Liverpool College

Liverpool College

Educational Visits/Learning outside the Classroom Policy

★★★★★★★★★★

Mission Statement

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

Core Values

We recognise *that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess*

We believe *that the development of character, creativity intellect and spirituality, are the primary aims of education.*

We work *together to create a happy and caring school community which is engaged in our local community and the wider world*

We pursue *high standards in every area of school life*

This is a whole College policy and applies to the Primary and Secondary Phase, Breakfast Club and after activities.

★★★★★★★★★★

Approved Date	17.11.26
Review Date	17.11.27
Principal	Haynes. Mrs A Haynes

Educational and Enrichment Visits/Learning outside the Classroom Policy

Introduction

Liverpool College believes that safely managed, well planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our pupils. They are an opportunity to extend the learning of all pupils, including an understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. The teaching staff and Governors are committed to providing educational, enrichment visits and learning outside the classroom activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible.

Liverpool College follows School Improvement Liverpool and the Outdoor Education Advisors Panel's National Guidelines. The College uses 'Evolve' the School Improvement Liverpool's software for the planning and approval of all visits and sporting fixtures outside of the college grounds and/or outside of school hours. For residential visits and day visits categorised as B, C or D (see below) School Improvement Liverpool will assess and provide approval for the visit.

This policy provides a clear and coherent structure for the planning and evaluation of our visits to ensure that any risks are managed and kept to a minimum.

Aim

The aim of this policy is to:

- ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part
- ensure assessments and procedures for managing risks are in place
- ensure that whenever appropriate, further advice is sought from the Local Authority (LA) and from other technically competent sources.

1. Definitions of Visits

Visits can be categorised into three categories, these are:

Category A

These are activities that present no significant risk. They should be supervised by a teacher who has been assessed as competent by the LA or Assistant Principal LC+/Vice Principal Primary to lead the activity. Examples include sports fixtures, museum trips, Sixth Form attending lectures outside of school, walking in parks or field studies in environments that present no technical hazards.

Category B

These comprise of higher-risk or higher profile activities. LA approval is required for this category of activity. Safe supervision requires that the trip leader should as a minimum, have undergone familiarisation specific to the activity and / or the location. The trip leader will have to be approved as suitably competent by the LA and hold any necessary qualification/award. Examples include handling animals, walking in non-remote country, camping or cycling on roads.

Category C
This is the most demanding category.
It includes all those activities that, if not school-led, would be in the scope of the Adventure Activities Licensing Regulations 1996. LA approval is required for visits in this category. In the case of sports, where safe supervision requires the leader to complete some prior test of his/her specific competence, such testing might include a recognised course of training, the recorded accumulation of relevant experience or an assessment of competence by an appropriate body.

Category D
This is when the visit is residential and/or is abroad.

Sporting fixtures
Any Sporting Fixtures that are held outside of the college grounds and/or outside of school hours are covered within the umbrella of this policy. All such events are to be entered onto Evolve. They can be uploaded with several dates and a generic Risk Assessments for each venue and sporting activity is to be included. The SLT approval for such activities is given when the Fixture Calendar is generated at the start of each academic year.

2. Roles and Responsibilities

The Governing Body
Has responsibility for:
- reviewing this policy
- being aware of the visits that take place throughout the academic year.

The Principal
Has responsibility for:
- the overarching policy and procedures
- delegating responsibility for policy and procedure for visits to the Vice Principal.

Assistant Principal LC+/Vice Principal Primary
Has responsibility for:
- the policy and procedure for visits throughout the whole college
- ensuring that the trip leader and staff on visits are suitably trained and are deemed competent
- acting on behalf of the Principal to approve visits via Evolve. Once approved visits, other than category A, will automatically be passed onto School Improvement Liverpool for further approval.

EVC (Educational Visit Co-ordinator – Mr R Newton)
Has responsibility for:
- providing support and advice to trip leaders on the planning of visits and the completion of Evolve
- checking all visit submissions and work with the trip leader to ensure that the submission reaches the required standard
- submitting educational visit forms within Evolve to the Vice Principal (Operations)
- carrying out 3 monitoring sessions per year, which are then logged on Evolve.

Trip Leader
Has responsibility for
- providing a proposal (Appendix A) for a visit to SLT for approval
- following the steps in Appendix A, Trip Leader Checklist
- completing Evolve for final approval within the timeframe outlined below. For residential and high-risk visits Evolve must be completed at least 8 weeks before the visit. For day visits, Evolve must be

completed at least 3 weeks in advance. In the case of unexpected visits and competitions there will be exceptions to this rule
- to ensure the visit is staffed and led in a safe manner, and according to the details supplied within Evolve
- where possible, following the agreed programme and risk assessments, whilst on the trip
- evaluating the visit and completing any relevant documentation after the visit has taken place.

Accompanying Staff/Volunteers
Have responsibility for
- accepting delegated responsibilities by the trip leader, including responsibility for first aid, response in an emergency and child protection
- supporting the trip leader
- taking charge of an assigned group of pupils.

School Improvement Liverpool
Have responsibility for
- authorising submitted educational visits via Evolve
- supporting the college in the case of an emergency.

3. Inclusion

Liverpool College is committed to ensuring that all pupils, including those with additional needs, mental health conditions, or disabilities have equity of opportunity to participate in educational visits. Children with special educational needs or disabilities should not be excluded from a visit on the basis of their special needs alone.

Where a pupil has a known condition or mental health need or where safety concerns have been raised, a specific risk assessment may be undertaken in consultation with the Designated Safeguarding Lead (DSL), SENCO, EVC, trip leader, and parents/carers. The purpose of this assessment is to identify any reasonable adjustments or support measures needed to ensure the pupil's safety and inclusion where possible. This risk assessment will inform the next steps around inclusion.

Any decision by SLT regarding inclusion must:
- Be recorded and shared with parents/carers.
- Offer alternative educational provision or pastoral support for the duration of the visit if participation is not possible.
- Comply with the Equality Act 2010 and the school's Safeguarding and Child Protection Policy.
- Be based on individual pupils rather than assumptions or stigma related to mental health or disability.

4. Behaviour

- For residential visits in the Secondary phase, parents and pupils will be required to sign a Visit Behaviour Code of Conduct. (See Appendix B).
- The college reserves the right to withdraw a pupil from a visit if their behaviour is judged to be unacceptable and likely to disrupt the good order of the trip and/or poses a potential danger to themselves or to the group.
- We expect parents and visitors, when watching sporting fixtures or college events to behave appropriately. If this is not the case, Liverpool College reserves the right to ask the parent/visitor to leave the venue.

5. Finance/Insurance

- All charging contribution requested for visits are in line with DfE guidance around educational visits https://www.gov.uk/government/publications/health-and-safety-on-educational-visits
- A pupil who is withdrawn from a school trip by the Principal for disciplinary reasons may be liable to lose all monies concerned.
- Where a trip is not paid in full one week prior to the date of the activity, the college reserves the right to withdraw that pupil from the visit.
- If a pupil withdraws from the trip, the College will endeavour to find a replacement. If this is not possible, the pupil will lose their deposit and depending on the time of withdrawal, may lose the full amount (if the College has paid an external agency). If at this stage the pupil is in arears, they will be expected to pay the full amount.
- The cost of an additional adult (not in the college's employment) accompanying the trip (beyond those needed to meet the staff/pupil ratio) will be met either by the department or by the individual concerned.
- Pupils will be given the opportunity to pay in instalments via an agreed payment plan.
- The College will only ask for voluntary contributions towards the cost of educational visits within school time. For the trip to be classed to be within school time, the duration of the trip needs to be more than 50% within school hours. If voluntary contributions do not cover the total cost of the visit, the visit will unfortunately be cancelled.
- The voluntary contributions for pupils entitled to Pupil Premium for educational visits within school time will be met by the college.
- If a pupil is entitled to Pupil Premium, the college can only contribute to the cost of an out of school hours visit that is classed as educational. The College will contribute 50% of the cost of educational visit up to the value of £100. The College cannot contribute towards enrichment visits.
- For students entitled to Post 16 Bursary, the College can contribute 50% of the cost of a trip upto the value of £250.
- Pupils who parents have any account within the college that is in deficit are not eligible for a place on a trip that is not classed as educational
- Liverpool College opts into the DfE Risk Protection Arrangement, which covers all insurance

6. Procedural Requirements

Trip leaders are required to follow the steps in the trip leader checklist (Appendix A), which outlines the necessary procedures.
During the visit the planned itinerary and relevant risk assessments are to be followed.

7. Supervision

Staffing ratios are dependent on many factors e.g. location, weather conditions, experience of staff, etc. The College will follow the LA recommendations for the ratio of staff to pupils.

The LA recommendations for minimum staffing levels for category A visits are as follows:

1:4	Reception
1:6	Years 1-3
1:10 – 1:15	Years 4-6
1:15	Years 7-13

The LA recommendations for minimum staffing levels for category B - D visits are as follows:

Reception	Better than 1:6
1:6	Years 1-3

1:10 Years 4-6
1:10 Years 7-13

Children with SEN may require additional adult support depending on their particular needs. Adults supporting individual children do not count in the ratio decisions.

It is desirable that one adult per party holds a current qualification in First Aid.

8. Monitoring

Monitoring of trip policy and practice will be conducted by either the EVC or a senior leader.
Governors will be informed of planned residential trips and informed of any accidents or near misses after trips have taken place.

9. Volunteers

Volunteers can be essential to allowing educational visits to take place, However there are responsibilities that come with taking volunteers on school visits:

- Any volunteer attending a residential visit must have an enhanced DBS with a Children's Barred list check. A safeguarding volunteer risk assessment must be completed by the school to evidence they are applying for the correct level of check.
- If a volunteer is deemed as having regular contact (more than 3 occasions in one month) an enhanced DBS with Children's Barred List check is required. A safeguarding volunteer risk assessment must be completed by the school to evidence they are applying for the correct level of check.
- For volunteers who do not fall into either of the above it should be determined using the establishments safeguarding volunteer risk assessment what level of check the volunteer requires (for example, an enhanced DBS with a Children's Barred List check, an enhanced DBS without a Children's Barred List check, or no DBS required)
- Any volunteer who has had the above checks completed should be recorded on the school's single central record.
- If a volunteer has a break in volunteering these checks should be redone before they attend a visit.
- On occasions where a group of volunteers are supporting more than one establishment, the details of the checks should be provided to each establishment. Each establishment will then decide if they are satisfied for the volunteer to work with their children/ students. This information must then be recorded on each establishment single central record.

10. Joint/Collective Visits

Where there are a number establishments taking part in a collectively organised visit the due diligence is retained with each individual establishment. It is therefore important that each establishment completes their due diligence. This due diligence applies to the provider of the visit e.g. ensuring that they have the LoTC quality badge, or a provider form is completed to the required standard. This also applies to any financial arrangements as part of a collective group e.g. each establishment has a responsibility for this through their own establishment financial management. Liverpool College will follow the procedures outlined above for Volunteers.

11. Use of Contractors (Providers) and Tour Operators

A provider is any nominated organisation, body, person providing facilities or services either in full or in part, judged to meet the establishment or group's needs and requirements and relevant safety standards.

Examples of contracted providers of educational visits include: tour operators, expedition providers, outdoor education centres, local farms, civic museums as well as national bodies such as the Youth Hostels Association.

When considering an educational visit to an Activity Centre or when planning to use an Activity Provider, schools and other services must satisfy themselves on matters such as the company's safety policy, levels of instructor competence, qualifications and standard of equipment. For example, check that contacted providers hold an up-to-date Adventure Activity Licence, or a Learning Outside the Classroom quality mark as these provide evidence that they comply with nationally accepted standards.

There are central provider forms stored within EVOLVE for providers that are regularly used.

12. Parent/Carer Consent

Parents/carers are asked to provide written consent for visits/learning outside the classroom.

13. Medical conditions and medication

- Accurate records of any participants who have a medical condition or /and are taking medication must be retained by the group leader.
- Any medical conditions of either staff or pupils must be declared to the College who in turn, will inform the insurance company if required.
- Pupil medication that has been provided by parents must be in the original bottle / container, clearly labelled and contain enough medicine for the duration of the visit, and if appropriate, an additional 48 hour supply, in case of delays.
- It is essential that a member of staff discusses any medical conditions, including their management, with a pupil and their parents prior to departure.
- On the visit, a record must be kept of any medicines administered by staff.
- For any pupil who is self-administering medicine, the trip leader must ensure a checking system is in place.
- All staff are allergy trained and if necessary, staff should receive epipen training prior to departure.
- If a pupil has been prescribed an epipen staff must ensure the pupil has two epipens with them at all times and that they are familiar with the pupils individual healthcare plan (IHP).

14. First aid

The College will provide a first aid kit and where appropriate a fully trained first aider will accompany the trip.

If a pupil is referred to an external party for medical attention, the trip leader should inform the nominated trip SLT lead to discuss the matter at the earliest available opportunity. From this point, the SLT lead may take ownership of parental communication. The Trip Leader/SLT lead will be able to access parental contact details from Bromcom/Evolve.

The parents will be invited to contribute to decisions on the care of the pupil. If appropriate and possible, parents will be invited to liaise directly with medical staff to direct their child's care. If necessary and appropriate, they will be asked to collect or accompany the pupil home.

The SLT lead should inform Nicola Horton (School Improvement Liverpool) on 07921384785 who will, if necessary, give further advice.

15. Emergency Procedures

In the case of a significant incident/accident, staff members are to to inform the SLT Lead and follow their planned emergency procedures.

The incident should be reported to Nicola Horton (School Improvement Liverpool) on 07921384785 and the City Council's Health and Safety Unit within 24 hours via the accident e-form.

16. Risk Assessment and Risk Management

The trip leader is required to follow the safety precautions outlined in the risk assessments uploaded onto Evolve. On occasions, dynamic risk assessments can be employed to suit changing circumstances.

All overseas visits must follow British standard safety requirements for activities.
If a pupil on a visit has an individual risk assessment, the trip leader must ensure that the agreed control measures are observed.

17. Behaviour on the Visit

It may be necessary for the trip leader to issue an appropriate sanction to a pupil who behaves poorly during the visit.

For a serious breach of behaviour, the trip leader should inform the nominated trip SLT lead. In the most extreme cases, a pupil may have to be returned home, at his/her parents' expense.

18. GDPR

The trip leader, accompanying staff and volunteers must carry the necessary pupils' personal data and should endeavour to keep this safe ats all times.

Related documentation

Policies and Guidance within Evolve
City of Liverpool Educational Visits Policy within Evolve
CP01 Safeguarding and Child Protection Policy
HS01 Health and Safety Policy
HS03 First Aid Policy
GB03 Charging and Remissions Policy

Appendix A- Trip Leader Checklist

The stages outlined below should be used when planning a visit

Initial planning

Action
Initial plans to be researched and proposal form submitted to SLT

Trip Proposal Form
Please research and complete the details below. This should then be sent to the relevant member of SLT. **Visit aims and objectives** **Proposed date, duration, locations** **Pupils** **Staffing** **Transport** **Estimated costs** **Has an initial visit been carried to the location or venue? (Provide details)** **Any further useful information** **Date submitted to SLT:**

SLT will consider proposal forms at their next available meeting. If approved, visits can then move to the detailed planning stage as below.

Detailed Planning

Action	Tick when complete
Costings are confirmed and approved by Finance Director	
Use the template provided (Appendix E) to gain expressions of interest from pupils and parents/carers	
Set up payment plan with Finance team	
Write parental letter to include agreed costings and/or wording for the payment of curricular trips.	
Advertise the trip with letters to parents/carers	
Collate participant list	
Meet with SLT to approve participant list and to identify pupils with specific needs, who will need individual risk assessment	
Confirm bookings and arrangements with venue	
Confirm travel arrangements with relevant agencies	
Carry out the stages outlined in Evolve and complete the form within 8 weeks (for residential and hazardous activities). 3 weeks for low-risk visits. • Name of trip • Type • Purpose • Dates • Visit times • Venues/external providers • Travel arrangements • Staffing • Attendees • Risk Assessments (including agreed individual RAs) and hazard control methods. To include the use of headcounts. • Emergency procedure and emergency Home/School Contact • First Aid provision • Transport arrangements • Insurance arrangements • Group membership and staff supervision of the groups • Staffing details, including relevant qualifications and experience • Contingency plans e.g. bad weather activities planned.	
For residential trips, communicate regularly with parents/carers to confirm details and ensure any changes are conveyed in a timely manner	
Gather and list consent and medical information	
Trip Leaders to compile information packs to be given to accompanying staff and briefing meetings arranged where appropriate including medical requirements and recording paperwork for administering medicines	
Arrange a briefing meeting with parents and pupils where appropriate. During this meeting pupils and parents to sign a Behaviour Code of Conduct	

Trip leaders to delegate roles to staff (eg first aid, person who contacts school/emergency services in case of an incident).	
Trip leaders must ensure all payments are made two weeks prior to commencement of trip. The Director of Finance and Trip Leader to agree the appropriate action taken ensure this payment is met before departure	
Order any currency required from Finance, two weeks prior to date of trip.	
Copies of the information pack and contact details must be given to Student Services, EVC and the member of SLT named as the main emergency contact.	
First Aid kit and school mobile phones collected from the office (and currency where applicable)	

On return

Action	Tick when complete
Ensure that all pupils are collected by parents/carers before staff leave	
Ensure the main emergency contact is notified of return as soon as all pupils have been collected	
Return unused currency, mobile phones, First Aid Kit to appropriate office	
After the trip, injuries or accidents to be reported to EVC for recording on 'Smartlog' and if necessary, the LA	
Report any near misses to the EVC	
Where appropriate, make any insurance claims and reclaim any insurance deposits held	
Hand all receipts relating to trip expenses into Finance to enable final financial reconciliation of trip within two weeks of return	
Complete 'evaluation of trip' on Evolve including any 'near misses' for future learning purposes	
Follow up actions as required to any student behaviour issues	

Appendix B – Behaviour Code of Conduct

ALL TRIPS:

Your son or daughter must help our staff to look after their safety by listening carefully to instructions, doing what they are asked to do and by not being reckless by trying to do more or acting alternately to their briefing. You should only provide your consent if you are confident that your son or daughter will behave responsibly and appropriately.

I understand that a high standard of behaviour is required at all times and normal College rules will apply. This includes:

- Obeying instructions from teachers and leaders without delay or question at all times.
- Refraining from the use of profanity or negative language throughout the trip.
- Not taking or participating in the purchase or use of drugs, alcohol, and/or tobacco. These are strictly forbidden and will result in a pupil being sent home from the trip.
- Never intimidating or bullying any other pupil. Any intimidation or perceived bullying towards other pupils will be dealt with immediately.

I agree to my son/daughter taking part in training and/or expeditions with Liverpool College CCF and consultant staff.

I understand and agree to the supervision and camping arrangements as far as has been reasonably set out in the information received

I agree that she/he is fit enough to take part in the activities and that they may be physically and emotionally demanding

I acknowledge the need for responsible behaviour on my/ his/her part and any rules and instructions will be obeyed

I undertake to inform staff as soon as possible of any change in the medical circumstances between the date the medical form was signed and up to the end of any training and/or expedition

I understand that the supervising staff will be acting in loco parentis to give authority to medical or other authorised personnel to carry out medical treatment and/or procedures as may be required in an emergency.

I understand that the participant is responsible for the safe custody of their personal belongings and that the school cannot be held responsible for replacing any such personal belongings that are lost damaged or stolen or for compensation of any kind.

I understand and accept the above statements.

Pupils who are unreasonable in any respect can, at the discretion of staff, expect to face an activity ban and may not take part in further activities. Parents will be notified by telephone ASAP if their son or daughter breaches any of points above. In extreme cases in which a pupil's behaviour is deemed unacceptable by staff they will be sent home, with parents having to collect or pay for the cost of the transport.

To be signed by the Parent/Guardian/Carer and participant:

Signature of participant:		**Date:**	/ /

Signature of parent/carer:		**Date:**	/ /

Relationship with participant (if applicable):	

Appendix C – Volunteers Code of Conduct

You should always:

- Accept and follow directions from the teacher in charge
- Seek guidance through clarification where you may be uncertain of tasks or requirements
- Observe the high standards of behaviour and ethical conduct mandated by the Collge and any Code of Conducts issued by other involved parties – e.g. from staff at a planned venue
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and be a positive role model for pupils
- Treat all children and members of staff equally
- Report any incident of poor behaviour to the teacher in charge immediately.
- Dress appropriately and behave in a manner that promotes healthy and safe trip/event practices.
- Report to any potential hazard to the teacher in charge.

You should never:

- Give or receive gifts. This includes buying gifts/items for pupils from a gift shop during a school trip or at an event (unless the child is your own and only if it is part of the trip/event itinerary).
- Use your Mobile Phone during the trip, unless by arrangement with the teacher in charge or in case of an emergency. Do not allow children to use your mobile phone (including your own child)
- Take photographs
- Swear or use inappropriate language or gestures
- Volunteer to work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement
- Behave in an illegal, improper or unsafe manner. e.g: smoking, drinking alcohol
- Behave inappropriately this includes jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature
- Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, e.g. Facebook and Instagram
- Behave in a manner which may bring the school into disrepute when representing the College

Safeguarding and Health & Safety

- Unless you have a Disclosure and Barring Service (DBS) enhanced check, you should not be left alone with children in your care. Volunteers with a DBS must bring the original certificate to school. This is standard practice for anyone in regular contact and/or in a position of trust with children. Any criminal convictions must be declared. The minimum age at which someone can be asked to apply for a DBS check is 16 years old.
- The teacher in charge will make you aware of any relevant risk assessments, emergency procedures and safety aspects
- Any potential hazard that you feel might put people at risk of injury or harm must be reported straight
- In line with the General Data Protection Regulations 2018, please return any lists containing details of pupils or adults to teachers at the end of the trip.
- Volunteers are not permitted to discuss children or staff members' information or issues with other professionals in the college or outside of college with other parents/guardians or the wider community. Volunteers who break this confidentiality rule will be unable to volunteer again.
- There may be instances where volunteers MUST pass information to the teacher in charge. These include incidents where a child discloses he/she is being harmed or is upset in any way. Volunteers

are advised not to report this to the child's parents/guardians but to inform the teacher in charge immediately.

Internet use and social networking

- Volunteers are expected to adhere to the schools e-safety policy and behave in an ethical and lawful manner with regard to the use of the internet
- Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your volunteering at this College or any activities which may bring the College into disrepute and/or may cause us to question your suitability to volunteer with children
- Volunteers must not attempt to contact pupils or staff via social media or email, or make arrangements to meet outside of school
- Photography or video film is not permitted by volunteers

Equal Opportunities

- We do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status
- Our College promotes the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. All volunteers are required to make a commitment to these policies and treat everyone with respect at all times.

Appendix D
FIRST AID PROFORMA

Visit/Sporting accident recording procedure

1 Accident Details			
Student's name:	Age:	DOB	Sex: M / F
Student's home address:		Tel no.:	
Date and time of accident:		Class:	No. in class:
Member of staff in charge:		Other adults present in lesson:	
Type of lesson/fixture			
Nature of injury:			
Location:			
Other persons involved Names of any school staff sent to assist at the scene of the accident:			
Name of person who carried out emergency aid:			

Names of witnesses – indicate both adults and students:	

Name of person who contacted:
• ambulance service:
• student's parents:

2 Post-accident Procedures	Date:

Assessment of the nature of the injury determined that the student should be treated by:

(Circle appropriate response)

College only | Walk in Centre | A&E | Pupil's doctor

Treatment at school

- Name of person who carried out treatment:
- Treatment details (brief):

3 Follow-up Procedures	Date:

Completion of College's accident report form • Form completed by: • Date forwarded to college	Form
Compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires that, for students and visitors in schools, only certain accidents need to be reported to the HSE. They are those accidents that result in: • the death of a person, where the accident arose out of or in connection with a work activity • an injury that arose out of or in connection with a work activity where the person was taken directly to hospital for treatment.	
Risk assessment • Risk assessment of the lesson/session reviewed by: • Date carried out: • Was a change to procedures Yes No recommended? *(Circle appropriate response)* • What was the nature of the change(s)?	
• When and how were these changes implemented?	
Contact with parents • Who contacted parents to ascertain student's progress? • How soon after the accident was contact made? • Brief details of information received:	
Student's return to school • Date of return to school: • Date of restart of physical education: Any restrictions on student's involvement in physical education laid down by medical profession:	

completed by:

Signed: Date:

Note: Trip leaders may choose to attach additional information to this form (eg witness statements, risk assessment form covering activity, photocopy of register covering the four weeks prior to the accident).

Appendix E – Expression of Interest Letter – delete highlighted sections, as appropriate

Liverpool College

DATE

Dear Parent / Carer,

We are currently trying to arrange TRIP DETAILS inc date, times, cost (if available), essential items eg passport

In order to gauge interest, if you would like your child to attend this trip please complete and return the slip below by DATE.

Please note that this expression of interest form does not guarantee your child a place on trip or that the trip will go ahead. We reserve the right to refuse a place on the trip if a pupil's behaviour is deemed to fall well below the Lerpoolian standard and likely to disrupt the good order of the trip and/or poses a danger to themselves or the group.

The cost of trip is subject to change depending on the level of interest in the trip.

We will write to you again with further details if we are able to proceed with the trip.

Yours faithfully

NAME
Liverpool College

✂- - - -

Appendix F – Trip Permission Letter – delete highlighted section as appropriate



DATE

Dear Parent / Carer,

We're pleased to inform you that the school is organising TRIP DETAILS

Trip Details	
Destination	
Date / Time	
Trip price	Include transport, accommodation, entry fees etc
Proposed excursions/visits (if residential)	Any additional costs not included
Recommended spending money (if applicable)	

Payment Schedule

Deposit (non-refundable) to secure place: £X to be received no later than DATE
2nd Deposit: £X to be received no later than DATE
Final balance: £X to be received no later than DATE

What to do next:

Please be aware that there are only a **limited number of places available** on the trip and places are being allocated on a first come, first served basis/ random allocation. Selection for the trip is subject to a good behaviour record as outlined in the Educational Visits Policy. If you would like your child to participate, please complete the slip below and return this to NAME and pay the deposit of £X via MCAS no later than DATE.

If you feel you are entitled to financial support or would like to provide financial support for another pupil to attend the trip please contact TRIP LEADER NAME.

Further details:
Example:
Once all initial trip deposits have been received a parents' evening will be arranged to provide further information on the trip.

Further information will be provided prior to the trip.

Yours faithfully

NAME
Liverpool College

✂- - - -