advance to follow instructions of police or security forces at all times, being mindful that they may be armed and appear more intimidating than they are used to. Officers might be extremely forceful, direct and may even point weapons directly at them and others
- Brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident so it is additionally important to designate a meeting location.
- Data based communication services such as WhatsApp might work even when voice calls don't so consider setting up a trip-specific WhatsApp group for communicating in an emergency
- The group leader should carry a team list with all participant details, including medical conditions and next of kin noted
- Tell students that if they are separated, to ask for assistance from a police officer or other security official and state that they are a part of a school group.
- Be additionally vigilant in crowded places such as shopping malls, travel hubs and sports stadia

In the event of a security incident on visit

- If groups are caught up in a security incident, Leaders should attempt to keep everyone together whilst moving away as quickly as possible. Keeping together may be difficult and is ultimately less important than speed of action and staying safe. Staying low and even better, moving away whilst behind solid objects such as concrete barriers or buildings (as opposed to just parked cars) will provide good protection
- Once accounted for, it may seem obvious to try and travel from the town or venue as soon as possible. If this involves public transport, it may not be the best option as some terrorist organisations plan secondary attacks that specifically target transport hubs
- The Group Leader should notify the home contact as soon as practicable, noting the known whereabouts of all members
- Advise The Principal as soon as possible so that a communication focal point can be set up for receiving next of kin and students upon return in schools.
- Arrange the group's return transport when the situation is sufficiently secure to do so. In schools, parents should collect their children from school rather than travel to the incident location
- Schools should communicate with parents using their normal methods where possible, including email and secure website areas

Additional UK visit considerations

- Research the venue/s to avoid occasions when large crowds are likely or political demonstrations are planned in the area
- Liaise with venues in advance to understand their own security arrangements for school groups and any individual events
- Stay alert to local and national news, especially for any changes to official UK security threat levels

Additional overseas visit considerations

- Research and adhere to the Foreign Commonwealth Office (FCO) advice for the country being visited, noting any specific advice for cities or areas or via Twitter *@FCOtravel*
- Subscribe to updates for the country and carry a smart phone or tablet that can access these updates whilst overseas
- Remember to do the same for any countries that are being transited
- Confirm with insurers that they will cover costs resulting from acts of terrorism, including medical care, repatriation and cancellation/curtailment. Consider adding this cover if possible as it is often an exclusion on non-specialist travel insurance
- Tour operators should describe their own risk assessment and arrangements following terrorist threats and acts, including the possibility for changing destinations even if FCO advice has not changed (to specifically advise against travel)
- Scan copies of passports, visas and travel insurance details and save these onto a secure cloud-based storage system in case of lost documents following an incident.
- Avoid political or religious celebrations / demonstrations or venues. Contact embassies or high commissions in advance of any proposed visits to these locations
- Avoid locations that are synonymous with Western or European tourism if possible – especially popular bars, cafes, luxury hotels or restaurants. Rural and small towns generally attract a lower risk of terrorism than cities and principal tourist attractions
- Enforce student awareness to cultural sensitivities, clothing and behaviour
- Student behaviour and overall group presence and posture should be conservative and not draw additional attention
- Comply with instructions from legitimate security forces and officials. If Leaders are unsure of their credibility and time is available, seek advice from the Embassy or High Commission by telephone
- Check with your mobile telephone operator before departure to confirm that international roaming and data services are enabled
- Groups leaders should carry a suitable first aid kit at all times, and also carry water purification tablets
- Notify your travel insurance provider as soon as possible if directly affected by terrorism and request repatriation assistance as soon as it is safe and secure enough to do so. The embassy will take a direct role in assisting British nationals and will in most circumstances also assist other passport holders if they are students at a British school. Consular assistance to school groups will normally be prioritised over adult tourists

9. Accident Reporting

9.1 Accidents and incidents do and will continue to happen on trips and fixtures by the very nature of the activities undertaken. Fortunately, they are rare and usually not that serious.

It is imperative that all accidents or significant near misses are reported, firstly because it is a legal requirement and the accident form may be used as evidence and secondly because an investigation into the underlying cause could help prevent further harm from occurring. Remember reporting an incident is not a sign of negligence.

Accidents that occur off-site should be recorded using an accident report form.

If the accident happens at a third party venue the following steps should be taken:

- Enter the details in the accident book of the provider
- Obtain a copy of the accident book and attach to a completed Accident Report Form
- Record near misses, or near accidents in the same way and this will be used by the group leader as part of the evaluation form that is completed after the trip when the risk assessment would also be reviewed

9.2 RIDDOR

Certain more serious injuries, such as a broken limb, certain infectious diseases and conditions like carpal tunnel syndrome must be reported to the Health & Safety Executive via RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). The Nominated Person for Safety will be able to assist staff with the forms should a member of staff or a participant in their care suffer such an incident.

10. Insurance

The Principal will ensure that, well before the departure date, there is adequate insurance cover for the visit, taking account of the activities being planned. Insurance policies are legal documents. They will impose conditions, limit the cover, and exclude certain people or activities. Insurance companies/travel firms can advise on particular types of insurance. However, the following are examples of cover which may be appropriate to many types of visits:

- Employers' liability
- Public liability;
- Personal accident cover for teachers/staff/other adults and children;
- Cost of medical treatment.

11. Providers/Contractors

The Principal will ensure that checks are made on the health and safety competence of providers. This involves checking their safety policy, standards of competence and risk assessments.

The use of providers that are licensed for adventurous activities and/or accredited under non-statutory schemes does not replace the need for the Principal to carry out a thorough risk assessment, based on knowledge of the location.

12. Agencies

Where visits are carried out in partnership with or through other agencies which may have their own guidelines, there must be an agreement to follow whatever guidelines are considered to achieve the higher level of safety. If the agency does not have their own guidelines, this policy and guidance must be adhered to.

13. Supervision and Child Protection

The Principal will ensure that supervision levels for the visit are adequate, taking account of the nature and age of the group, proposed activities, child protection arrangements and any individual care plans. Risk Assessment may identify that a higher level of supervision is appropriate.

The Principal will also ensure that providers, agencies or volunteers who will have regular contact with students (e.g. through overnight visits) or will be supervising children alone have been checked by the Disclosure and Barring Service.

14. Entitlement & Charging

The Watford UTC advocates that off site visits and enrichment excursions offer potential to support learning, raise aspiration, and broadly benefit personal development.

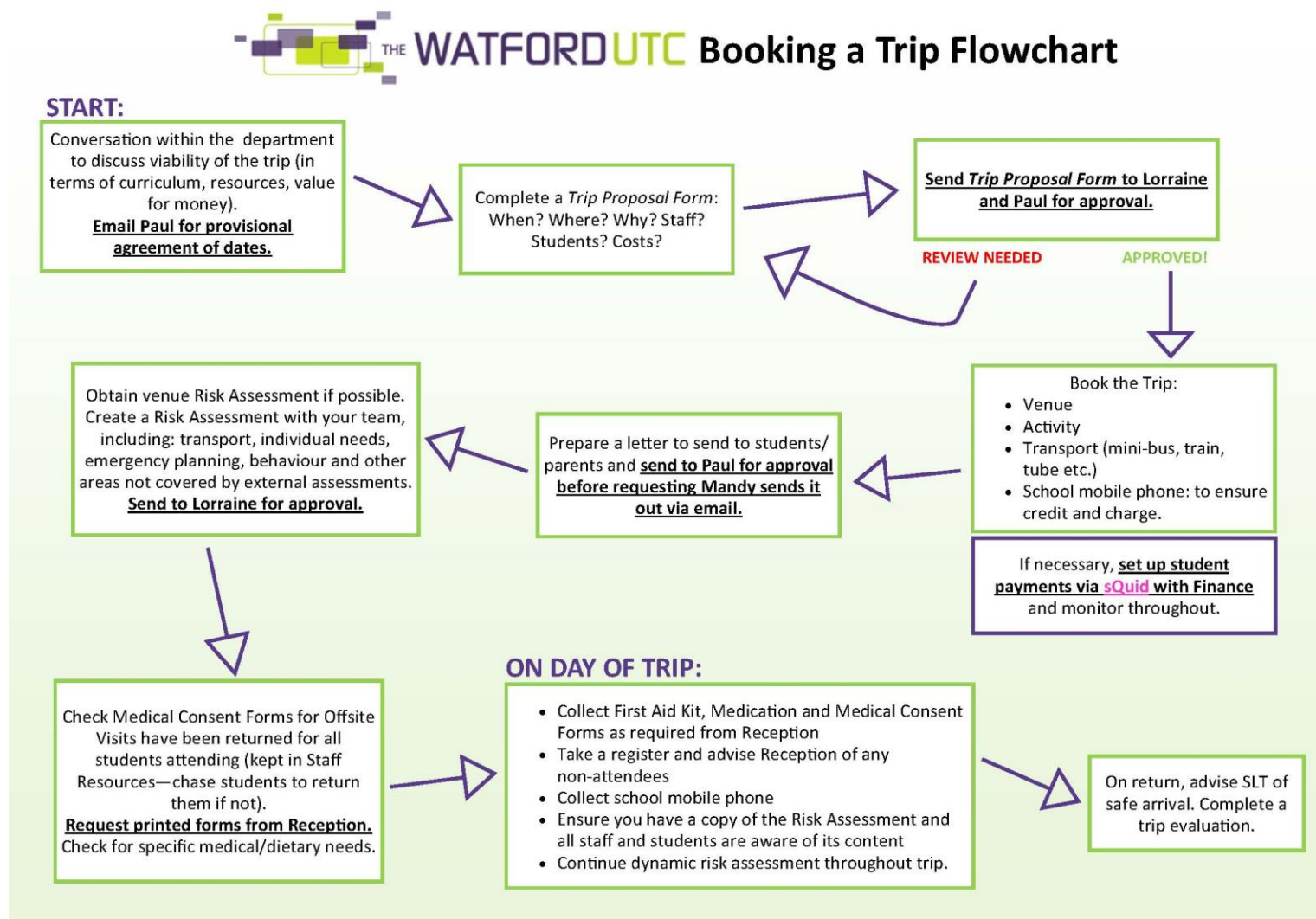
Where trips and visits by necessity incur a charge to parents/carers, if the UTC is notified that any such charge (or part of the charge) will prohibit the participation of an individual student, the trip leader/organiser will undertake to raise this with the EVC, Principal or Associate Principal, Directors and Assistant Directors.

On a case by case basis, any barrier to participation will be given sympathetic consideration – with any possible financial assistance awarded.

Appendices

- A. Booking a Trip Flowchart
- B. Visit Proposal Form and Evaluation
- C. Medical Consent Form for Offsite Visits
- D. Parental Consent Form for Overseas Trips
- E. Day of Trip Checklist
- F. Risk Assessment Form
- G. Accident and Incident Report Form

Appendix A.





Appendix B. The Watford UTC Visit Proposal Form and Evaluation

Section 1: (All visits)

Visit Organiser:						
Date of visit:		Time:		Year Group(s):		
Destination:						
Mode of Transport:						
Objective:						
Related curriculum area:						
Summary of activities:						
Proposed staffing (names):						
Number of students:	Male:		Female:		Total:	

Section 2: (Overseas & overnight visits)

Tour company:		
ABTA No.:		<i>If an ABTA bonded company is not being used, state what bonding is in place:</i>
Free place ratio:		
Minimum number:		

Section 3: (All visits)

Expenditure Item	Cost per student (£)	Total Cost (£)
<i>Accommodation</i>		
<i>Attraction entry</i>		
<i>Transport</i>		
<i>Sundries</i>		
<i>Totals</i>		

Charge per student	£
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Budget/Cost Centre	
Costings checked by Finance Office:	

Signed: Date:

EVC Only:

Checks:	Notes:					
Calendar check						
Staffing check						
Finance check						
List of students passed to Attendance Office	It is the responsibility of the visit organiser to ensure a correct list of student attendees is left with the attendance office on the visit day.					
Catering check (if significant)						
Approved	Y		N			
Visit Level	1		2		3	
Final date for Evolve submission:						

Visit Organiser: Date:

Evaluation after the trip

Were the intended learning objectives achieved? Is so, how do you know they were achieved?

Did you need to complete any accident/incident forms?

Were there any near misses? Is so, update the risk assessment to prevent these happening on future visits.

Was the visit value for money?

Would you use the suppliers again?

Would you repeat the visit or do changes need to be made?

Appendix C

EMERGENCY CONTACT/MEDICAL CONSENT FORM FOR OFF-SITE VISITS/ACTIVITIES

Dear Parent/Carer,

We are requesting permission to take your son/daughter on off-site visits/activities, details of which will be sent to you separately. If you are happy for your son/daughter to take part in these activities please complete this form and return it to admin@watfordutc.org.

Student Details:

Name:	Date of Birth:
Address:	
Postcode:	

Parent/Carer Details:

Name:	
Address:	
Telephone:	Mobile:
Relationship to child:	

Medical Details:

Doctor's Name:	Telephone:
Surgery Name & Location:	

Medical Conditions:

	Yes	No
Allergies		
Diabetes:		
Asthma:		
Epilepsy:		
Eczema:		
Migraine:		
Period Pain:		
Travel Sickness:		
Other Medical Condition (not listed):		
Prescribed Medicine:		

If you have answered YES to any of the above, please give specific details:

Please advise of any other relevant information concerning your son/daughter's health requiring special attention, but which does not prevent him/her from taking part in offsite visits/activities:

Please advise if your son/daughter have any dietary requirements:

Swimming Ability

	YES	NO
Is your son/daughter able to swim 25 metres unaided?		

If you answered NO please read the following and sign below:

Water Confidence

In accordance with BCU and RYA guidelines, the UTC will allow non-swimmers to take part in water-based activities provided they are 'Water Confident', even if the child is unable to swim 25 metres unaided and the parent/carers has given their consent. A fully qualified Life Saver will supervise all students during water sports activities and where appropriate students will either wear a Life Jacket or Buoyancy Aid.

	YES	NO
I agree to my son/daughter taking part in water-based activities.		

Signed: _____ (parent/carers)

Declaration

- I am/we are happy for my son/daughter to take part in off-site visits/activities subject to having been notified of:-
 - The programme of events prior to each visit/activity.
 - The travel arrangements and the rules for the visit.
 - Any fees payable and I/we agree to pay the sum as and when it is required. (I/We understand that some or all of the monies may not be refundable in the event that I/we cancel the place and a substitute cannot be found.)
- I/We confirm that my son/daughter is in good health and I consider him/her fit to participate.
- I/We give permission for suntan lotion to be administered, if appropriate.
- I/We confirm that I have read and signed the 'Photographs & Video' statement above.
- I/We acknowledge the need for my son/daughter to behave in a responsible manner throughout the visit/activity. I accept that any unacceptable behaviour, either before or during the visit/activity may result in my son/daughter being withdrawn from the visit/activity and that I will be responsible for any costs incurred in returning him/her home.
- I/We give permission for mild pain medication, such as Paracetamol, to be administered as and when necessary.
- I/We agree to my son/daughter receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signed: _____ (parent/carers) Date: _____

Emergency Contact 1:

Name:	
Address:	
Telephone:	Mobile:

Emergency Contact 2:

Name:	
Address:	
Telephone:	Mobile:



Appendix D. Watford UTC Overseas Visits: Parental Consent Form

To be completed by the group leader/organiser

Visit:		
Visit Leader:		
Date of Visit:		
A valid Passport is required for this trip		

To be completed by person with parental responsibility for the child/young person.

Child/Young Persons Full Name:	
Date of Birth:	
Does the above person:	
Have a medical condition requiring medical treatment or medication?	Y/N
Have an allergy to certain medications?	Y/N
Is s/he able to administer her/his own medication?	Y/N
Please give details of medical condition/treatments or allergies to medications below:	
The following medication will be available during the trip. Please indicate which, if any, may be given to your daughter/son if it is needed. We will inform you if we have to administer any of the medication:	
Paracetamol	Y/N
Imodium for diarrhoea/upset tummy treatment	Y/N
Piriteze – allergy antihistamine	Y/N
Sun cream, after sun or sprays	Y/N
Has she/he received a tetanus injection in the last 5 years?	Y/N
Has s/he been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious?	Y/N
If yes, give details:	

Does s/he have any special dietary requirements?		Y/N
If yes, give details:		
I wish to draw the following to the visit leader's attention (e.g. allergies, phobias, travel sickness, toileting difficulties, sleep walking, recent operations or treatments, other conditions which may affect fitness to participate in certain activities):		
Passport Information		
Does your child hold a current Passport? Y/N	Type: UK Y/N	Other: Y/N
Swimming Ability If water based activities are planned, please detail the child/young person's swimming ability below:		
EMERGENCY CONTACT INFORMATION		
Name: Relationship: Address: Telephone Numbers: Day Evening: Other:	MAIN	ALTERNATIVE
FAMILY DOCTOR DETAILS		
Name: Address: Telephone Numbers:		

Declaration: I have received and fully understood the details of the visit

- I am satisfied that all reasonable care will be taken for the safety of those participating and that adequate staffing and safety measures have been arranged
- I understand the extent and limitation of the insurance cover provided
- I agree that (full name of child/young person) _____
 - can participate in the visit and activities described
 - can be transported in the private vehicles of staff/volunteers supervising the visit
 - is in good health and fit to participate in the activities described
 - can receive medical treatment as necessary.

I undertake to inform the group leader of any change in medical circumstances.

- I acknowledge the need for the person named above to behave responsibly and agree to the school's Procedures in this respect.


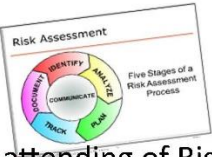

Signed:	Name in Capitals:
Relationship	Date:
Address:	
Postcode:	
Telephone Number:	

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE EMERGENCY CONTACT.

Appendix E.

THE WATFORD UTC Day of the Trip Checklist

Have you informed:

- ☐ Ellie/Tracey of Medical Forms needed 
- ☐ Ellie/Tracey of absentees
- ☐ Staff of disruption to lessons
- ☐ Staff and students attending of Risk Assessments 
- ☐ Parents of point of dismissal (e.g. WUTC, Watford Junction) 

Have you collected:

- ☐ School mobile 
- ☐ Medical Consent Forms
- ☐ First Aid Kit/Student medication 
- ☐ Packed lunches for FSM Students 

Have you got:

- ☐ Tickets or booking emails/confirmations 
- ☐ Maps/directions 
- ☐ Travel Itinerary 
- ☐ Risk Assessments

Appendix F

RA REF:	
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ACTIVITY RISK ASSESSMENT FORM

TASKS UNDERTAKEN/ACTIVITY ASSESSED:

LOCATION:

HAZARDS IDENTIFIED	PERSON(S) AT RISK Students/staff contractors/visitors	POTENTIAL HARM or LOSS	WORK PLACE PRACTICES RISK CONTROL PROCEDURES	Severity	Likelihood	Risk Factor	Acceptabl e	Additional Controls (when Risk factor is over 12)
				(1-5)	(1-5)	(S x L)	Y/N	

Full Risk Assessment Template in <M:\Trips & Visits\Protocols for Booking Trips & Visits>



Appendix F. Accident & Incident Report Form

1. Category (please tick)

Accident <input type="checkbox"/>	Physical <input type="checkbox"/>	Verbal <input type="checkbox"/>	Dangerous <input type="checkbox"/>	Disease <input type="checkbox"/>
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Full name of injured Person:	Male <input type="checkbox"/>	VTT:
	Female <input type="checkbox"/>	

2. Accident/Incident details

Date of incident:	Time of Incident:	Lesson Period:
Address where Accident/Incident occurred:		
The Watford UTC <input type="checkbox"/> Colonial Way Watford WD24 4PT	Alternate address:	Precise location (include Room No., area etc):
Nature of work/activity being undertaken at the time:		
Classroom work (desk-based) <input type="checkbox"/> Classroom work (practical) <input type="checkbox"/>	Play/changeover <input type="checkbox"/> Wellbeing <input type="checkbox"/>	Was this activity authorised? Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Type of accident (please tick as appropriate)

Contact with moving machinery <input type="checkbox"/>	Injured by an animal <input type="checkbox"/>	Assault <input type="checkbox"/>	Hit by a moving vehicle <input type="checkbox"/>
Handling, lifting, or carrying <input type="checkbox"/>	Slip, trip or fall on same level <input type="checkbox"/>	Fall from height (state height) <input type="checkbox"/>	Drowning or asphyxiation <input type="checkbox"/>
Exposed to fire (Heat Injury) <input type="checkbox"/>	Exposed to explosion <input type="checkbox"/>	Cuts & abrasions <input type="checkbox"/>	Other <input type="checkbox"/> -----
Exposed to or contact with harmful substance <input type="checkbox"/> List substance involved ----- --	Hit something fixed or stationary <input type="checkbox"/> List equipment involved ----- --	Hit by a moving, flying or falling object <input type="checkbox"/> List object involved -----	Trapped by something <input type="checkbox"/> List equipment involved -----

4. Details of injury & reporting regulations 2013 (RIDDOR) (if applicable)

What was the injury?	To what part of the body?
Was First Aid Given? Yes <input type="checkbox"/> No <input type="checkbox"/> By Whom: _____	
Post-Accident/Incident	
Medical Feedback: _____	
Parent/Carer Contacted? <input type="checkbox"/> Student Collected <input type="checkbox"/> By Parent/Carer <input type="checkbox"/> By Ambulance <input type="checkbox"/>	
Time: _____ Time: _____	

Did the accident/incident result in absence? over 3 days <input type="checkbox"/> over 7 days <input type="checkbox"/>			
Fatality <input type="checkbox"/>	Member of the Public being taken directly to hospital <input type="checkbox"/>	Specified Injury <input type="checkbox"/>	Minor injury <input type="checkbox"/>
HSE Website: www.riddor.gov.uk		Phone Number: 0345 300 9923	
Date Call/Log Placed: _____		Time of Call/Log: _____	
Name of operator (if applicable): _____			
Is the injury reportable under the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013 (RIDDOR)?			
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has it been reported?	RIDDOR reference number (if available):	Date reported:	

5. Description of accident/incident/dangerous occurrence/near miss

Describe what happened in detail (<i>use additional sheet(s) if necessary</i>), including:
1. The events that led to the incident 2. Details of the incident 3. Remember to include the part played by all person(s) 4. Outcome

Witnesses:

Person making report:	
Name:	Signature:

6. Investigation (use additional sheets if necessary)

This section MUST be completed for ALL accidents/incidents:	
<p>What action has been taken to prevent recurrence? (<i>Accidents requiring full investigation will be detailed on an "Accident Investigation Form"</i>)</p> <p><input type="checkbox"/> Spoken to by SLT</p> <p><input type="checkbox"/> Investigation</p> <p><input type="checkbox"/> Details to prevent re-occurrence:</p> <p>-----</p> <p>--</p>	<p>Date referred for investigation:</p> <p>_____</p> <p>To whom handed to:</p> <p>_____</p>

7. Monitoring

Principal Signature: Paul Quinn/Emma Loveland	
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