

Lower Peover C.E Primary School Educational Visits Policy



LOWER PEOVER
CofE Primary School

Staff Meeting:	January 2018
Governors Meeting:	January 2018
Chair of Governors:	James Forshaw
Review:	January 2020

1. Introduction

Lower Peover Primary School adopts Edsentials Policy and Guidance documents for educational visits and offsite activity.

The Edsential Learning outside the classroom (LOtC), Evolve and Educational Visits Team will provide:

- Advice and support on all aspects of the Educational visits process.
- Establishment access to Edsential EVOLVE website for Educational visits.
- An online advice and notification procedure with approval procedure for specific Educational visits to check that arrangements reflect Edsential/Employer guidance and current best practice.
- Access to a range of training courses, some of which may be subject to an additional charge.

All forms are available on (EVOLVE), from the Educational Visits co-ordinator (EVC) or on the school server. There is convincing research that suggests good quality learning outside the classroom adds significant value to young people's learning. Effective learning outside the classroom relies on problem solving skills, cooperation and interpersonal communication: all essential skills for today's young people.

2. Aims and Purposes

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

As part of the planning process, teachers are expected to plan enhancement and enrichment opportunities for each of their topics. Each year the school arranges a number of educational activities and visits that take place off the school site and/ or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Inter school team sports, such as football and netball
- Regular nearby visits (EG places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

3. Responsibilities

We all have a common law duty of care to do what is reasonable to prevent harm occurring to another person.

Under the statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES requirements and LA guidelines. This school's EVC is Martyn Lewis.

Specific responsibilities include:

- Local Authority – to approve overseas, residential and adventurous activities
- Headteacher – to approve visits and assesses competence of visit leaders
- EVC – to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, ensure DBS checks done, liaise with LA, and ensure emergency contacts in place.

- Visit leader – to plan visits in line with procedures in this policy, ensure visit is suitable place, be approved by the Head, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- Supervising teachers and other adults – to supervise children, continually assess risks, manage risks in line with risk assessment
- Pupils – to follow instructions and procedures in line with the risk assessment and have a voice in drawing up the risk assessment itself.

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

4. Approval Procedure

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the head teacher and EVC. The Governing Body receives notification of residential trips.

In addition, visits that are either:

- Overseas
- Residential or
- Involving adventurous activity

Residential visits will require the additional approval of the LA. Further approval will also be required from the governing body for visits of these types.

If an external provider or tour operator is being used, they must complete the detailed Form EV4 at the time of the provisional booking.

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

5. Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgment of Risk').

6. Staffing

a) Competence

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head teacher and/or EVC. In the case of the leading (i.e. instructing) of adventurous activities, the assessment is undertaken by the LA by means of Form EV3.

b) Ratio

As a general guide and in normal circumstances, the adult /child ratio may be Age

4 – 1:4

5- 6 - 1:6

7-10 –1:10

11+ - 1:15

However, a professional judgement must be made for **each visit**, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

c) Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care. All documentation is confidential and must not be shared via social media.

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children. An off duty rota could be arranged with the visit leader so that a minimum of 2 adults are on duty at all times.

7. Pre-trip planning

Before going on the trip, the Leader and other teachers must carry out the following checks.

- Make clear the aims and objectives of the trip.
- Seek Headteacher's and EVC approval.
- LA notification or approval (if necessary).
- Informing parents of details and trip.
- Parental consent, including information such as medical, SEN or allergies.
- Liaise with other members of staff going on trip so aware of any additional needs of pupils. - Ensure those going on the trip meet the required ratio levels and training (e.g paediatric first aid)
- Devise itinerary and programme for the day.
- Liaise with the Office to set financial contributions from parents.

8. Risk Assessment

Accidents do happen, but we must do what we reasonable can to prevent them. Managing risks helps us to achieve our objectives and helps to prevent things going wrong.

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's generic self assessment. There will be certain events such as sporting ones that have "generic" risk assessments.
- Event Specific Risk - any significant hazard or risk relating to the specific activity that is not covered in the generic policies. These should be recorded on the risk assessment form.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness – an educational issue as well as a safety issue. It is an essential life skill.

The publication 'Group Safety at Water Margins' must be consulted when assessing risks where the visit involves walking along the seashore, collecting samples in ponds or rivers, or paddling in shallow water.

The visit leader's specific risk assessment needs to address issues not already covered by the school's generic risk assessments. Risk assessments must be simple, manageable, proportional, suitable and sufficient. Staff must consider the following: Staff, Activity, Group, Environment and Distance away (SAGED).

9. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

Only members of staff who have received training in accordance with the LA's policy may drive a minibus. There are additional requirements where the minibus is borrowed / hired. Before using the vehicle, the driver must complete a checklist and report any defects to the head teacher or SLT. Additional checks should be made for longer journeys and each half term by the member of SLT with responsibility for the minibus.

If any pupils are to travel by car, the driver must complete Form EV6. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

10. First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the minimum requirement for residential visits. Where children are under 6, a paediatric first trained member of staff must be present.

First aid kits are available from the medical room. If the visit involves the party splitting up, a kit should be taken for each group.

Any pupil with an IHC (Individual Health Care Plan) must be considered on the risk assessment.

11. Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit.

12. Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk'). The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

13. Emergency Procedure

Visit leaders must take with them a copy of any information that sets out the local authority's procedures to be followed in the case of an emergency.

For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

14. Educational Visits Checklist

The Educational Visits Checklist is an essential part of the risk management process and should be adhered to for all visits.

15. Evaluation

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

16. Booking Procedure

Please inform the following people about proposed visits out of school before booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- School Bursar

Procedures

1. Inform the headteacher, check that proposed dates are convenient and put in diary.
2. Complete transport booking form from admin office at least 2 months in advance or as early as possible, and copy to EVC.
3. Complete LA approved form (EV2 & 4) (residential trips and adventurous activities only)
4. Liaise with the Bursar with regards to booking transport, cost, letter to parents and, if necessary, additional insurance
5. Inform parents using standard letter Bursar.
6. Complete details of visit on Evolve
7. Attach Risk Assessment and letter to parents to Evolve
8. Carry out pre-visit if possible and necessary
9. Keep record of contributions made by parents via parentpay
10. Use the educational visits checklist as an aide memoir before and on the day of the visit. If the headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**
11. Evaluate the trip with the EVC and attach to the EVOLVE paper work.

17. During the Trip

During the trip, the designated Leader, along with the other adults, must do the following whilst on the trip.

- Manage on-going risk such as changes in weather etc.
- Carry around emergency contact arrangements.
- Ensure have on their person any medication for any of the pupils.
- Have appropriate first aid kit.
- If residential, ensure there is a duty rota to allow for some down time for staff. - Arrange meeting points where necessary.
- Regular head counts.
- Information for group leaders and with contact details for emergencies. - If residential, security details for accommodation.

18. After the Trip

Once the trip has been completed, we ask staff to review the trip wherever possible. -
Were the objectives of the trip met?

- Give feedback to the EVC.
- Carry out evaluation on Evolve.
- Accident incident forms following LA procedures.

19. Farm Visits

When conducting risk assessment for farm visit please follow guidance that can be found on EVOLVE website in resources and then guidance.

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In advance of the visit:

- | | | | |
|-----|---|--------------------------|--------------------------|
| 1. | Have the intended outcomes of the visit been clearly identified? | <input type="checkbox"/> | yes |
| 2. | Is the visit appropriate to the age, ability and aptitude of the group? | <input type="checkbox"/> | yes |
| 3. | Has there been suitable progression/preparation for participants prior to the visit? | <input type="checkbox"/> | yes |
| 4. | Does the visit comply with any guidelines specific to your Establishment? | <input type="checkbox"/> | yes |
| 5. | Does the visit comply with any specific LA guidelines? (see relevant sections of Council Policy and Guidance for Educational Visits and Offsite Activity) | <input type="checkbox"/> | yes |
| 6. | If a member of staff is going to <u>lead</u> and/or deliver the adventurous activity (activities), have they been 'approved' by EDSSENTIAL? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 7. | If using an external provider or tour operator, does the provider hold a LOTC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 8. | Are transport arrangements suitable and satisfactory? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 9. | If residential, have appropriate measures been taken to ensure the suitability of accommodation? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 11. | Has a pre-visit taken place? (normal procedure for most visits within the UK).
If not, have appropriate additional checks been made? | <input type="checkbox"/> | |
| | | yes | |
| 12. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | <input type="checkbox"/> | |
| | | yes | |
| 13. | Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 14. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? | <input type="checkbox"/> | |
| | | yes | |
| 15. | Does the Visit Leader possess the necessary competence to lead the visit and is he/she comfortable with their role? | <input type="checkbox"/> | |
| | | yes | |
| 16. | Are all support staff aware of and comfortable with their roles? | <input type="checkbox"/> | |
| | | yes | |
| 17. | Are all helpers aware of and comfortable with their roles? | <input type="checkbox"/> | |
| | | yes | |
| 18. | If appropriate , have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? | <input type="checkbox"/> | |
| | | yes | |

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|-----|--|--------------------------|------------------------------|
| 19. | Is insurance cover adequate? (see L.A Policy and Guidance for Educational Visits and Offsite Activity) | <input type="checkbox"/> | yes |
| 20. | Does at least one member of staff know the participants that are being taken on the visit, including any behavioural traits? | <input type="checkbox"/> | yes |
| | Have participants been advised in advance about expectations for their behaviour? | | |
| 21. | If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? | <input type="checkbox"/> | yes |
| 22. | Are participants aware of the nature and purpose of the visit? | <input type="checkbox"/> | yes |
| 23. | Are parents fully aware of the nature (including contingency plans) and purpose of the visit and has consent been obtained? | <input type="checkbox"/> | yes |
| 24. | Have all relevant details been issued? (e.g.. itinerary, kit lists, etc?) | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| | | yes | |
| 25. | Are staff aware of any medical needs and/or other relevant details of participants? | <input type="checkbox"/> | yes |
| 26. | Has parental consent been gained for staff to administer specific drugs/injections and if necessary have named staff received appropriate training? | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| | | yes | |
| 27. | Are staff aware of any relevant medical conditions of other staff/helpers within the group? | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| | | yes | |
| 28. | Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? | <input type="checkbox"/> | yes |
| 29. | Is a first aid kit (appropriate to the visit) available? | <input type="checkbox"/> | yes |
| | | yes | |
| 30. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g.. 'Plan B', Have these plans been risk assessed and parental consent obtained? | <input type="checkbox"/> | yes |
| 31. | For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader and an Emergency Card (Home Contacts) be with the designated home contacts? | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| | | yes | |
| 32. | Are full details of the visit at the recorded on EVOLVE and if appropriate with the establishment's Emergency Contact(s)? | <input type="checkbox"/> | yes |
| 33. | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see L.A Policy and Guidance) | <input type="checkbox"/> | yes |
| 34. | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| | | yes | |
| 35. | If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| | | yes | |

Policy and Guidance for Educational Visits and Offsite Activity/ OEAP national guidance)

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|-----|--|--------------------------|--------------------------|
| 36. | A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 37. | Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 38. | Does any specialist equipment conform to the standards recommended by responsible agencies? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 39. | Have all financial matters been dealt with appropriately? | <input type="checkbox"/> | |
| | | yes | |
| 40. | Has the visit been approved by the Head of Establishment and EVC and in line with Governing Body policy (where appropriate)? | <input type="checkbox"/> | |
| | | yes | |
| 41. | If residential, overseas or involving adventurous activities has the visit been approved by the Edsential LOtC team? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |

During the visit

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|-----|--|--------------------------|--------------------------|
| 42. | Do all staff have a list of participants/groups? and emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? | <input type="checkbox"/> | |
| | | yes | |
| 43. | Does the establishment office have a list of the names of all participants, including adults? If out of hours does the home contact have these details and an Emergency Card (Home Contact)? | <input type="checkbox"/> | |
| | | yes | |
| 44. | Do staff have sufficient funds to allow for any contingencies? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 45. | Do staff have any relevant literature, work sheets, clipboards, etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 46. | Do staff have other items, e.g.. first aid kit, sick bags, litter sack, etc., if needed? | <input type="checkbox"/> | |
| | | yes | |
| 47. | Are participant numbers being checked at appropriate times? | <input type="checkbox"/> | |
| | | yes | |
| 48. | Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 49. | Are participants aware of the procedure in areas where there is traffic? (e.g.. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 50. | Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 51. | If a rendezvous for the group has been arranged after a period of time does each participant and member of staff know exactly where and when to meet? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |

52. Do participants know what action they should take if they become separated from the group? yes

53. Is on-going risk assessment being conducted and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants? yes

55. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a

56. Has the group been debriefed and any relevant follow-up work completed? yes n/a

57. Have all loose ends been tied up e.g.. Paperwork, finance and thank you letters? yes

58. Has the visit been evaluated and if appropriate have notes been made of points to be considered for future visits? yes

59. Have all staff and helpers involved in the visit been thanked for their input? yes

School/establishment: Lower Peover C.E Primary School

Your son/daughter/ward name: _____

I hereby agree to my son/daughter/ward participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

Collective Worship, Forest Skills, Musical performances

These visits will normally take place at the following, or similar, locations:

St Oswald's Church, School wood, Plumley Village Hall

I understand that:

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my son/daughter/ward return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my son/daughter/ward during the visit;
- my son/daughter/ward will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may effect them during the visit;

I understand the extent and limitations of the insurance cover provided and that is insured in respect of its legal liabilities only, and that there is no personal accident or other cover.

Full name of parent/guardian: _____

Signature of parent/guardian: _____ **Date:** _____

Address: _____

_____ **Tel:** _____

Emergency Card (Home Contacts)

For visits that take place outside normal Establishment hours.

This 'card' or equivalent must remain with the Establishment emergency contact(s) at all times if access to EVOLVE is not possible.

The Establishment's Emergency Home Contact(s) should have all visit information including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit) you should:

- Confirm the phone number at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required.
- Establish whether the Visit Leader has made contact with L.A Emergency contact.

If the incident does not involve serious injury or fatality and/or is not likely to attract media attention:

- Provide the required assistance if possible
- Seek further advice or pass on details to other Establishment contacts who may be able to assist.
-

If the incident does involve serious injury or fatality and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible; from the Establishment and/. Council or Trustees/Governors

It is the responsibility of the Visit Leader to contact the Council or Trustees/Governors. However circumstances may prevent this. If you are not 100% positive that the Council or Trustees/Governors have been contacted please contact Council Emergency Team and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- You should also contact the Head of Establishment (if this is not you)
- A Response Team will be brought into action to support the party, the Establishment and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately.
- The Head of Establishment should consider the appropriate time to contact the parents/guardians of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions which may include providing links with the media, communicating with rescue agencies, tour operators and insurance companies. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required
- You will be provided with a dedicated number to refer all press, media, parental or other enquiries to the LA and for continuing contact with the LA during the incident.

- The LA will give accurate and periodic information through press releases, will arrange interviews and will attempt to reduce media pressure from the incident, Establishment and parents. If appropriate support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment		
Deputy Head of Establishment		
Emergency Contact		-

Chair of Governing Body (optional)		
Other/EVC		

Volunteer Driver's Declaration

To: The HeadteacherSchool

I confirm that I am willing to use my own vehicle for transporting students on Educational Visits.

I accept responsibility for maintaining appropriate insurance cover and have checked with my insurance company that students carried voluntarily are insured.

I have a current clean, valid driving licence.

I shall ensure that the vehicle is roadworthy in all respects.

I shall ensure that all passengers wear correctly fastened seat belts.

I shall at no time transport a single student, other than my own child, as part of any journey. (This section does not apply to any 17/18/19-year-old student transporting their peers.)

I agree to the terms and conditions outlined in this declaration and will operate within them. I have never been interviewed, cautioned or convicted of any offence that would render me unsuitable to work with young people.

I shall at no time transport a student or students while I am under the influence of alcohol or drugs.

Signed: Date:

Name and address:

.....

The Establishment/LA reserves the right at any time to request copies of any relevant documentation, including vehicle registration or ownership document, MOT certificate, insurance certificate, road tax or driving licence.

Persons regularly transporting children will be asked to provide any disclosure certification required by the school or employers policy. This is in order to ascertain that they have not been declared unsuitable to work with children and young people.

Drivers should retain a copy of this declaration reminding them of the school's expectations.

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>

Schools may wish to obtain parental permission for students to be transported in other adults' cars by the use of a pro forma such as this:

There may be occasions when your child could be transported in the car of another adult associated with the school.

The conditions under which other adults agree to provide use of their car are as follows:

They:

- confirm they are willing to use their own vehicle for transporting students on Educational Visits
- accept responsibility for maintaining appropriate insurance cover and have checked with their insurance company that students carried voluntarily are insured.
- have a current clean, valid driving license.
- shall ensure the vehicle is roadworthy in all respects
- shall ensure all passengers wear correctly fastened seat belts
- shall at no time transport a single student, other than their own child, as part of any journey (this section does not apply to any 17/18/19-year-old student transporting their peers)
- agree to the terms and conditions outlined in this declaration and will operate within them
- have never been interviewed, cautioned or convicted of any offence that would render them unsuitable to work with young people
- shall at no time transport a student or students while they are under the influence of alcohol or drugs.

I give permission for my son/daughter/ward to be transported in the car of another parent within the requirements explained to me.

Signed: Date:

Name and address:

.....