



Educational Visits Policy

Godinton Primary School

January 2017

Approved by the Governing Body Strategy Group 11/01/17

This Policy is due for renewal in Term 4 2018-2019

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783. The registered office is at Lockholt Close, Ashford, TN23 3JR.

1. Nature of Trips

Educational visits enhance the learning experience of children. They help to develop knowledge and skills through first-hand experience and enable learning to be brought to life. They also help to develop social skills such as team-work or working alongside children from other schools and sometimes give children experiences that they may not otherwise have the chance to participate in. Offsite visits at Godinton range from short trips around the local Godinton Park estate to residential visits abroad. The safe return of all children and adults from any offsite visit is always a priority and a number of measures are taken with any offsite visit to ensure that this is the case.

It is not necessary for each class to have a school visit each year, nor is it necessary for each class to be limited to just one visit annually. Teachers will take advantage of the resources around them, to organise as many off site activities as they wish, to support the curriculum. If one class is having a number of trips in the same academic year, the costs *may* be offset by support from the voluntary fund.

No visits, with the exception of Year 6 or activities arranged as an incentive e.g. Year 2 'marble day', are to be organised as purely social activities. The educational reason for each offsite visit will be carefully considered.

Teachers should take every opportunity to visit the local community, or explore the school grounds to support the curriculum. They are also encouraged to arrange for visitors to school, who can also strengthen what is being taught. Visits further afield are encouraged, provided they offer the children an educational opportunity which cannot be found locally.

When staff take or accompany children on a visit they have a duty of care and are in loco parentis. This means that if anything were to go wrong, staff must be able to demonstrate that they acted as a reasonable parent or carer would have done in the circumstances and that they have taken reasonable care. Staff have responsibility for maintaining good order and discipline and safeguarding the health and safety of children in their charge. The trip leader is also responsible for the adults in the party who must demonstrate an appropriate code of conduct and offer a good level of support to the group leader.

The Educational Visits Coordinator (EVC) is Hita Kelleher.

2. Financing of Visits

In schools the education provided wholly or mainly during school hours is free. This means that head teachers may not impose a charge on parents for any visit that occurs during school hours. The head teacher may, however, ask for a voluntary contribution.

The main cost of off site visits comes from the transport, especially if a coach is used. We will endeavour to limit these costs by organising trips in the Autumn and Winter

terms when possible, as prices are lower or by looking at alternative forms of transport such as trains.

No child will be excluded from a trip for non-payment. We will aim to ensure that no off site trip is in deficit. Any short fall in the costs of a trip will be met by the school. Sometimes the cost of a visit will be subsidized by the school or PTFA in order to limit the cost to parents.

Charges will not be made for any activity which fulfils the statutory duties relating to the National Curriculum. Charges for educational visits may not exceed the cost of provision.

Some activities are offered as enrichment activities and fall outside of the scope of the curriculum. Some of these visits may have a limited number of places available. For these types of visit, full payment is required.

Some trips may be offered at no charge to the pupil. This will include visits which have been externally funded by organisations such as Artsmark or Erasmus. In these situations the school reserves the right to select the most appropriate children to take part in the visit. Pupils will usually be selected by a group of staff including class teachers and the trip leader. Staff will consider which pupils best meet the criteria for the visit.

Children may be able to take spending money on a trip. This will be outlined in the initial information for parents. Staff will set a suggested amount which takes into account the age of the children and items which they may be able to purchase.

The school may offer the option of exchanging foreign currency, for spending money, on behalf of parents for trips abroad. This may offer a better rate of exchange. Parents will be advised if this facility is available for a particular trip.

Receipts must be obtained for all elements of the visit.

For trips which have been funded e.g. Erasmus funded projects, purchases may need to be made whilst abroad. The trip leader will liaise with the Bursar and EVC to ensure that adequate funds are available to do so. This might be by using a school charge card or with local currency.

3. Approval

It is necessary to gain the Governors' approval for any trip which is not covered by the local visits consent form. The governing body have nominated a single governor to approve all off site trips. If they cannot approve a visit, they will refer the issue to the full governing body for a decision.

Special consideration should be given to trips which involve:

- Travelling abroad
- An overnight stay
- Hazardous pursuits (as identified on the IGO list)

In these instances in order for approval to be gained, the appointed Governor should meet with either the EVC or the member of staff leading the visit in order to discuss all elements of the visit including insurance arrangements and risk assessments.

This approval must be sought six weeks prior to the activity or visit taking place.

4. Risk Assessment

Preliminary visits are strongly recommended, where possible, for all members of staff leading school visits. The EVC coordinator should be consulted as to whether this is required or not.

Risk assessments for all trips must be completed before the trip proceeds, ideally at least 6 weeks ahead of the visit.

4.1 Planning and Approval

All visits will have a named trip leader who is ultimately responsible for the safe completion of the visit. The trip leader / EVC must prepare for the visit by:

1. Contacting the venue and obtaining a copy of their risk assessment, even if they have visited the site before. Changes may have been made in the interim of which the staff member would otherwise remain unaware.
2. Completing the school's Offsite Activities Form. This form will outline all of the details of the visit.
3. After completing the form, it should be shared with the EVC. At this time, the trip leader and the EVC will also complete any additional risk assessments required. The EVC will then pass the completed forms to the nominated governor for approval.
4. The EVC will contact the school's insurance company where necessary to ensure that insurance provides adequate cover and indemnity against loss associated with the visit. School journey travel insurance is separate to public liability insurance and is mandatory for any trips abroad.

5. Preparation

The trip leader is responsible for the well being of the children in his or her care, from the agreed meeting time, up until the children are handed back into parental care.

Staff are provided with clear guidelines as to what needs to be considered when organising a school trip and the time scales involved in this. This is attached as appendix A.

Staff must ensure that group lists, contact information, medical information and consent forms are taken with them on the trip.

Children will be briefed before the trip begins with regard to behaviour expectations, any hygiene and safety regulations, care of their belongings and any further specific information relating to the visit.

5.1 Emergency Contacts//Medical Consent Forms/ Passports

- Parents must complete a consent form before a pupil can be taken off site. The form should also include a signed consent for any appropriate medical treatment to be given to the child, should the need so arise.
- A copy of each child's annual medical questionnaire form held on file at the school will also be taken on all trips, in order that this could be passed onto emergency services should the need arise.
- Trip leader should ensure that all adults accompanying the trip have an emergency contact sheet. The sheet will list the names of all pupils, staff and helpers taking part in the visit, *and list contact numbers for all of them*. A copy of the emergency contact sheet must also be left with the school office on the day of the trip.
- The individual pupil emergency contact sheet provides an overview of the medical conditions of any pupil who is taking part in the trip, as well as the location of any medicines which might be required.
- The trip leader must keep all medical and consent forms with them at all times.
- For trips abroad, passports and European Health cards should be collected in by the school at least two weeks before the trip.

5.2 Supervision

- The trip leader will organise an appropriate number of helpers to join the visit. Children will be supervised at all times.
- Supervision must be at a level commensurate with the activity being undertaken, the mode of transport used and the age of the children involved.
- The overall ratios for low risk activities must not exceed the following minimum levels:
 - Year R – one adult to 4 children
 - Year 1-3: One adult to 6 pupils
 - Year 4-6: One adult to 10-15 pupils

For trips which require the use of public transport, especially to London or which involve more adventurous activities these ratios will be smaller. Ideally this will be:

- Year 1-6: One adult to 4/5 pupils (depending on the nature of the activity)

Other supervision considerations must be:

- Teachers should use the utmost discretion when choosing adult helpers to accompany a trip. The law requires all adults who have regular unsupervised access to young people under 16, to disclose any convictions of a criminal nature other than minor motoring offences. This means that adults assisting on a school visit do not have to undergo a DBS check as they do not have *regular unsupervised access*. However the school will endeavor to use adults on school

visits who do have a DBS check in place. At no time should the adult helpers who do not have a DBS be left in sole charge of children where there is no member of staff within easy access. Helpers under the age of 18 should at no time be left with children unattended by another adult.

- For residential visits, ideally both male and female adults must be present but with few male members of staff this may not always be possible. All must have completed a DBS check prior to the start of the visit.

5.3 Supervisor Briefings

- The trip leader must contact all accompanying adults, prior to the trip and provide them with an adequate brief regarding their responsibilities, the risks which they may encounter and how they should be dealt with, the identification of first aid facilities and any other relevant details to ensure the smooth running of the trip.

5.4 First Aid and Medication

It is not compulsory to take a first aider on an offsite visit. The need for a first aider to accompany the trip should be considered as part of the initial risk assessment and adequate cover organised as required.

A full first aid box and/or first aid pouches must be taken on every trip. The EVC will advise as to what is required for each specific visit.

The trip leader is responsible for any medication, including asthma inhalers, which may need to be taken or administered on a trip. The EVC will organise this in advance. Any medication usually kept in school (e.g. inhalers) must be returned to the EVC after the trip.

5.5 Safety

The trip leader must ensure that head counts are conducted at regular intervals. Pupils will usually wear school uniform when going off site, to aid recognition. However, they may wear training shoes if they are walking long distances and they may wear non uniform if they are completing messy/cold activities. For visits to London or trips where there are crowds, children are provided with stickers or wrist bands containing contact details.

5.6 Transport

Teachers are welcome to use any type of public transport during a visit, provided the supervisory ratio is sufficient to ensure safety.

5.6.1 Cars

- If children are to be driven in private cars of parents, the driver must have completed a form indicating that their vehicle is adequately insured and has an up to date MOT certificate before children can use the car.
- All teachers who drive children within their own cars must also ensure that their insurance companies will cover their transporting of children for work purposes and that their vehicle has an up to date MOT certificate.
- Children must not be transported in the front seats of cars.

- Those children who are below the designated height must use a booster seat.
- All members of staff must take steps to ensure that they do not leave themselves alone in a car with one child.
- No parent must ever be allowed to transport a single child, to whom they are not related.
- Parents must transport pupils from the school to the event, or back. They should not be allowed to take children to their homes or to another destination.
- It must remain the responsibility of the staff member to ensure that pupils are collected at the end of an event.
- Parents' agreement must be obtained for their children to be carried in the car of any adult.
- A copy of the document to be completed by any adult transporting children is attached as appendix B.

5.6.2 Coaches

- Coaches must have seat belts, and children must wear them at all times.
- Staff must ensure that they sit around the coach and not altogether. All staff groups should have plastic sick bags which can be passed to children feeling ill.
- If the coach is in motion and a situation arises which necessitates the teacher leaving their seat, the teacher should have the coach stopped, provided it is safe to do so, before dealing with the situation.
- In some circumstances, it will be impossible for the coach to stop. In these situations, the teacher is able to leave their seat, whilst the coach is in motion, and they will be covered by the school's insurance if an accident subsequently occurs and they are injured, provided that the situation with which they are dealing is a potential emergency. Teachers are not covered by the school's insurance if they leave their seat, whilst the coach is moving, to merely converse or socialise with the children.
- Coach drivers must not be used for the supervision of children.

4.6.3 Public Transport

- It is not always possible to reserve train carriages on South Eastern trains, therefore supervision ratios must be such that the group can be separated if needed. Children must be supervised within a train carriage.
- Children should be briefed about the risks of using public transport e.g. about where to stand on a train platform.
- When arranging a visit, consideration will be given to the number of children taking part due to the limited number of seats which may be available on a train. This may include different classes travelling on different days.
- Children may be required to stand on a train whilst it is moving due to limited seats available. The adult supervising the children will ensure that the children are standing in an appropriate location and that they have something suitable to hold onto (e.g. when using the London Underground). Trips will be organised to try and avoid rush hour periods.

4.6.4 Flights

- Flights will be booked through an airlines group booking service in order to ensure that seats are allocated together.
- Advanced passenger information may need to be provided prior to the flight requiring the need for the school to gather passport information.
- Children will be supervised at all times.
- The trip organiser will ensure that all required documentation is taken on the trip.
- Parents will be advised as to luggage restrictions.

4.6.5 Mini Bus

- The school has a mini bus which may be used to transport children to offsite activities.
- School staff have been assigned as drivers of the school mini bus and have been suitably trained.
- The school is responsible for ensuring that the vehicle is taxed, serviced, has an up to date MOT and is suitably insured. Any problems with the vehicle are immediately addressed.
- The vehicle is also covered by European roadside / breakdown assistance.
- Parental permission is required for children to be transported by mini bus.

5.7 Telephones

Trip leader must ensure that the school mobile telephones accompany each trip, with the exception of some trips abroad. In these instances the trip leader may use their personal number as the main point of contact. Staff must check that the telephones are fully charged prior to the trip leaving the school and for residential trips that the phone can be charged during the visit. Children are not permitted to bring mobile phones on school trips.

5.8 Free School Meals

Children who have free school meals, are entitled to a packed lunch from the kitchen. This should be arranged with the cook at least one week prior to the trip if required.

5.9 Instructors

- The trip leader is still responsible for the care of the children, even when they are under the guidance of an instructor or guide.
- Teachers are acting in the place of the parent, when they take children off site. Consequently, they must consider whether they are acting in a manner, or allowing an activity, which would be authorised by a parent in their place.
- If they feel that any activity is either inappropriate, or dangerous, the trip leader must stop the activity.
- The trip leader must be aware that whilst appropriate risk assessments have been completed, conditions may change and it may be necessary to deviate from their intended plan in order to maintain the safety of the pupils.

5.10 Advice to Parents and Parental Contact

- Parental permission is required for trips off site. Parents complete a local visit form when their child starts school which indicates their consent for all visits

within the Ashford area. Separate permission is sought for visits further afield as they arise.

- Parents will be advised as to the nature and time of all off site visits at least two weeks beforehand, preferably longer. They will be advised as to the nature and duration of the visit and any requirements e.g. costs or equipment needed.
- If any child does not arrive for a trip at the designated leaving time, the trip leader should telephone the home to confirm whether the child is coming or not. The trip may leave without the child, but the parent should be made aware of this so that no child is left unsupervised at the school.
- The trip leader must telephone the school office when they begin the return journey, to inform them of an expected arrival time. This information will be displayed on a white board in the school car park, in the event that the return is later or earlier than that expected.
- If the expected arrival time differs significantly from that which was originally told to parents, and is after the school is closed for the evening, the trip leader and other members of staff accompanying the visit must telephone parents individually to let them know of the revised arrival time. In some instances it may be suitable to use ParentMail for this purpose. Parents will be advised in advance as to how they will be contacted.
- In some cases it may be possible to use the 'call parents' service to alert parents to changes in collection.
- Parents should be informed of any accidents which befell their child during the day, just as they would be at school.
- For residential visits, parents are informed of the system for contacting the group leader in the event of an emergency.

6. Residential Visits

A pre visit by the trip leader is strongly recommended, but not required.

Parents should be supplied with the following information regarding the visit:

- Nature of supervision.
- Code of conduct for children.
- Their responsibility in ensuring that the children are fit to participate in activities.
- Method of travel including the names of any coach/airlines etc.
- Insurance arrangements.
- Dates, times and places for picking up and dispersal of the group.
- Cost and method of payment.
- Pocket money and how it is to be administered.
- Postal address of venue.
- Emergency telephone numbers.
- Type of accommodation.
- Kit list.
- Arrangements for marking luggage.
- Itinerary of activities.

All residential trips should be preceded by an information evening for parents at which the above information will be explained in greater detail.

No residential visit to an activity centre can be conducted unless the site has supplied the party leader with an up to date risk assessment.

If staying at a hotel or youth hostel, the school will endeavour to make all essential checks regarding the suitability of the accommodation(i.e. insurance, fire regulations etc). Contact will be made with the accommodation provider in advance to ensure that the needs of the group are met.

If activity centre staff are being used, it is necessary to obtain written confirmation of their competence/qualifications. Advice might be sought to confirm that the qualifications are acceptable for the pursuits involved.

Once the group has arrived at their accommodation a visual inspection will take place by the group leader. The children will be briefed with regard to fire evacuations and emergency procedures, the safety of their belongings and behaviour expectations. Any concerns will be raised with the manager of the accommodation.

Boys and girls will be accommodated in separate rooms. In the event that the children are staying in a hotel rooms will be booked along the same corridor of the hotel, ensuring that staff rooms are close to those of the children.

Although adults are on duty for the whole period of the visit, time should be set aside for some adults to rest whilst others take responsibility for the children in the group. When the children are asleep, a member of staff must be immediately available but others might take time to relax. If there is a problem in the night, the trip leader should be the first point of contact. Adults should not smoke or drink in front of pupils.

6.1 Residential Visits Abroad

In addition to all of the arrangements above, the following elements will also need to be arranged for visits abroad.

- Suitable transportation must be arranged which meets all requirements.
- Valid passports and European Health cards will be required.
- The EVC should check whether any visas are required for the visit. Staff and children who hold documents other than a British passport may require a visa. The group leader should know whether any children within the group are not UK nationals or whether they were born outside the UK. Steps should be taken to ensure that all pupils would gain re-admittance to the UK.
- The EVC will ensure suitable insurance has been arranged.
- If the visit includes visiting the homes of children from host schools, then children will always be accompanied.

Indemnities

No indemnity should be signed by any member of a school, before it has been checked by the school's insurance company.

7. Emergency

- In the event of an emergency, parents and the Headteacher must be contacted.

- Contact with the media in the event of an emergency will be made by the Headteacher.
- Parental permission will be gained for appropriate medical treatment to be obtained if necessary. In the event of a medical emergency, the priority must be attending to the immediate care of the sick or injured member of the group, whilst ensuring that the supervision of the rest of the party is not compromised. A member of staff must remain with the sick or injured child. The group leader will notify the school and parents and a member of staff will contact the insurers.
- In the case of a medical emergency in an EU country, full use of a European Health card will be made but a foreign cash float will be carried or made available since payment may be required, to be reclaimed subsequently.
- The group leader will keep copies of doctor's letters, ambulance certificates and bills for UK insurers.
- As well as of all relevant documentation being taken on the a residential school trip, copies will be retained at school and held by the Headteacher and / or Deputy Headteacher. This documentation includes details of next of kin.
- For residential trips abroad appropriate Embassy contact details will be taken.

8. Equal Opportunities and Racial Equality (Refer also to these specific policies)

8.1 All school policies have an explicit aim of promoting race equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim. Godinton Primary School provides a broad and balanced curriculum for all pupils. The school accepts the three principles in the statutory inclusion statement for the National Curriculum:

- Setting suitable learning challenges for all pupils
- Responding to pupils' diverse learning needs
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils

No pupil will be discriminated against with regard to participation in educational visits.

We recognise that educational visits often present opportunities for encouraging respect for diversity.

9. Children in Care

As for all our pupils, Godinton Primary School is committed to helping every Child in Care (CIC) to achieve the highest standards they can. To this end staff will ensure that in delivering the curriculum they set suitable learning challenges of CIC, respond to the diverse learning needs of CIC, and help to overcome the potential barriers to learning and assessment for CIC. All Children in Care will be supported in fully participating in educational visits.

Appendix A

Educational Visits -Guidance for Staff



1. Making an Initial Booking

At the start of the academic year staff should consider whether any educational visits will enhance their children's learning. All visits should have clear and purposeful outcomes. As far in advance as possible staff should make their bookings for an educational visit with the provider (e.g. museum, educational centre, historic building etc). When making this booking staff should consult the school diary to ensure that a date selected does not clash with other school events. Staff should obtain confirmation of the booking from the provider. This can be sent directly to the office if preferred: office@godinton.kent.sch.uk

2. Offsite Visit Form

As soon as the booking has been made, staff should inform the EVC (Hita Kelleher). Hita will provide staff with an offsite visit form. This must be completed in detail before any further steps are taken in organising the trip e.g. Hita will be unable to book coaches / transport until this form is completed.

The form should include specific details of which children are involved (i.e. all class or named individuals). This will allow Hita to inform the kitchen of any children who may miss dinners on this day. A clear, specific focus for the visit should be identified. The form should be discussed with Hita Kelleher (Educational Visit Coordinatror).

3. Preliminary Visit

As soon as possible staff should complete a preliminary visit, if they have not been to a particular venue before. A preliminary visit will help staff to ascertain how to get the most out of the trip, and what educational / social benefit it will have for the children. It will also enable staff to be clear about the following:

- Location of key sites such as toilets
- Access arrangements
- Any health and safety concerns e.g. crossing main roads
- Value for money
- Lunch arrangements
- Shop

It should also help staff with planning any wet weather alternative arrangements.

4. Final Costings

Once the Offsite Visit form has been discussed with Hita, she will make the necessary arrangements regarding transport. This may include booking coaches or costing train tickets. Hita will then arrange a time to discuss the final costing of the trip with staff. Staff will confirm with Hita whether the cost of the trip is viable. Staff should take into consideration how many previous trips have been offered during the year. We often find that the total number of voluntary contributions for the second or third school trip of an academic year are lower than the first.

As far in advance as possible (ideally at least 6 weeks)

At least 6 weeks before

5. **Risk Assessments**

As far in advance as possible staff should obtain a copy of the venue's risk assessment. All museums and educational venues will have one. This should be passed onto Hita in order to help assess the viability of a visit.

Hita will also gather together our own risk assessments for aspects of Health and Safety such as travelling by coach / train. Hita will share these risk assessments with the staff prior to the trip. Staff should sign that they have read them.

6. **Consent Forms**

Parents are now asked to complete a local visit consent form once during their child's time at school which covers the local Ashford area. Consent forms will still be sent out for trips further afield and for any local visits in which a cost is involved. Staff must however inform parents of the details of any local visit.

Hita will compile and distribute the letter for your educational visit 4 weeks before the trip is due to take place. Please ensure that Hita has all relevant details which need to be included. Hita will chase up all forms.

Children will be unable to take part in an educational visit unless parents have also returned their medical needs questionnaire.

7. **Final Details**

4 weeks before the trip, staff must also arrange a meeting with Hita to discuss the final details of the visit. This meeting will probably only last 20 minutes and should ideally take place on a PPA day when both year group teachers could meet together with Hita. At this meeting the following should be discussed:

- Required adult to pupil ratios for the visit.
- Helpers – staff will be able to find out from Hita which parents within the class are already DBS checked. Taking TAs from other classes is not ideal, and should be discussed in advance with any teachers who may be affected. Staff should also have a 'spare' helper on standby in the event that someone is unable to accompany the visit.
- Any pupils who may require additional assistance. This might be pupils who need 1:1 adult support, or mobility assistance.
- Ensuring that the number of seats on the coach is adequate for the number of children / adults.
- Medical needs – staff must be aware of any medical needs of pupils taking part in the trip. A first aider accompanying the trip is not a requirement, but will depend on the nature of the visit. Museums and educational centres will all have trained first aiders available. Rail staff are also first aid trained. Staff may want to consider taking a first aider with them on a visit which is not being led by a third party e.g. a beach or town study. If a child taking part in a visit has an epi-pen, a member of staff who has epi-pen training must accompany them.
- Whether contact labels are required for the children.

4 weeks before

- Any alternative wet weather arrangements which may need to be made.

1 week before

8. Information Packs for Volunteer Helpers / Staff Accompanying the Visit

1 week before the visit, staff should distribute information packs for all volunteers accompanying the trip. This should include the following:

- Itinerary for the visit. Details of what time the helpers should be at school and the expected finish time.
- Information about the content of the day and the purpose of the visit. This will enable the adults assisting on the visit to support the children in the activities which they will be doing.
- A list of groups and helpers
- Contact details of the staff accompanying the trip to be given to all adults assisting.
- Arrangements for lunch
- Any medical information relating to the children in their group.
- General information sheet for helpers on school trips – available from the office
- Map / plan of venue if appropriate

As a matter of courtesy staff should inform any parents who have volunteered for the trip and are no longer required.

1 day before

9. Last Minute Details

The day before the visit, Hita will organise sick buckets, first aid bags, consent forms, parent contact details, tickets etc. She will also arrange any medical equipment that needs to be taken such as epi-pens or inhalers. The lead member of staff organising the trip should collect these from Hita. This is also an opportunity to touch base and ensure that everything is in place for the following day.

Hita will also give staff a copy of the medical needs questionnaire for every child taking part in the trip. These forms should be kept with the lead member of staff organising the trip or with each class teacher. These forms would need to be shared with emergency services in the event of a serious incident involving a pupil away from the school site.

10. Day of the Visit

Staff should:

- Remember to take all items which they have been given by Hita.
- Ensure that all volunteer / staff helpers are present
- Contact the school in the event that a visit is going to be late arriving back.
- If children are being collected from the station at the end of a visit which is due back after 6.00 pm, parents should be contacted individually by telephone in the event of a delay.

After

11. After the Visit

Staff should ensure that sick buckets, first aid bags, and most importantly medical forms and medical equipment (epi-pens / inhalers) are returned to Hita.

Staff will also be asked to complete a brief evaluation form. This will help to inform any future visits and to raise any concerns. This should be returned to Hita.

Further Information

Toilet Supervision

If there is no male accompanying the visit, then staff should consider the following when the children use public toilets:

- For young children, staff may consider taking the boys into the ladies toilet so that they can be accompanied.
- For older children – the children should visit the toilet in pairs or groups (waiting in the toilet block for each other). A female member of staff should wait outside the cubicles or block as appropriate.

Cars / Minibuses

If a visit involves transporting children in cars then the following should be noted:

- The local visits form which parents have completed covers permission for children to be transported in cars, either those belonging to parents or to staff.
- No adult should be alone in a car with an individual child. Children should always be in pairs or an additional adult should be in the car.
- Any staff who are transporting children in cars should have business insurance.
- Some children may require booster seats – this should be considered in advance.
- The County has clear guidance on the use of mini-buses. They also recommend that staff driving mini-buses undertake regular training. If mini-buses are being considered for a visit then the exact arrangements should be discussed with Hita.

Appendix B

Travel by Private Cars

Volunteer Driver Form

Name of Establishment: GODINTON PRIMARY SCHOOL

Dear Parent

Thank you for offering to use your own vehicle to assist us in transporting pupils from the school to local venues.

In order to fulfill our obligations under Health and Safety law I would be grateful if you could complete the attached form and return to me as soon as possible.

Yours sincerely

To Headteacher/Head of Establishment

Validation for Voluntary Vehicle Use

For the use of staff, parents and other volunteers' private vehicles

Make and Model of Vehicle	Registration Number

I confirm that:

- I hold a valid full driving license suitable for the type of vehicle.
- I have Penalty points on license – Please state number
- I have a current valid insurance policy for the vehicle in which I intend to carry children/young people.
- I have checked with my insurance company and confirm that they cover the activity. The vehicle is in roadworthy condition, and that it has/will have a current
- MOT certificate (if it is more than 3 years old).
- Each young person will have a recognised seat with seatbelt and that the vehicle cannot carry more than eight passengers.

I understand that I am not covered under the above establishments Insurance for the use of my vehicle

Under the terms of the Data Protection Act 1998 we must inform you of the following:

By signing this form you are giving your consent to Kent County Council to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in Kent County Council in accordance with relevant legislation. This may involve sharing of information you provide with local regulatory bodies

Signed: _____ Date: _____

Print Name (in capitals) _____