

EDUCATIONAL VISITS POLICY

Written: January 2013

Review Date: April 2016

This policy is made available to the North West community from the school office and also on the school's website.

This Policy has been ratified by the Governing body:

Name of Policy: EDUCATIONAL VISITS

Head Teacher: [Signature]

Chair of Governors: Shelley Taylor

Date: 15th July 2016

At North West London Jewish Day School trips are seen as a vital and important part of the educational process. As part of our aim to provide a broad and balanced curriculum, we appreciate that educational visits deliver authentic learning opportunities for all children outside of the classroom to help make learning exciting, relevant and meaningful.

Educational visits at North West should:

- Have a stated educational purpose
- Encourage development of independent learning and thinking skills
- Develop personal and social skills
- Enhance classroom based learning
- Provide a positive contribution to the development of cross-curricular dimensions
- Spark curiosity and creativity and joy

This policy has been written following the guidance provided from:

- The DfEE guidelines - 'Health and Safety of Pupils on Educational Visits' (2000)
 - Brent's guidance 'There and Back Again' (2004)
 - National Guidance for the Management of Outdoor Learning <http://oeapng.info/>
 - Mike Penny, OEAP Trainer and Director of Outdoor Education, Wide Horizons.
 - Learning Outside the Classroom, www.lotc.org
- And in conjunction with Behaviour, Safeguarding and Health and Safety Policies.

This policy should be followed for any organised out-of-school trip.

ROLES AND RESPONSIBILITIES

Head Teacher and Governing Body

It is the responsibility of the Head Teacher and Governing Body to ensure that appropriate procedures for the approval and subsequent organisation of school trips are established and that all members of staff are familiar with them. These are documented in this policy and must be adhered to for the safety of all involved on an out-of-school activity. The Head Teacher and/or Educational Visits Co-ordinator (EVC) have the task of approving all educational visits with the exception of overseas trips.

Educational Visits Co-ordinator

North West London Jewish Day School has a responsible member of the teaching staff and Leadership team to fulfil the role of Educational Visits Co-ordinator (EVC). The EVC co-ordinator will undertake formal training every 3 years or when the need arises i.e. change in person responsible.

Their role can be summarised as follows: ~They work together with the Head Teacher on approval of visits; assign people to lead or supervise a visit; support the lead teacher(s) with advice and guidance on risk assessments; review and approve risk

assessments; keep a record of individual visits including reports of accidents; monitor practice; attend relevant training and provide training and induct staff who will be authorised to be party leaders.

Group Leader

It is vital that there is a designated group leader who has overall responsibility for the supervision and conduct of the visit or activity. This person is always in charge of the group. They should trust their own knowledge of the children and use their own professional judgement.

The group leader must familiarise themselves with this policy and follow all procedures as outlined in this policy.

All relevant paperwork should be collected from the school office or electronic copies downloaded from the staff datapool (EVC folder) by the Group Leader. They will be responsible for completion and collation of all documentation.

Following this, the Group Leader will ensure that the key tasks, as highlighted in this policy are carried out. The EVC is available, if help is needed.

It is the responsibility of the group leader to meet with all accompanying staff, prior to the commencement of the trip. The group leader should also meet with the Parent Helpers to ensure that they understand their roles and responsibilities and ask them to sign a copy of the 'Regulations for one day school visits' form (Appendix 7).

A copy of the itinerary should be given at these meetings with any other relevant documentation. It is at this opportunity that the adults can have any queries answered and be made aware of any necessary issues (e.g. medical concerns).

Parent Helpers

Accompanying parent helpers will be asked to sign the 'Regulations for one day school visits' form (Appendix 7) outlining their responsibilities associated with this role. If a parent, for any reason, chooses not to sign this form then they unfortunately will not be able to assist on the trip on this occasion. If during a school visit an adult breaks the agreement signed, it is at the discretion of the Head Teacher to not allow this individual to attend further trips.

There may also be implications for obtaining appropriate DBS clearance, depending on the nature of the visit and the type of contact they will have with students.

If for any reason, a parent is asked to drive children to a destination, e.g. to a chess tournament, then a 'Volunteer Driver Form' must be completed by the parent helper prior to the trip (Appendix 8).

Volunteers

On occasions, and under the discretion of the Head Teacher, volunteers may accompany a small group of children to a sports or chess tournament. In such circumstances, an enhanced DBS check will be required. When volunteers are allowed to act as visit leaders, they must know what their role is and understand that they have a responsibility to carry out that role.

Risk assessments and procedures must be carried out as for all school trips, with help and guidance from the Educational Visits Co-ordinator.

PROCEDURES AND PLANNING

If possible educational visits should be included in initial and long-term planning.

- All trips should be value for money and number of trips will depend upon budget and resources. Please note speakers, workshops and theatre groups etc. are also encouraged in school as educational 'inning' opportunities.
- The trips should be of educational value and try to ensure that at least one of the outings is designed to enhance the Kodesh curriculum.

Whether the visit is to a local park, museum or swimming pool, or a residential stay, it is essential that formal planning takes place. The Head Teacher will delegate the planning to the organiser of the visit. All the relevant paperwork can be collected from the office prior to planning the trip or electronic copies downloaded from the staff Datapool (EVC folder).

A proposal form (Appendix 2) must be approved by the Head Teacher/EVC, before making any firm plans/bookings. A signed confirmation of approval will then be given back to the group leader.

Risk Assessments

Steps should be taken to minimise risks. Risk assessment must be carried out and recorded using the provided proforma (Appendix 3). They should be based on the following considerations:

- Numbers, experience and competence of accompanying staff and volunteers to provide effective supervision
- Travel arrangements
- Identification of hazards at the environment being visited (including; nature of the activity, venue, accommodation, toilets, weather, water, crowds, other users, culture)
- Local hazards, ie. walking on streets, safe road crossing places, car parks, walking distances

- The needs of the group (including; learning, behaviour, disabilities, medical)
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- What steps will be taken in an emergency?

The Group Leader/s together with the security team will be responsible for carrying out effective on-going monitoring and risk assessment during the visit. Staff teams must be suitably competent and experienced so that they are able to effectively manage any situations they are likely to encounter on the visit.

Once the Risk Assessment has been completed, it must be handed to the Head Teacher/EVC for approval.

PREPARATION

Once approved, it is important to notify the school secretary via the Request for Outing Bookings form, (Appendix 1) especially if a coach booking is required. It is the responsibility of the group leader to book the venue and complete this form which details information for the letter to parents. Local visits need at least three weeks' notice so that permission slips can be sent out and returned and security arrangements made. The school secretary will book the coaches or arrange tube tickets if required. The office will also inform the kitchen about lunch arrangements and type and reproduce the letter to parents.

The letter to parents (sample letter - Appendix 5) for day visits should include details of:

- Venue
- Date
- Departure and arrival times
- What to wear
- What to take
- Clear reply slips giving permission
- Request for parent helpers (if appropriate)
- Details about pocket money (at discretion of teacher)

Children should be wearing their school uniform, including school caps for all boys, and on occasion girls. If the outing involves a lot of outdoor activities, for example, to a farm, then request that the parents send their children in suitable clothing and foot wear. The Head Teacher's permission should be sought for an outing where school uniform is not to be worn.

Staff must keep a record of returned permission slips and ensure that parents are aware that we cannot take children on a trip without this. In accordance with the risk assessment criteria any child who gives cause for concern will be required to be accompanied by their parent or any other appropriate measure. Where risk dictates, a child may be excluded from an outing with alternative arrangements made for them.

Staff must keep a record of costs and monies paid in. This record should be in the form of a simple spreadsheet which should be given (emailed or handed in) to the School Business Manager in the Office.

Preliminary Visit

It is essential that a visit is made, at least by the Group Leader, unless the leader has recent experience of the site. This allows the leader first-hand knowledge of the venue, facilities and activities to be followed and so becomes aware of the potential hazards and difficulties prior to encountering them with pupils. Particular attention should be paid to fire and other safety precautions. Risk assessment forms should be completed using this knowledge. The Group Leader should seek any information specifically aimed at helping Group Leaders manage their visit. Generic and sample forms can be found in the 'There and Back Again' document (available from EVC) and on <http://widehorizons.lgfl.net>, as well as in the staff folder on the North West intranet.

Programme/Plan Itinerary

A programme plan/itinerary should then be planned for the whole visit. A clear curriculum purpose should be identified and a programme of activities defined. It should also include:

- Times
- Places to be visited with phone number in case of emergency, details of toilet and washing facilities for boys and girls.
- Groups and leaders allocated to them - to include a member of Security
- Map of venue (if appropriate)

- A class list, which details any educational or medical needs of the children. The Group Leader should go to the Mrs Worth, the Welfare Officer to ensure that they have the most up-to-date information about each child.
- Medical plans and medication must be taken on a trip and be safely kept with the allocated group leader at all times (preferably with a staff member or the child's parent, if accompanying). Children with severe medical conditions, e.g. a child who has an EpiPen should be allocated to a staff member who has had the relevant training. Two EpiPens should be taken on every trip (including residential outings). This information should also be shared with all group leaders prior to the trip.
- A designated first aider who will carry the first aid box should be assigned and noted on this list. In the case of Foundation stage, a Paediatric First Aider must accompany each offsite educational visit.
- Children with Special Educational Needs should be considered as part of our inclusion policy and their needs met. If they have a statement of special needs, their 1:1 adult must be assigned to support the child during the trip. The 1:1 adult should not be used to support groups of children, unless the needs of the child allow for this. This will be at the discretion of the class teacher in consultation with the Every Child Matters Coordinator. Even a child with Special Educational Needs will be subject to risk assessment criteria and any child who gives cause for concern (i.e. a child with behavioural difficulties) will be required to be accompanied by their parent or any other appropriate measure and where risk warrants, the child may be excluded from the outing.

A copy of this itinerary and a final list of group members, together with any other relevant information, should be given to the Head Teacher/EVC at least 7 days prior to the visit in accordance with the approval form criteria. The form to notifying the CST and the Trip Reconciliation form should be handed to the Office.

The group leader should use the checklist (Appendix 4) to ensure all procedures are adhered to concerning the visit.

What to take

- Every child going on an educational visit will be given a wrist band with the school's telephone number on it which must be worn at all times.
- First aid kit (see Mrs Worth - Welfare Officer).
- Any medication and medical plan specific children need, for example for asthma, allergies.

- Emergency contact list of class. School phone number and the Head Teacher's number. It is important that the team leader leaves a mobile contact number with the school.
- Paper towels, hand washing equipment, plastic bags.
- Any resources or equipment needed.
- Cheque(s) to pay for entrance/costs (if required).
- In case of an emergency the school procedures should be carried out and the school notified as soon as possible.

SAFEGUARDING

Supervision

Safety is an utmost priority at North West
(Please also see Child Protection and Safeguarding Policy).

Therefore all group leaders and staff have a duty of care to provide adequate supervision at all times. It is essential that the basic principles of Child Protection must always be borne in mind when undertaking an educational visit, particularly where it includes a residential element.

Staff will ensure that any equipment, tools and activities are properly risk assessed. Pupils should be spoken to regarding expectations of safe behaviour and following instructions before the trip takes place. Please refer to the Behaviour Policy in the event of any behavioural difficulties. Careful consideration also needs to be given when using public toilets. Children should not be allowed to go to the toilet alone in venues in any circumstance.

It is the policy at North West to take a member of the security team on each school visit. This adult should not be included in the ratio count as they will not be responsible for a group of children. Where possible, the group leader should also be free from a group, to assist with any issues that may arise and the smooth organisation of the visit. In addition to taking a security guard, North West follows advice from the Community Security Trust (CST). They are notified of every outing and North West will act on any advice or guidance given by them or the Police in relation to the outing. (See appendix no 10).

Head counts during outings

The Group Leader is responsible to carry out a full head count at every meeting point. This includes before embarking on a coach/public transport and immediately after disembarking from a coach/public transport. Children should be asked to line up before the head count takes place.

Child - Adult Ratios

At North West London Jewish Day School, will be determined by the type of visit, however, it has been agreed that the following are the desired ratio of children to adults:-

- 3:1 - Nursery (2:1 walking in urban streets)
- 4:1 - Reception and Year 1
- 5:1 - Years 2-4
- 6:1 - Years 5-6

Additional adult support, if required, is at the discretion of the group leader.

Transport

Group leaders should decide after consultation with the Head whether transport will be coach, public transport or parental vehicles. The EVC should be informed of which of transport is being used. Every journey must be risk assessed as well as the venue.

When travelling by public transport, all adults should have full knowledge of routes and timetables for the journey. A contingency plan should be made in the case of cancelled trains or line closures as well as the need to transport a single child back home or for medical treatment etc. If using public transport, the Group Leader is responsible to contact TFL or ask the office to contact TFL to obtain the relevant permits for group travel.

When travelling by coach, only reputable companies should be used. Seat belts should be provided and worn at all times. Accompanying staff and adults should be appropriately positioned around the coach, and where possible, specifically adjacent to emergency exits. A member of the security team will also carry out spot checks prior to the children boarding the coach for departure at each leg of the journey.

When travelling by car, the car insurance policy must cover the transporting of pupils in the car, Volunteers Driver Form (see Appendix no 8), should be completed indicating that the car has a MOT, appropriate insurance has been obtained and the driver has a valid driving licence. Where possible, there should be a driver and an accompanying adult to supervise the pupils on the journey. Seat belts must be worn. Where teachers

offer their services, they must ensure that they have appropriate insurance cover for conveying students during the course of their professional duties.

Emergency Procedures

An emergency plan should be in place for every trip. The plan should be discussed and reviewed accompanying staff prior to the visit. There should also be a contingency plan in place in the event of car breakdown or accident e.g. availability of back up staff.

Whilst on a trip, the Group Leader/s together with the security team will be responsible for carrying out effective on-going monitoring and risk assessment and will put in place any contingency plan needed in case of an incident.

In the event that a child needs to be taken to a hospital for treatment, the adult which accompanies the child must not be the Group Leader, as they must remain behind to be in charge of the group.

In the case of any emergency the Head Teacher should be informed as soon as possible. It is then the responsibility of the Head Teacher to inform parents regarding the incident.

No staff member should talk to the media. All communication will be sent out via the school.

Insurance

North West London Jewish Day School is covered by the Department of Education's Confirmation of Risk Protection Arrangement (RPA) and is insured against legal liability, should a child be injured whilst in our care.

EVALUATION

Following the visit a brief evaluation form (Appendix 6) should be completed. This evaluation should inform any future visits to the same venue.

An evaluation form must include details of any accident/s that occurred, and a copy kept in the class teacher's and EVC/Head Teacher's files. Any accident that occurs off-site should be recorded by the Group Leader on an Accident Report File kept in the Welfare Room. (Please read in conjunction with the Health and Safety Policy and also the HSE RIDDOR Guidance).

RESIDENTIAL TRIPS

The group leader has a pivotal role, ensuring that all the appropriate information is collected and everyone is kept fully informed. All residential visits follow the school policy on educational visits. A deputy group leader is identified and known to all parties and also has a copy of all relevant information relating to the trip.

Plans for a residential visit need to take place 9-12 months in advance. Following preliminary preparation, an outline proposal is submitted to the Head Teacher and/or EVC.

Once approval has been given, the group leader can make arrangements to liaise with parents and make provisional booking(s). Proforma and further information are available in Section 3 of 'There and Back Again'.

It is essential to then write to the parents informing them of the trip and request for money. Medical forms for the trip are also completed noting permission for specific activities such as swimming. . As with day visits, it is important to reiterate that those who do not pay the voluntary contribution, are not discriminated against. The letter should also include information about practical arrangements, itinerary, arrangements for supervision and safety, insurance arrangements and medical emergency arrangements. A letter must be returned by every parent consenting to the programme and any alternative activities and any medical/dietary needs and provide emergency contacts. This information will be carefully documented and made available to all adults on the trip. Details about adults involved on the trip should also be included. Rotas of staff on duty, a copy will also be held by the school office/EVC/Head Teacher.

As with day trips, a clear record (spreadsheet) should be kept for costs and income.

A parents evening will be planned to disseminate information and answer questions prior to the trip. This normally takes place during the Year 6 Curriculum Evening in September.

Planning an Itinerary

An itinerary should be prepared before the journey or visit takes place. The group leader must carry out plans very carefully following the checklist (Appendix 4). Preliminary visits to all venues are strongly encouraged. The itinerary should clearly identify the range of activities that are being undertaken and by whom, and will be the basis for informing parents, children and supervising staff of the arrangements. The process of planning must be flexible enough to accommodate the inevitable changes brought about, for example by bad weather conditions or illness. As with one day trips, it is a legal requirement to undertake a risk assessment for an activity. This task is delegated by the Head Teacher to the group leader and once completed must be

approved by the Head Teacher/EVC. Risk assessment should also be carried out for the accommodation and transport (proformas are available).

If off-site activities, or elements of the programme, are to be purchased from external organisations, the group leader will have to ensure that the appropriate checks are carried out. The following crucial elements must be clarified and agreed in writing with the provider:-

- Who is responsible for leading each activity
- Who is providing the risk assessment and ensuring that the control measures are in place
- That the organiser has an emergency plan.
- The organiser is insured for the activities.

As the purpose of liaison is to ensure the welfare of the children, the group leader will need to disclose any relevant information e.g. medical/SEN to the organiser.

Once the relevant paperwork has been completed, copies must be given to the Head Teacher and/or EVC for approval.

During the Visit

Staff must ensure the adequate supervision and safety of all the children at all times. It is essential that all adults accompanying the children are aware of the plans for each day/activity and their role. There should be a rota and the children should also be aware which adult is on duty at all times and where they can be found. The children should be aware of the behavioural expectations and be given boundaries to adhere to.

At least one member of staff should be designated as the first aider. They should have had recent training and all children/adults should be aware of their responsibility. A daily briefing is recommended as good practice.

Further information can be obtained in the DfEE guidelines 'Health and Safety of Pupils on Educational Visits' (2000) and the Brent document 'There and Back Again' (2004), which the group leaders should familiarise themselves with.

Travel

On residential trips if travelling by coach or train then the ratio of children to adults should be upheld. If travelling by mini bus, then all drivers must have correct documentation to be allowed to drive these carrying the school children. The ratio of children to adults must still be upheld for the trip however in terms of mini buses there must be a qualified teacher in each bus as well as an additional staff member to the driver. It maybe that the qualified teacher is the driver, and in that instance just an extra staff member would be required.

Safeguarding whilst on a residential trip.

All staff attending the residential must have a valid enhanced DBS check and must have signed the disqualification against association document. If the DBS or disqualification against association is not clear then it is to the Head Teacher's discretion should that staff member attend the trip.

Should any issues relating to child protection come up on the trip it should be reported to the Group Leader and without delay (regardless of the time) the group leader has a duty to inform the Head Teacher. The Head Teacher will inform which ever parties need to be informed and liaise with the Group Leader as to the next step.

Emergency Procedures

An emergency plan should be in place for the visit. The plan need not be complex but should be sufficient to ensure the speediest help and support between the group leader and the Head Teacher. There should be details recorded of the location, address and phone number of the local doctor's surgery, hospital etc. If possible the mobile phone of the group leader and school link should be available at all times during the trip.

EVALUATION

An evaluation of the trip should be completed upon return and a copy should be placed in the group leaders and EVC/Head Teacher's files. The records must be kept for at least 7 years from the date of the journey.

Key Contacts

Name of School: North West London Jewish Day School

Educational Visits Coordinator
Amanda Shoota - 07970 324941

Head Teacher/ Safeguarding Lead / Deputy Child Protection Teacher
Judith Caplan - 07941221403

Acting Deputy Headteacher / Deputy Safeguarding Lead
Rabbi Ronen Broder - 07941 087701

Safeguarding Governor / Child Protection Governor
Sheila Taylor

Child Protection

Child Protection Teacher
Amanda Shoota - 07970324941

Deputy Child Protection Teachers
Judith Caplan - 07941221403
Madeleine Bendell - 07926 330806

Appendix 1

NORTH WEST LONDON JEWISH DAY SCHOOL

REQUEST FOR OUTING BOOKING FORM

To: Miriam Waserberger

From: Date:

- ♦ Year: will be going on an outing as follows:
- ♦ Date of Outing: Day of Week:
- ♦ Destination (with address):
.....
- ♦ Number of Children: No. of Adults:
- ♦ Travel Arrangement:
- ♦ Time coach to leave School:
- ♦ Time coach to leave Destination:
- ♦ If travelling by car, do all drivers have appropriate insurance?
- ♦ Total cost of entry for both children and adults £ (see Appendix 9; Trip Reconciliation Form) to be completed & passed to Accounts Dept in School Office)
- ♦ Will you be requiring parent volunteers ?
- ♦ ***Please state whether the children's' packed lunches will be provided by the school kitchen or from home. (Note that the school kitchen does not provide packed lunch on Mondays):.....***
- ♦ Any special instructions to be included in the letter to parents, such as pocket money, backpacks/plastic carrier bags, uniform?
.....
.....

For Office Use Only

Date Coach Ordered: Name of Coach Company:

Cost £ Faxed/emailed (if applic.) (date)

Appendix 2

NORTH WEST LONDON JEWISH DAY SCHOOL

THE EVC AND PARTY LEADER PAGES

Outline Approval Form

Purpose of the visit and specific educational objectives:

.....

.....

Places to be visited:

Dates and times:

Year/Group:

Proposed Numbers: Boys: Girls:

Party Leader:

Deputy Party Leader:

Supervising Adults:

I request your approval to proceed with the proposed visit as outlined and have provided the preliminary information agreed.

Party Leader: Date:

Approved: Head Teacher/EVC

Date:

Appendix 3

RISK ASSESSMENT FORM – NORTH WEST LONDON JEWISH DAY SCHOOL

Risk Assessment **Number** **Agreed by Head Teacher**

Class/es: **Assessment Date:**

Activity:

Date Reviewed: **Completed By:** **Reviewed By:**

No of Pupils: **No of Staff:** **Person in Charge of Activity:**

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures <i>List existing controls or note where the information may be found. (e.g. information, instruction, training, systems or procedures)</i>	Any Further Action <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>

What is your review procedure?

Appendix 4

NORTH WEST LONDON JEWISH DAY SCHOOL OUTINGS - STAFF CHECKLIST

Please tick when completed. This must be shown to the Head Teacher/EVC, together with Risk Assessment Form before confirmation of approval is signed.

CHECKLIST

Every group leader should ensure the following:

1. They have lodged the names of all the pupils on the trip.
2. They have assessed the needs of the group to ensure the correct ratio of staff to pupils.
3. They carry with them a full list of all the pupils on the trip.
4. They know who to contact at school in case of an emergency.
5. They have an emergency contact should the trip take place outside of school hours.
6. They have completed a cover form at least 18 working days prior to the trip to school secretary.
7. They have the names and telephone numbers of all the adults helping with the group.
8. They have ensured that all the helpers on the trip know what is expected of them.
9. They have a full first aid kit and a nominated first-aider.
10. They have spoken to the Security Officer to arrange for a member of the security team to accompany them.
11. They have notified the kitchen (at least one week in advance) that they will be out of the building.
12. To ensure the use of a mobile telephone and be carrying the mobile phone numbers of all those accompanying the trip. A list should be given to the office.
13. Ensure, at least a week before the trip that they have all the educational resources to hand.
14. If possible we would like the school trips recorded, please ask for the school camera to take with you and ask either a parent or member of staff to take pictures.
15. On return an evaluation of trip should be carried out and given to EVC.

RISK ASSESSMENT

1. Staff have visited and have full knowledge of the destination.
2. Staff are familiar with the safety precautions of their destination in event of an emergency.
3. For residential trips, staff are fully aware of where the nearest doctor/hospital is located.
4. Staff have fully assessed the implications of the mode of transport they will use,
 - e.g. if by train - how far from station (ratios/distance/roads etc.)
 - by coach - how far from location will coach need to stop, roads to cross, coach park.
5. Staff have completed Risk Assessment Form and it has been signed by Head Teacher/EVC.
6. The CST have been notified.

Signed:.....

Head Teacher/EVC

Name printed

EXAMPLE OF LETTER TO PARENTS

20 September 2016

To the Parents of Children in Reception

Dear Parents,

RE: RECEPTION OUTING TO BRONDESBURY PARK SYNAGOGUE

An outing has been arranged for the Reception class to go to Brondesbury Park Synagogue, on **Tuesday 28 September**.

The children will be leaving School at 9.15 a.m. and will be walking to and from the Synagogue and will return by about 11.30 a.m., in time to eat their lunch.

Children should be dressed in school uniform and have their rainproof coats and hats. Boys should wear the school cap.

We will be very grateful for parental assistance for this outing. If you are able to help, please inform the class teacher by tomorrow, **Wednesday 22 September**.

Yours sincerely

Miss Judith Caplan
Head Teacher

RECEPTION OUTING SLIP - BRONDESBURY PARK SYNAGOGUE

Please return this form to the Reception Team by Wednesday 22 September.

Child's name:

Are you available to assist on this outing? Yes No (delete as necessary)

Does your child have any medical condition? Yes No (delete as necessary)

If yes, please give details on a separate sheet of paper, which should be attached to this slip.

Please sign to authorise your child's attendance on this outing:

NORTH WEST LONDON JEWISH DAY SCHOOL

OUTING EVALUATION REPORT

Please comment on the Outing that you went on.

Place Visited.....

Date..... Was it successful?

Would you recommend the outing to others?

Any health and safety issues/any accidents?

.....

.....

Any further comments?

.....

.....

.....

.....

.....

Signed: (Trip leaders)

Date:

(Please pass to the EVC for filing)

Appendix 7

PARENT VOLUNTEER FORM

Dear

School visit to

Date of visit Number of pupils

Teacher in charge

Other accompanying teachers.....

1. I agree to act as a Parent Volunteer for the purposes of this visit. I have been acquainted with the arrangements for the visit and with the nature of my duties, being alert to the needs of the children in your care at all times.
2. I understand that the teacher in charge will be responsible for the conduct of the visit and I am willing to take on any reasonable duties as a Parent volunteer which that teacher or any other accompanying teacher may ask me to perform including any instruction affecting any child of whom I am a parent.
3. I accept that the teaching staff are responsible to the Authority for the safety of the children, and I agree for that purpose I will be under the supervision of the teaching staff and will obey any instructions they give, including any instruction affecting any child of whom I am a parent.
4. I also accept that the Authority will be under no liability for any injury, illness or loss which I may sustain as a result of this visit or in the performance of my duties as a Parent Volunteer. If I have a concern about any child it is my responsibility to inform the party leader.

Please remember.....

- No smoking on school visits;
- Stay with your group at all times. (Unless specifically directed otherwise by the party leader in an emergency);
- Please do not buy or give ice creams/sweets/medication etc to any children in your group.
- **Mobile phones must not be used during the trip at any time (except for an emergency, please ask the party leader).**

My mobile phone number is.....

Signed Dated

On the day of the trip please report no later than 15 minutes prior to the departure time outside the office.

PLEASE RETURN AS SOON AS POSSIBLE

If you feel you cannot comply with above terms please inform your teacher that you will be unable to come on this trip. If signed, and you do not comply please understand you may not be asked to help on future trips.

Appendix 8

Volunteer Driver Form

To: The Head Teacher

I confirm that I am willing to use my own vehicle for transporting pupils on school visits. I accept that I am responsible for maintaining appropriate insurance cover (Social, Domestic and Pleasure) and have confirmation from my insurers that I have cover for transporting children on an occasional voluntary basis. I have a current driving licence and will ensure that the vehicle is roadworthy in all aspects.

Name:.....

Signed:.....

Address:.....

.....

Date:.....

Appendix 9

SCHOOL EVENT or TRIP RECONCILIATION FORM

The following should be prepared at the **end** of each Event OR Trip by the Staff member leading the trip

Classroom Year _____

Event/Trip _____ Date of Outing _____

Number of pupils per Event OR Trip: _____

£

VARIOUS COSTS:

Cost of Event OR Trip (ENTRY FEE) _____

Coach or Mini Bus etc. (HIRE COST) _____

Security Guard Cost _____

Food Cost (Lunch etc.) _____

Any Other Expenditure _____

TOTAL COST OF EVENT or TRIP

--

Average Cost per pupil re: Event OR Trip _____

VARIOUS INCOMES:

Income Received from Parents re: Event OR Trip – No of Parents (No.....@.....) _____

Other Income Received (Donations etc.) _____

TOTAL INCOME OF EVENT or TRIP

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Net Excess Income or Deficit from Event or Trip

--

Agreed by Event or Trip Organiser: _____ Date: _____

Authorised by Head Teacher/Deputy _____ Date: _____

Appendix 10

Form to notify CST of School Trip

School Name:

Main contact Name and Number:

Date of trip:

Destination (with address):

How are you travelling to the destination: (if by public transport, what is the route)

Time leaving and arriving back at your site:

If not leaving or returning to school please advise (where, when, how):

How many children and their age range:

How many Staff/Parents:

Are you taking security with, If yes, name and mobile number:

What is the lead teachers name and mobile number (if same as the main contact, state 'as above'):

Have all staff/parents on the trip read or been briefed on the CST's guide for school trips
Y/N:

Please fill out the information on this form and email it to CST:

Please email: regionalsecurity@cst.org.uk

Please copy: Harvey.b@cst.org.uk

This form is to notify CST as to when your school is using public transport or is attending a high profile venue. CST will log all details and if there is a case of threat towards our community CST will be in contact with the school, lead person on the trip and security to offer advice and guidance.

