



## **Educational Visits, Swimming, Outdoor Learning and Adventurous Activities Policy**

|                                      |                                                                                                                                   |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Policy:                              | Educational Visits                                                                                                                |
| This Policy was approved:            | January 2022                                                                                                                      |
| This policy was reviewed and updated | February 2023<br>September 2023<br>January 2024<br>May 2024<br>September 2024<br>January 2025<br>June 2025<br><b>October 2025</b> |
| This Policy will be reviewed:        | September 2026 (ongoing)                                                                                                          |
| Governor committee responsibility:   | Headteacher                                                                                                                       |

## **Introduction**

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability, or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting, and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn, but importantly, how and where we learn. It is not an end in itself, but a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

## **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- KSCIE 2025
- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'
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This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Medicines in school policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS Policy

## **Roles and responsibilities**

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Upper Nidderdale Primary Federation has two Educational Visits Co-ordinators. They have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinators are: **Ang Lumley (STC) and Tania Haneskog (GH)**

Administrative tasks will be carried out by **Tania Haneskog for Glasshouses and Ang Lumley for St Cuthbert's, and Ang Lumley for JOINT visits.**

### **The headteacher (or in their absence, DHT) will:**

- Read requests for trips before giving permission for them to take place, a **minimum of 4 weeks** ahead of any organisation and administration.
- No letters will be sent out to parents without being agreed with the headteacher.

### **Admin will:**

- Ensure that the Headteacher (or in their absence, DHT) has authorised the trip to go ahead and that they have seen the letters to go home and authorised them.
- Prepare registers for the trips, with the headings: **leaving the building, on the coach/train/ car or walking, arriving at the destination, during the event /day, leaving the destination, arriving back at school.**
- Keep a file with the public indemnities, insurance documents and public liabilities for all coaches and outside companies (such as Kanga Sports etc) and ensure that these are in date when using them on trips etc – checked every 1<sup>st</sup> of the month.
- Set up class trip files with the following headings
  1. Educational Visits Policy
  2. Blank Safeguarding Forms, Slip A and Slip B (on completion of the trip, Slips A & B and the register for that trip will be stored behind the paperwork in the Visits folder)
  3. **Risk Assessments / Evolve - Risk assessments, signed briefing notes from the team meeting with all staff/adults on the trip, the EVOLVE for each trip, Safeguarding sheets and slip and any other paperwork for each trip will be stored in an individual plastic wallet.**
  4. Procedure for Collection/Non-Collection of Children Policy
  5. Medical Information and Care Plans
  6. Emergency Contacts / End of Day Collection Sheets

## 7. Annual Consent Forms

**A copy of the up to date Photo Consent Permissions should be at the front of the folder for ease of reference by the staff on the trip/visit.**

- Set up the medication ziplock wallets / bags and boxes as per APPENDIX A.
- Scan all the medication forms to EVOLVE and file in the medication box.
- Create a sheet with the child's name, which medication is being taken and WHEN, e.g breakfast, evening etc (according the consent form)
- On the residential return, email the 'administered medication' forms to parents and scan onto Evolve.
- See APPENDIX B – Medication on Residentials

### **Staff / visit leader for the trip will:**

- Meet with the EVC and staff attending the trip to go through paperwork prior to a trip taking place, at least week before the trip. Staff are to be alerted as soon as possible that the meeting is taking place, to ensure that everyone can attend. They must then ensure all paperwork is signed to say that the paperwork has been shared and understood.
- Prepare all letters, complete Evolve and Risk Assessments, Request to administer medication forms, at least 2 weeks in advance of the actual visit.
- Work alongside the SENCO to complete any individual risk assessments for SEND pupils and arrange support on the trip to ensure inclusion.
- All visits, including local area MUST have Evolve completed which includes uploading: **Risk Assessments for all which provides a 'lesson plan' for the trip or visit: The Risk assessment must detail: from start to finish what happens and when e.g timings, who is in charge for which groups, activities\* For reoccurring events e.g swimming – the Evolve must be updated with the new groups, behaviour, handing over children and how this is done on the trip return, what happens to the children who need to use the toilet and the rest of the group, what happens at lunchtime / dinner time etc with staff specific tasks, individual pupils with SEND needs and medical needs, details of how behaviour will be dealt with and who is responsible for this on the trip, itineraries and letter including parental consents. Details of what will happen/what arrangements are in place if one of the members of staff on the trip/visit becomes ill or injured.**
- A Deputy Visit Leader will be identified on Evolve and on the RA – if something was to happen to a member of our staff – i.e the Visit Lead, then the deputy steps up and would phone Nicola Thornber to come and be part of the trip for ratios. If the trip includes someone that is not a member of staff – leading an adventurous activity –

**this must be discussed prior to the trip with staff and it needs to be discussed with pupils and logged on the risk assessment.**

- **There will be a pack with instructions for pupils about what to do in different situations. Appendix C**
- **The 'head count' tick list is recorded at the points through the trip.**
- This will be sent to the EVC to check and authorise
- The Visit lead for the trip will deliver the briefing for parents and staff. \*if this is a residential trip, then both the Trip Lead and Designated First Aider will attend.

### **The EVC will:**

- Work alongside admin at the start of the year to ensure all paperwork in trip files is up to date (permission slips, medical information, SEN etc.) **NO TRIPS CAN TAKE PLACE UNTIL THIS HAS BEEN COMPLETED.**
- Oversee/complete all EVOLVE paperwork (working alongside the class teacher if it is not their class)
- Oversee all risk assessments (working alongside the class teacher if it is not their class)
- Check that risk assessments and Evolve paperwork is saved in the current trip file
- **Ensure that all letters, Risk Assessments, signed briefing notes with staff/adults attending the trip, medical forms, are uploaded onto EVOLVE**
- At the end of each academic year, archive all trip information in a clear, labelled box so that the file is ready for next year

### **Definitions**

**'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

**'Local trip and visit'** means anytime that a child is offsite on a visit in the local area (including walking or travelling between schools) excluding Church (for St Cuthbert's and sports fields). Church and Sports fields need Risk Assessments and Evolve, but not parental consent.

**'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school, which takes pupils and staff members off-site.

**'Residential'** means any school trip, which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

### **Establishment policy and procedures**

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

### **Routine acknowledgement:**

Whilst it is not a legal requirement to gain parental consent for curriculum activities, it is UNPF good safeguarding practice that in advance of any visit, trip, including local visits, written consent will be gained.

We will always aim to fully inform parents by email or letter, of the nature of each visit, activity, or series of a similar nature.

We will remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions, a curriculum opportunity may become available at short notice, and we will always aim to notify parents that their child will be off-site.

### **Non-routine consent:**

Written consent will be obtained on enrolment for those visits, which are non-routine visits and activities and those visits, which fall outside of normal hours. We will fully inform parents by letter and/or email of the nature of each visit, activity, or series of a similar nature.

**Specific consent:** Written consent will be obtained for every individual visit, activity or series of a similar nature, which involve a higher level of risk including but not limited to longer journeys, residential visits, and adventurous activities. We will fully inform parents by email or letter of the nature of each visit, activity, or series of a similar nature.

**Medical information:** We will use the medical information on record in our Student Management Information System alongside any updated information, which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk e.g. Residential, it may be appropriate for separate medical information and consent forms to be completed.

### **Staff competence**

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits, deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

There are robust procedures in place for safeguarding on any trips/visits. There are tick lists for two members of staff to check to ensure that everything has been double checked before ANY trip or visit, including Local visits.

### **EVC Training**

The Educational Visits Coordinator will attend appropriate training and revalidation as required by the employer.

### **Visit Leader Training**

Visit leaders will be approved by the Headteacher and will have attended appropriate training and refresher training as required by the employer.

### **Planning and approval procedures**

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures, and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. **It is not a paperwork exercise, but a dynamic process before and during a visit or activity, in order that young people can be kept safe from harm.** At Upper Nidderdale Primary Federation, we have identified a Local Learning Area, which includes all the places that we visit and the activities that we undertake routinely. **ALL visits and TRIPS will have a Risk Assessments and Evolve entered.**

### **External providers**

Wherever possible, visit leaders will gain credible assurances of health & safety management systems and quality provision, through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy

### **Governing Body**

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this, it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained, and financial regulations are adhered to.

### **Staff ratios and first aid**

**Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:**

- **At least 1 male and 1 female supervising adult will be present if at all possible (for mixed pupil groups)**
- **At least 1 supervising adult able to administer first aid is present on all trips**

- For trips that involve Reception and Nursery pupils, at least 1 qualified pediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in classes.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

### **Visit Planning and Management System**

Evolve is the NYCC web-based system used to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own account, which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy.

**Educational Visits Co-ordinator:****Visit planning approval summary table for The Upper Nidderdale Primary Federation**

|                                               | Planning/Recording Process                                                                                    | Risk Management                                                                                                                                                                  | Final Approval         |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| On-site/Local Learning Area/Local Area Visits | Seek approval from the head in the first instance at <b>minimum 4 weeks prior to the visit.</b><br><br>EVOLVE | LLA risk management supplemented by specific documentation where necessary                                                                                                       | Head                   |
| Day Visit outside Local Learning Area         | Recorded on Evolve                                                                                            | School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary                                     | Head                   |
| Overseas                                      | Recorded on Evolve                                                                                            | LLA risk management and supplemented by specific documentation necessary                                                                                                         | Head/Adviser           |
| Residential                                   | Recorded on Evolve                                                                                            | LLA risk management and supplemented by specific documentation necessary                                                                                                         | Head/Adviser/governors |
| Adventure, provider led                       | Recorded on Evolve                                                                                            | Provider risk manages activities<br>School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary | Head/Adviser           |
| Adventure, self-led                           | Recorded on Evolve                                                                                            | Local Learning Policy/Specific Risk Management                                                                                                                                   | Head/Adviser           |

### **Incident Management**

In the case of an incident during a visit, all members of staff will follow the establishment's incident management plan as detailed in the appendix.

### **Monitoring of visits and procedures**

Governors will monitor the implementation and effectiveness of this policy by acting as a critical.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

### **Charges for Off-site Activities and Visits**

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to our charging and remissions policy.

### **Inclusion & SEND**

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably, or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to our SEND policy.

The SENDco and Class teacher will meet at least **2 weeks prior to the visit to complete the RA, and will meet with the organisation to discuss arrangements for children with additional needs, that may require additional adults for the trip and visits.**

### **Safeguarding**

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Admin.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and

they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to our Safeguarding Policy.

### **Safeguarding – What3Words**

In the case of an emergency, an agreed location using the app What3words is to be pre-determined before any educational visit. This agreed location must be shared with all staff attending the visit as well as admin, and must be listed on the Risk Assessment. It may be a requirement to reconvene in case of an evacuation, medical emergency or loss in contact.

### **Insurance**

Young people participating in visits and activities will have NYCC insurance cover. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

### **Transport**

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it, and staff must follow any specialist guidance provided by your employer.

### **Administration**

The Admin Team will be responsible for

- sending out all letters in connections with trips and visits, etc
- collating permissions slips and chasing them up, where necessary, and keeping the visit leader informed of progress/problems
- booking transport and obtaining a copy of the transport company's Liability Insurance (if we don't already have it)
- setting up payment items on ParentPay and ensuring that monies are received on time, including chasing up when necessary
- providing a register for the trip
- filing and retaining the documentation, for the appropriate length of time, after the trip/visit
- informing the kitchen staff of the visit 4 weeks in advance so that they are aware of reduced pupil numbers/that a packed lunch may be required for Pupil Premium children, if requested.
- sending a text out to parents the day before the trip takes place, reminding them of the dress code for the trip and that a packed lunch is required

### **Local Learning Area**

We use our Local Learning Areas on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure or whatever local systems you decide to implement.

### **Operating Procedure for visits to the Local Learning Area**

The following are potentially significant issues/hazards within our extended locality:

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

### **These are managed by a combination of the following:**

- The Head must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have 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 school, wait where they are, go to x and ask for help, etc).
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return. Staff will take this information with them, and all records will be checked by 2 members of staff before leaving the school building.
- A school mobile is taken with each group and the office have a note of the number.

## **Swimming**

The Upper Nidderdale Primary Federation is committed to safeguarding and promoting the welfare of children in and outside of school. Swimming is a regular lesson that takes place outside of school across the federation. Therefore, safeguarding policies that are in place in school carry over to the swimming pool.

### **Policies and Procedures**

- The school have ensured that the pool Provider Statement is up to date.
- The school has quality assured the risk assessment from the swimming pool and has a separate Risk Assessment in place for travel to and from the pool.
- The Upper Nidderdale Primary Federation has a Child Protection Policy that covers the safeguarding of pupils in the swimming pool.
- The federation Behaviour Policy is implemented at all times.
- Pupils are aware of the behaviour that is expected of them.
- All staff and pupils are aware of the evacuation procedures.
- Two members of staff will check all safeguarding paperwork regarding the trip prior to leaving the school building. Evidence of these checks and cross checks will be kept in trip files.
- The school will check details of training qualifications and experience of provider staff, including DBS checks.
- The swimming teaching staff will liaise with school staff if a child is struggling with swimming. School staff will put appropriate support systems in place.

### **Safeguarding whilst pupils are getting changed**

- Pupils will not share changing facilities with members of the public.
- In agreement with the pool, there will be a 15-minute window at the end of the school session, before the pool is open to the public. During the lesson, the pool is closed to members of the public. This includes parents of pupils using the pool.
- Appropriate supervision based on the age and developmental needs of the pupils getting changed is provided.
- Pupils are briefed on correct behaviour whilst using off-site changing rooms – linked to the federation behaviour policy and general safeguarding expectations.
- Pupils are made aware that adults are in earshot of what is happening in the room and will enter the changing room if necessary, for example in response to a disturbance or bullying.
- When a staff member needs to enter the changing rooms, they will alert pupils in advance.
- Designated meeting points are communicated to all pupils and staff members.
- Pupils are made aware of the protocol to follow should they become separated from the group.

- Staff are on the poolside to supervise pupils at all times during lessons. Staff are then readily available if a pupil needs to use the toilet.

### **First Aid**

- A first aid kit is taken to the pool in case of any accidents/emergencies whilst on the way to the pool (St. Cuthbert's' pupils walk to the pool, pupils from Glasshouses are transported by minibus).
- As part of the safeguarding checklist before the trip, staff will ensure that any necessary medication is taken on the trip.
- Pupils with medical conditions have access to their medication at all times.  
**See Appendix B for medication and first aid on residentials**

## **Appendix A**

Please also refer to the Safeguarding on Trips checklist, which must always be completed for any off-site activity.

### **SAFEGUARDING ON TRIPS**

Before you go offsite (including forest school activities, cricket pitch, swimming and the dam), please complete this tick list and retain a copy in the 'Off Site Risk Assessment' folder in the office.

**Name of activity:**

**Date:**

**Class:**

| <b>Items to be checked</b>                                                                                                                                                | <b>Name and signature of first adult checking*</b> | <b>Name and signature of second adult checking*</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|
| Seek prior authorisation from the Headteacher                                                                                                                             |                                                    |                                                     |
| Complete a risk assessment form and Evolve 2 weeks ahead of trip/visit (which has to be agreed by the head and filed in the RA file in the office)                        |                                                    |                                                     |
| Complete RA with SENco for any children with Additional Needs that needs adapting to enable them to take part.                                                            |                                                    |                                                     |
| Print a paper copy of the register/group for reference to: before departure/during the trip or visit/on return to school                                                  |                                                    |                                                     |
| Check the 'Medications, Care Plans and Inhalers in School' sheet (a copy is in the central trip file and each class trip file and in each class 'Red Vulnerable' file)    |                                                    |                                                     |
| Collect high-viz jackets to be worn by all children                                                                                                                       |                                                    |                                                     |
| Collect class first aid kit                                                                                                                                               |                                                    |                                                     |
| Collect all medication and inhalers for your class                                                                                                                        |                                                    |                                                     |
| Collect the trip file, trip phone, and walkie talkies (if more than one group) from the office (the file contains medical information and consents for the specific trip) |                                                    |                                                     |
| Complete Slip A and inform the office you are leaving the building                                                                                                        |                                                    |                                                     |
| On your return, complete Slip B and hand it in with this form and the completed register to the office for filing in the Off-Site Risk Assessment folder.                 |                                                    |                                                     |

**\*must be checked by two people**

**Name of activity:**

**Date:**

**SLIP A – to be handed into the office before leaving the building**

I confirm that I have (please ☐):

- ☐ **Got the trip file**
- ☐ **Got the trip bag**
- ☐ **Got the hi-viz jackets**
- ☐ **Got the first aid kit**
- ☐ **Got the register**
- ☐ **Got any required medication/care plans**
- ☐ **Returned any keys to the cabinet**

**Signed: ..... Date: .....**

☐ .....

**Name of activity:**

**Date:**

**SLIP B – to be handed into the office on return from the trip**

I confirm that I have (please ☐):

- ☐ **Returned the trip file to the office cupboard**
- ☐ **Returned any medication etc to the first aid cabinet, etc**
- ☐ **Returned the trip bag and hi-viz jackets to the lockers**
- ☐ **Returned the first aid kit**
- ☐ **Returned any keys to the cabinet**
- ☐ **Handed in the Safeguarding Checklist and register to the office**
- ☐ **Filed the risk assessment, etc, in the Off-site Risk Assessment folder (if applicable)**

**Signed: ..... Date: .....**

## **APPENDIX B – Medication and First Aid on residential**

- One member of staff to be designated as Medical Lead (First Aider) – to attend the trip information meeting alongside the trip lead.
- All parents to be given a request for medication form for Calpol (pre-written and signed by the head teacher).
- Medication that is not held by school, should be brought into school in its original packaging with a completed request to administer medication form 2 weeks before the trip.
- The request to administer medication form is to be signed by the head teacher and the information is transferred onto an administration of medicine form.
- Medication to be put into an A5 zip lock bag that is labelled with the child's name (this could be colour coded for am and pm) along with the administration of medicine form. These are then to be stored in a lidded box ready to take on the trip.
- Permission forms to be scanned and put on Evolve and then kept in a file with the box. Calpol forms are to be in the same file in a different section.
- A register of who needs what and at what time can then be collated and put in the medication file. This allows staff to know what is due at each medication session and to sign it off as a check.
- The person designated to be in charge of medicines MUST check this BEFORE the day of the trip.
- On return, all medication to be returned to pupils. The administration of medicine forms are to be scanned and recorded on CPOMs for each child. These also need to be emailed to parents as a record of the medication that their child has had (this reduces the workload of writing out the small slips for each child and each medicine whilst on residential).

## **Appendix C**

If something happens to the adults leading your group.

- 1) Stay as a group.
- 2) Ring 999 – on the form – name of the place visited and What3Words - read out the script.
- 3) Ask the emergency services to call school or, if you can, call school on 01423 711407 – press 3.