Educational Visits Policy

November 2021

Date of Next Review – November 2024

1.0 Policy Statement

The Apollo Partnership Trust believe that outdoor learning, off-site visits and learning outside the classroom are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes the Apollo Partnership Trust a supportive and effective learning environment. The benefits of pupils taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participant's not passive consumers and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

The Apollo Partnership Trust fully recognises that learning outside the classroom helps to bring the curriculum to life as it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives the Apollo Partnership Trust adopts the Outdoor Education Adviser's Panel (OEAP) National Guidance for all educational visits available at www.oeapng.info

2.0 Employer responsibilities

As employer the Apollo Partnership Trust meets its obligations to provide staff with guidance, training and support in the following ways:

a. Appropriate guidance.

- The appropriate guidance for the management of outdoor learning, off site visits and LoTC is the OEAP National Guidance web site – www.oeapng.info

b. Training to support the guidance to ensure that it is understood.

- For those involved in managing and leading visits the relevant training courses are:

1. Educational Visit Coordinator (EVC) Training – Apollo Partnership Trust requires that EVC's to be appropriately trained with the training refreshed at least every 3 years.
2. Visit Leader Training – Apollo Partnership Trust requires that **all** employees who lead trips or visits of a residential nature (unless to an approved LoTC or AALS provider within the UK) or whereby they lead an adventurous activity to undertake this training prior to leading the visit.

Note: Local trips within the Academy Learning Area (see appendix 1) or day trips to public access environments regularly visited by schools and residential visits to LoTC or AALS provider within the UK, may be led by competent staff who have not attended Visit Leader training on authorisation of the Headteacher/Head of School.

    c.   Suitable systems and processes to ensure that those trained are kept updated.

        • For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the periodic news items and updates of OEAP National Guidance.

    d.   Access to advice, support and further training.

        • Where an employee experiences problems with finding the material they are looking for, or require clarification or further help, guidance or bespoke training, they should contact their appointed Education Visit Advisor Service, YMD Boon Ltd.

3.0 Application

This policy covers any visit that leaves the academy grounds, whether as part of the curriculum, during academy time or outside the normal academy day.

The Apollo Partnership Trust adopts the Outdoor Education Adviser's Panel (OEAP) National Guidance available at www.oeapng.info

All staff are required to plan and execute visits in line with this policy and National Guidance. Staff are particularly directed to be familiar with the roles and responsibilities outlined within National Guidance.

4.0 Roles and responsibilities

4.1 Visit Leaders are responsible for the planning of visits, but should involve both accompanying colleagues and the pupils in this process. Visit Leaders must make appropriate checks on venues and third party providers. Visit Leaders are advised to obtain outline permission for a visit from the Headteacher/Head of School before beginning to plan/making any commitments.

Visit Leaders are responsible for the content of the planning information within the eVisit system, whilst admin support can be obtained where required, the Visit Leader is responsible for the content and must submit the visit under their own profile thus accepting responsibility.

See Outdoor Education Adviser's Panel National Guidance for the role of the Visit Leader - http://oeapng.info/visit-leader/

4.2 Each Academy Education Visit Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom. They are the first point of call for advice on visit related matters. The EVC will check final visit plans before submitting them to the Headteacher/Head of School.

In all but exceptional circumstances this must not be the Headteacher/Head of School.

See Outdoor Education Adviser's Panel National Guidance for the role of the EVC. http://oeapng.info/evc/

4.3 The Headteacher/Head of School has responsibility for the final approval and monitoring of all visits.

See Outdoor Education Adviser's Panel National Guidance for the role of the Headteacher/Head of School http://oeapng.info/head-manager/

4.4 The Local Governing Body has responsibility for monitoring of all visits.
See Outdoor Education Adviser's Panel National Guidance for the role of the governing body
http://oeapng.info/governors/

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

The Local Governing Body must be informed all residential visits, foreign travel and any adventurous activities for example climbing, caving and water sports.

4.5 Educational Visit Advisor Service

Visits and activities, listed below will be checked by an independent Education Visits Advisor Service (who should be deemed competent to provide advice and guidance) before the activity takes place – see page 6 of this policy detailing the process to be followed.
- overnight stays
- foreign travel
- adventurous activities

The Apollo Partnership Trust obtain advice/support relating to Educational Visits from the H&S professionals at YMD Boon Ltd.

The following visits will not fall under the remit of YMD Boon Ltd H&S Professionals:

- Visits where schools choose to directly lead and deliver adventurous activities i.e. school staff member leading a climbing activity, kayaking, skiing etc.
- Give specific advice regarding Duke of Edinburgh Expeditions.

The Apollo Partnership Trust require all adventurous activities to be delivered by a LoTC/AALS badge/licence holder.

5.0 Preliminary Visits and Provider Assurances

Preliminary Visits

The Local Governing Body of each school requires that all visits are thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people, it is a vital dimension of risk management.

It is good management practice to carry out a preliminary visit. The following identifies the circumstances where preliminary visit is a requirement:

- Pre visit required for visits where there is a high complexity factor and the visit has not happened previously.
- Additionally, required when visit is solely led by the academy.
- Residential visits, visits abroad, exchange visits, adventure led by the academy, staff all have aspects of complexity.

If the visit is led and managed by the provider, then a variety of approaches can reduce the need to pre visit.

Visit Leaders can take full advantage of the nationally accredited provider assurance schemes that are now available and assists to reduce bureaucracy – examples include: -

- The LOtC Quality Badge
- AALS licensing
- Adventuremark

The Apollo Partnership Trust board of Trustees takes the view that where providers holds one of the above accreditations, there should be no need to seek further assurances.

The OEAP National Guidance 4.4f – Assessing an adventure activity provider check list, 4.4h – using external providers and facilities and 8.8p – Provider Questionnaire - http://oeapng.info/downloads/all-documents/ should be followed when undertaking pre visits and assessing providers.

6.0 Types of visit and approval

There are three types of visit, for each of which the approval process is slightly different:

1. Visit/activities within the relevant Academy Learning Area (see appendix 1) and which involve no more than an everyday level of risk. Visits that are part of the curriculum and take place during the academy day do not require consent. Those that are not part of the curriculum or extend beyond the academy day can be covered by blanket consent but information will be provided to parents in advance and they will have the opportunity to withdraw their child.

   These follow the learning area operating procedure (appendix 1).

   Academies will not log these visits on the eVisit system.

2. Other day visits within the UK excluding adventurous activities. Visit Leaders to gain outline permission for visit from Headteacher/Head of School. Visit leader to collate and input information onto the eVisit system, all information must be uploaded prior to submitting to the EVC for approval at least 4 weeks in advance. Once reviewed by the EVC, final approval for the visit will be given by the Headteacher/Head of School.

3. Residential visits, adventurous activities or visits involving foreign travel. Visit Leaders to gain outline permission for visit from Headteacher/Head of School. Visit leader to collate and input information onto the eVisit system, all information must be uploaded prior to submitting to the EVC for approval at least 6 weeks in advance Once reviewed by the EVC, the visit will be given outline approval by the Headteacher/Head of School. Once outline approval has been given, the visit will then be scrutinised by the Educational Visits Advisor to ensure the visit complies with the OEAPNG after which final approval will be given by the Headteacher/Head of School. The Educational Visits Advisor must receive the visit notification at least 4 weeks in advance of the visit occurring.

For visits involving adventurous activities:

Visit Leaders must check if an activity provider holds either an AALS licence (http://www.aals.org.uk/aals/provider_search.php) or a LoTC quality badge (http://www.lotcqualitybadge.org.uk/search).

If not the Visit Leader must get consent from the Local Governing Body and send the OEAP National Guidance document 8p provider questionnaire) http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/).

Returned questionnaires must be scrutinised by visit leaders.

For visits involving travel abroad:

Visit Leaders are required to complete detailed planning well in advance and the EVC must be kept up to date with progress. Checks must be made on any third party providers and permission from the Headteacher/Head of School to use them be obtained before any deposits are paid.

Third party providers who hold the LOtC quality badge/AALS or Adventuremark do not require further checks. Those who do not hold this accreditation should complete and return a provider form (NG document 8p provider questionnaire) http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/).

Returned questionnaires must be scrutinised by Visit Leaders.

7.0 Staff Competence

The Apollo Partnership Board of Trustees recognises that staff competency is the single most important aspect of safe visit management and supports staff in developing this competence in the following ways:

- A mentoring system, where staff new to visits assist and work alongside experienced trip leaders before taking on a leadership role.
- Supervision by Senior staff of some educational visits
- Support for staff to attend training courses relevant to the role of Visit Leader

In deciding whether any member of staff is competent to be a Visit Leader the Headteacher/Head of School will take into account the following factors:

- Level of relevant experience
- Any relevant training undertaken.
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the pupils, the venue and the activities to be undertaken.

8.0 Requirement to Ensure Effective Supervision

Health and Safety laws do not prescribe activity specific staffing ratios, but it does require that the level of supervision and group management is 'effective'.

The Academy will assess/determine effective supervision by proper consideration of:

- Staff competence.
- Activity – nature and location of the activity (including the type of activity, duration, skill levels involved).
- Group – age (including the development age) of the group, ability of the group (including special learning needs, behaviour, medical and vulnerability characteristics etc.).
- Environment – nature and location of the activity including the type of the activity, duration, skill levels involved, as well as the time of year and prevailing conditions.
- Distance away from base.

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years

The Visit Leader should follow OEAP National Guidance 4.3b Ratio and effective supervision
http://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/

and 4.3c Risk Management http://oeapng.info/downloads/download-info/4-3c-risk-management/

9.0 Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The Academy has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes. See also http://oeapng.info/downloads/good-practice/

When an incident overwhelms the establishment's emergency response capability, where it involves serious injury or fatality or where it is likely to attract media attention, then assistance will be sought from the CEO/CFOD and Board of Trustees.

The Academy will practise their response to emergency situations on educational visits at regular intervals i.e. academy inset training.

10.0 Visit Planning

The Visit Leader checklist – National Guidance document 3.3e http://oeapng.info/visit-leader/ is an important check on the planning of a visit. When a Visit Leader cannot answer yes to a question on this checklist there should be a discussion with the EVC and or Headteacher/Head of School. In addition, the following steps must be completed for any visit:

- Gain outline approval from the Headteacher/Head of School to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
  - has clear learning outcomes
  - has activities appropriate to the group
  - is planned to maximise benefits to the pupils while managing significant risks
  - is appropriately staffed
  - complies with the academy's safeguarding policy
- Involve pupils in the planning of the visit, and how it will be managed, wherever possible.
- Ensure emergency procedures include what would happen in the event of illness or injury affecting the visit leader.
- Ensure the base contact back at academy is fully briefed and has copies of all relevant information.
- Ensure that the visit is correctly approved and recorded.

11.0 Risk Management

The risk management of an activity/visit should be informed by the benefits to be gained from participating. It is recommended a "Risk-Benefit Assessment" approach, whereby the starting point for planning should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained, through participation, provides some objectivity to a decision that any residual risk (i.e. the risks remaining after control measures have been put in place) is "acceptable". The Health and Safety Executive endorse this approach through their "*Principles of Sensible Risk Management"* and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a legal requirement for the risk assessment process to be recorded and for suitable and sufficient control measures to be identified for any significant risks. There is no legal requirement to produce this risk assessment record in a particular format but academies and visit leaders should use the format that has been identified in the academy risk assessment procedure and follows the Health and Safety Executives guidance on risk assessment http://www.hse.gov.uk/pubns/indg163.htm

See National Guidance on good practice for risk management http://oeapng.info/downloads/good-practice/

12.0 Parental Consent

Some visits do not require consent, all the rest can be covered by a combination of blanket consent (with subsequent information to parents) and visit specific consent - See the National Guidance document 4.3d on consent http://oeapng.info/downloads/all-documents/. It is advisable that all parents/guardians are advised of educational trips and permission obtained for visits which take place off the academy site.

The Apollo Partnership Trust educational visits Consent to Activity, Medical Details and Treatment form must be used for all visits where separate consent is required, see Appendix 4.

13.0 Monitoring

The Visit Leader should undertake an evaluation of each educational visit and submit this to the Headteacher/Head of School and EVC.

The Local Governing Body should undertake a sample monitoring of visit documentation to include a residential visit and a day trip at least annually.

14.0 Inclusion

All academies must follow the National Guidance on inclusion see 3.2e http://oeapng.info/downloads/all-documents/

15.0 Charging / funding for trips

All academies must follow the National Guidance on charging for academy trips 3.2c
http://oeapng.info/downloads/all-documents/

16.0 Transport

The Academy must follow the National Guidance on Transport for academy trips see 4.5a transport, 4.5b minibuses, 4.5c Transport in private cars and 4.5d seat belts http://oeapng.info/downloads/all-documents/

17.0 Insurance

Insurance cover for approved educational visits is usually provided by the academy insurance provider (public liability) insurance policy. However, as academies may have moved to different insurance providers when they moved away from local authority control confirmation/checks should be made with the insurance provider before the visit takes place. See National Guidance 4.4c Insurance http://oeapng.info/downloads/all-documents/

Appendix 1

Academy Learning Area

General

This operating procedure applies to visits within the Academy Learning Area. It covers:

- Visits / activities that are part of the normal curriculum and take place during the normal academy day. These do not require parental consent.
- All other visits/activities within the Learning Area (those that take place beyond the academy day or are not part of the curriculum) are covered by blanket consent but parents will be informed in advance and given the opportunity to withdraw their child.

These visits/activities:

- Do not normally need additional risk assessments/controls beyond following the operating procedure below. However, where a specific risk is identified because, for example, a particular pupil's needs, then a review of the individual pupils risk assessment should be made and a record kept.

Boundaries

The boundaries of the territory are shown on the attached map *(optional)*. This area includes, but is not limited to the following frequently used venues see examples below:

- Park (identify name of park & location)
- Museum (identify name of museum and location)
- Shopping Centre (identify name of Shopping Centre and location)
- Theatre (identify name of theatre and location)
- Library (identify name of library and location)
- Etc.

Operating Procedure for Academy Learning Area

The following are potentially significant hazards within Insert Academy Learning area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc.)

These are managed by a combination of the following:

- The Head of School must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A list of approved staff should be maintained by the EVC and Head of School.
- The concept and operating procedure of the extended learning area is explained to all new parents when their child joins the academy.
- There will normally be a minimum of two adults. (*This depends on the area and the age/maturity of the pupils*).

- Staff are familiar with the area and visited previously, including any 'no go areas' and have practiced appropriate management techniques.
- Pupils have been trained and practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. (*This needs a decision and will depend on the area you are in – return to academy, wait where they are, go to x and ask for help, etc.*).
- All remotely supervised work in the Academy Learning Area is done in 'buddy' pairs as a minimum. (*this depends on age/maturity and location*).
- Pupil's clothing and footwear is checked for appropriateness before leaving academy.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available and staff are appropriately trained.
- Staff will deposit in the office a list of all pupils and staff, a proposed route and an estimated time of return.
- An academy mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. Hi-viz waist coat for infants).
- A member of the staff accompanying the group is first aid trained.

Appendix 2

Emergency Procedures

The academy's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during academy hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the visit participants, including staff.
4. The visit leader(s) and the base contact know to request support from the CEO/CFOD/Board of Trustees in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. The Academy Headteacher/Head of School has an emergency out of hours contact for the CEO/CFOD to obtain additional support and resources as required.
6. The academy has personalised National Guidance emergency action cards and the appropriate cards are held by:
    a. The visit leader(s)
        http://oeapng.info/downloads/download-info/4-1d-8-1d-visit-leader-emergency-action-card
    b. The visit leader should also have a copy of the visit leader emergency checklist
        http://oeapng.info/downloads/download-info/4-1k-visit-leader-emergency-checklist/
    c. The first point of contact (e.g. the office or Headteacher)
        http://oeapng.info/downloads/download-info/4-1e-8-1e-first-contact-emergency-action-card/
    d. The designated emergency contact senior manager http://oeapng.info/downloads/download-info/4-1f-8-1f-establishment-management-emergency-action-card/
7. This emergency procedure is tested through both desk top exercises and periodic scenario calls from Visit Leaders.

Appendix 3

Educational Visits Approval Flow Chart

Obtain outline approval for the visit from the EVC/Headteacher

Local learning area visits

Day visits (non-adventurous activities)

Residential, overseas and adventurous activity visits*

Visit Leader to consider pupil/student needs and agree supervision ratios

Visit Leader to review/undertake risk assessment prior to visit

EVC/Headteacher to approve visit

* For residential, overseas and adventurous activity visits, Visit Leader to have completed Visit Leader training - not applicable if the visit is led by a provider with LoTC/ALLS accreditation

Visit Leader to name and input visit onto the eVisit system

Visit Leader to undertake provider checks on venues, activity providers and transport companies (admin support can be sought but Visit Leader must review)

Visit Leader to consider pupil/student needs and agree supervision ratios

Visit Leader to risk assess all aspects of the visit managed/supervised by school staff/volunteers

Visit Leader to complete and upload all information on eVisit system and submit 4-6 weeks pre visit

EVC to review and approve visit min 4 weeks pre visit

For Residential, overseas and adventurous activity EVA (YMD Boon Ltd) to scrutinise visit

Headteacher final approval of visit

Consent to Activity, Medical Details and Treatment Form

This form requests medical information about your child in relation to the educational visit/trip detailed below in order that we can cater for your child's needs and keep them safe. This form also seeks your consent for the visit and for emergency medical treatment.

We will use any relevant information provided and consents to cater for your child's needs for the duration of the trip. Once the trip is completed we will retain or dispose of the form in accordance with the Multi Academy Trust Data Retention Policy which is available on the Multi Academy trust website.

You can withdraw your consent at any time, please contact the Academy Office to do this.

Visit Details:

Visit to:	From (date):
Residential: Y / N	To (date):

Childs Details:

Child's name:	Date of birth:
Home address:	

Emergency contact 1 name	Relationship
Home phone	Mobile

Emergency contact 2 name	Relationship
Home phone	Mobile

Medical Information:

Name, address & telephone no of doctor:
Does your child suffer from: asthma, chest complaints, hay fever, migraine, fits or faints, travel sickness diabetes, attention deficiency, hyperactivity or any other condition, illness or disability?:

If your child is allergic to anything (e.g. aspirin, antibiotics, any particular food or drug or any other allergy), please give details:
If your child has been in contact with any infectious or contagious disease in the last 4 weeks, please give details:
Has your child received a tetanus injection in the last five years?   YES / NO
If your child is subject to bedwetting, please state here and state frequency and any possible ways of helping (e.g. taking the child to the toilet late at night):
If your child has any food allergies/special dietary requirements, please give details:
Are there any activities in which your child should not participate?
Any other information you feel it would be helpful for us to know:

Consent:

- o I agree to my child taking part in the above mentioned visit.
- o I agree to my child participation in all activities on the visit.
- o I acknowledge the need for obedience and responsible behaviour on their part.
- o I agree to my child receiving emergency medical treatment, as considered necessary or in the best interests of my child by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic's or blood transfusion.
- o I agree to the release of relevant and necessary medical information to educational establishment staff by the GP, if circumstances are deemed necessary and appropriate.
- o I agree to my child receiving paracetamol for pain/fever relief if it is considered necessary during the visit and I understand that school staff will attempt to contact me prior to administering. If I cannot be contacted I authorise the visit leader to make the decision as to whether to give.
- o I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for the pupil names above and their consent before sharing their personal data as set out above with the Academy for this purpose.

Signed: ………………………………………………………………………………………………. Date: …………………………………………

Print Name: …………………………………………………………………………………………………..

CONSENT TO MEDICAL TREATMENT

I, ………………………………………………………………………………….… (your name in block capitals please) agree to my child receiving any emergency or other medical treatment as deemed urgent, necessary and/or in the best interest of my child by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic's or blood transfusion.
I also agree to the release of relevant and necessary medical information to educational establishment staff by the GP, if circumstances are deemed necessary and appropriate.

FOR OVERSEAS VISITS

Spanish / Español - Autorizo a las autoridades médicas que estén presentes a practicar a mi niño cualquier tratamiento de urgencia u otro tratamiento médico que se considere urgente, necesario o recomendable. La autorización se extiende a tratamientos dentales, médicos y quirúrgicos, a la aplicación de anestesia y a la transfusión de sangre.
Autorizo igualmente la difusión de la información médica pertinente y necesaria al plantel del
establecimiento de educación por parte del médico si las circunstancias lo justifican.

French / Francais - Je suis d'accord pour que mon enfant bénéficie de tout traitement médical d'urgence ou autre considéré comme urgent, nécessaire et/ou dans le meilleur intérêt pour mon enfant par les autorités médicales présentes. Ceci comprend les traitements dentaires, médicaux ou chirurgicaux, l'utilisation d'anesthésiques ou de transfusion sanguine.
Je donne également mon accord pour la diffusion d'information médicale importante et nécessaire au personnel d'établissement éducatif par le médecin traitant si les circonstances sont jugées nécessaires et appropriées.

German / Deutsch - Hiermit stimme ich zu, dass mein Kind jede mögliche Notfallbehandlung oder andere ärztliche Behandlung, die als dringend und notwendig eingestuft wird und/oder in ihr besten Interesse ist, durch die vorhandenen medizinischen Einrichtungen empfängt. Dies schließt zahnmedizinische, medizinische oder chirurgische Behandlung, den Gebrauch von Betäubungsmitteln oder Bluttransfusion ein.
Ich stimme auch der Freigabe der relevanten und notwendigen medizinischen Informationen an Mitarbeiter der Bildungseinrichtung durch den Arzt zu, falls dies notwendig und angemessen erscheint.

Italian / Italiano - Accosento che mio bambino venga sottoposto/a a qualsiasi cura medica o di emergenza che venga ritenuta urgente o necessaria nell'interesse di mio bambino dai medici presenti. Ciò comprende eventuali cure dentistiche, mediche o chirurgiche, l'uso di anestetici o trasfusioni di sangue. Acconsento inoltre al rilascio delle informazioni mediche pertinenti e necessarie al personale scolastico da parte del medico generico qualora le circostanze vengano ritenute necessarie ed appropriate.

Signature: …………………………………………………………………………………… Date: ………………………………………………

Print Name: ……..

Appendix 5

Please return signed on company letter head paper

Dear **Apollo Partnership Trust**

Insert coach company name can confirm that the following arrangements are in place to ensure the health, safety and wellbeing of our passengers:

	INFORMATION/ CONFIRMATION
Operators Licence held:	*insert licence number*
Operators Compliance Risk Score (OCRS):	*insert score*
Public liability insurance held	*insert provider and policy number*
Employer liability insurance held	*insert provider and policy number*
A copy of the specific Risk Assessment for this travel **is attached**.	
We have a 24/7 contact number for emergencies	*Please state number*
We have adequate arrangements in place to provide replacement vehicles in case of a breakdown or accident	
All of our drivers used for school hire have DBS certificates	
All coaches used for school hire have seatbelts fitted.	
Our vehicles are maintained and serviced in line with legal requirements	
We undertake 4 weekly checks of our vehicles and maintain records.	
Drivers undertake pre use vehicle checks prior to each outing.	
We will **NOT** subcontract to another company with your prior consent.	
A licence disc will be displayed on the windscreen of the vehicle.	
All Drivers have received training to operate with groups of young people.	
Drivers have an emergency procedure to follow.	
All vehicles are equipped with basic safety equipment (first aid and functioning torches).	

Signed ……….

Job role ……..