

GLC Educational Visits Procedure

This Policy was ratified by the Board of Directors on :	Autumn 2022
This Policy will be reviewed by the GLC Board on :	2025

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

The GLC Education Visits Procedure

4. Introduction

Educational visits are activities arranged by, or on behalf of GLC schools which require students to leave the premises, having been authorised to do so by the Head of School, other designated member of staff, or when required, governors.

Educational trips and visits provide opportunities for the curriculum to be broadened and enriched. They are designed to:

- provide an opportunity for young people to develop higher aspirations;
- develop personal and inter-personal skills;
- bring breadth to the learning experience; to promote enquiry and to stimulate wider interests.

Residential trips should further self-discipline, organisation, empathy, tolerance and develop a recognition of our interdependence.

The GLC is committed to providing an entitlement to trips, visits and a residential experience to all young people during their journey through the trusts' schools.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by a GLC school
- Trips abroad organised by a GLC school

5. Legislation and Guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)

GLC trips and visits for pupils in the Early Years Foundation Stage (EYFS), will adhere to the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 Head of School

The head of school is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator [EVC]

GLC appointed EVCs are as follows:

Gateway Academy	Jo Jaffa
Gateway Primary Free School	Casey Townsend
Herringham Primary Academy	Jo Sanham
Lansdowne Primary Academy	Kathryn Luckin
Tilbury Pioneer Academy	Teresa Flemming

Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.2 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.3 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the head of school
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs

- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.4 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.5 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.6 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the GLC's behaviour policies at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by each GLC's Head of School and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed

- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for the GLC trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the head of school will seek approval of the GLC Board of Directors.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

Each GLC school will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion [All Different: All Equal]

All students, regardless of background or abilities, should be able to take part in every aspect of GLC life, including visits.

If a young person with a disability, statement of special educational needs [SEND] or an education health and care plan [EHCP], or any other specific needs [e.g. medical conditions including allergies] is participating in the visit, they will have the same support that is available to them during the school day.

Each GLC school will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

5. Risk assessment

Each GLC school organising a trip or visit will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the GLC's risk assessment template [insert reference for where this can be found, e.g. which can be found on our shared drive] and in **appendix 2**, and approved by [the headteacher/EVC]. Existing risk assessments [insert reference for where these can be found, e.g. which can be found on our shared drive] or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies [for staff and pupils], the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the Head of School, and a copy taken on the visit and another copy left with the EVC.

5.1 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 is present [for mixed pupil groups]
- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS trips, at least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the GLC's first aid and health and safety policies.
- 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

5.2 Transport

Transportation for trips will be organised by each GLC school making sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom [LotC] Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour.

See **appendix 3** for the GLC Volunteer Code of Conduct for Educational Visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

6. Communication and consent

When organising a trip or visit, each GLC academy will contact the parents and carers of the students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Writing information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

GLC schools will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

7. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive [HSE].

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

8. Charging and insurance

We will follow our GLC's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours [with the exception of swimming]. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

9. Residential visits

The Head of School, together with the GLC Board of Directors, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

10. Review

This policy will be reviewed every 2 years by GLC Board of Directors

11. Links with other policies

This policy links with the following policies and procedures:

- GLC Health and Safety Policy
- GLC Charging and Remissions Policy
- GLC Behaviour Policy [secondary and primary]
- GLC Child Protection and Safeguarding Policy
- GLC First Aid Policy
- GLC Special Educational Needs Policy [secondary and primary]
- GLC Equality Policy
- GLC Early Years Foundation Stage Policy

APPENDIX 1

APPENDIX 2: risk assessment template

Risk Assessment Date		Assessor Signature and date		EVC Signature and date	
Trip Destination			Trip Date		Trip Leader

Hazard	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action: who	Action: When	Done
Slips and falls caused by wet floor	Pupils and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	

APPENDIX 3

A

XXXXXX

APPENDIX 1

FIRST AID FOR EDUCATIONAL VISITS

The visit leader must ensure that adequate first aid arrangements are made, bearing in mind the nature and location for the activity. All planning and preparation for school visits are the responsibility of the visit leader.

Medicines and medication on school visits:

A designated member of staff should be responsible for the supervision of self administration of medicines. Medicines should be clearly labelled with the child's name and dosage and given to the named member of staff. Parents should advise the group leader of their needs and requirements, as it would be wrong, for example, to separate an asthma sufferer from a prescribed inhaler. It is the parents' responsibility to send all medication that a child may require to take on the trip to the nominated member of staff, such as pain killers/travel sickness medication/blister plasters/sun screen/upset tummy etc etc. Clear details of the activities should be given in the letter home to parents and at the parents meeting.

First aid boxes and kits

It is essential to carry adequate first aid kits for the group and the group leader should note the relevant number on the risk assessment. First aid boxes should contain a sufficient quantity of suitable first aid materials and nothing else. Antiseptic creams /liquids are not suitable.

Where no risk has been identified this is the minimum the box / kit should contain:

- General advice leaflet on giving first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated wound dressing approx. 18cm by 18cm.
- Two triangular bandages
- Two safety pins - not standard in our small kits for visits but good idea for residential visits
- Individually wrapped moist cleansing wipes
- One pair of disposable plastic gloves
- A resuscitate (for hygienic mouth to mouth) would be useful
- One pair of disposable plastic gloves

The following may be added:

- Crepe bandages
- Plastic bags for the disposal of soiled items
- Blunt ended scissors
- Individually wrapped waterproof Elastoplast type dressings

Any medicines such as paracetamol or medicines for upset tummy etc must have parental consent should the group leader need to purchase them whilst away.

On all visits the group leader would be discharging a duty of care and acting in loco parentis if he or she administers the type of care and help that a parent would give to their own child. The objective should always be to hand the patient over to a more expert medical aid if necessary in as good a condition as possible.

Risk Assessment and Risk Management Record

GLC Academy		Location	
Visit Leader		Date of visit	
		Timings of Visit	

APPENDIX 2

Sample Risk Assessment

APPENDIX 3

Application form

Number of female students attending:		Number of male students attending:		Total:	
--------------------------------------	--	------------------------------------	--	--------	--

Supervising staff :		

Address of venue:	Tel(incl.STD):
	Distance (miles):
	Description of facilities:

Activities under the direct control of staff (including travel, mealtimes, downtime, overnight, etc):
-
-
-
TRAVEL TO AND FROM VENUE by Coach/Train/Minibus/Walking (<i>please indicate</i>)
-

GLC academy contact number:	+44 (0) 1375
Emergency out of hours contacts: (1): (2):EVC	
On site/In Area staff contact:	EMERGENCY NUMBER :
Visit leader mobile number:	
Deputy visit leader mobile number:	

The event is ready for approval:	Yes: /
----------------------------------	--------

In order to be approved the following actions needs to be completed:
<ul style="list-style-type: none"> - Letter home to parents and a permission-slip returned for all students including: emergency contact details; - Fully completed risk assessment;

Identifying the Hazards-Assessing the risk.	Control Measures-Managing the Risk
<p>Health and safety of students</p> <p>WEATHER- Students must be dressed for the changeable weather.</p> <p>SLIPS/TRIPS/FALLS- The following hazards are to be noted: Wet flooring/Steps and stairs/care must be taken when boarding and disembarking the boat.</p> <p>FIRE SAFETY- In the event of emergency students are to be briefed to follow evacuation procedures.</p>	<p>THERE WILL BE A MEETING PRIOR TO DEPARTURE TO DISCUSS SAFETY MEASURES.</p> <p>FOR EXAMPLE; STAYING IN ALLOCATED GROUPS AT ALL TIMES / LOCATION OF FIRE EXITS AND A CENTRAL MEETING POINT SHOULD THEY BECOME SEPERATED AT ANY TIME FROM THE GROUP.</p>
JOURNEY BY TRAIN	STUDENTS ARE NOT ALLOWED TO WALK UP AND DOWN THE TRAIN WHILST IN TRANSIT. ALL STUDENTS WILL BE ESCORTED ONTO THE TRAIN. HEADCOUNTED ON DEPARTURE. STUDENTS ARE TO REMAIN SEATED THROUGHOUT THE JOURNEY. TEACHER TO BRIEF STUDENTS ABOUT NOT GETTING OFF OF THE TRAIN/TUBE ONCE ON. A MEMBER

	OF STAFF MUST REMAIN ON EACH PLATFORM UNTIL ALL STUDENTS ARE ON THE TRAIN/TUBE. HEADCOUNTS MUST TAKE PLACE BEFORE AND AFTER EACH JOURNEY.
ON ARRIVAL	DISEMBARK THE TRAIN AND WALK WITH ALLOCATED GROUP LEADER TO THE BUILDING. ALL STUDENT NUMBERS TO BE CHECKED AGAIN.
OTHER ISSUES	PARENTS HAVE BEEN WRITTEN TO WITH FULL DETAILS OF THE TRIP AND ASKED TO PROVIDE MEDICAL INFORMATION AND EMERGENCY CONTACT DETAILS WHICH GROUP LEADER IS HOLDING.
<p>Risk of injury;</p> <p>WALKING AROUND THE CITY SIGHTS:</p> <p>Presence of water- Drowning.</p> <p>Blisters</p> <p>Injury from road traffic accident</p> <p>Risk of mugging:</p>	<p>BRIEF GROUP TO WAIT AT SPECIFIC "CHECK-POINTS" UNTIL STAFF MEET THEM. STAFF WILL BE IN FRONT/BEHIND GROUPS AT ALL TIMES.</p> <p>STUDENTS HAVE BEEN BRIEFED TO WEAR SUITABLE FOOTWEAR AND CLOTHING ALSO WATERPROOF AND SUNSCREEN ADVICE. PLENTY OF DRINKS ARE TO BE TAKEN.;</p> <p>Suitable route taken at all times. Sensible pace and keeping together.</p> <p>Extra vigilance by group, reminder not to walk next to edges or climb up anything.</p> <p>First Aid Kits.</p> <p>Group reminded of road safety/care when crossing and to use pedestrian crossing where possible. Walk on the right hand side if not foot path.</p> <p>Pupils are told to close their bags. When teachers notice that a bag is open they will ask student to close it. Pupils are told not to keep valuables on easy to access pockets on bags. Pupils are well aware of the risk of bringing expensive items. This is brought at their own risk.</p>
STRANGER DANGER	STUDENTS MUST REMAIN IN SET GROUPS AND BE AWARE OF THE AGREED MEETING POINT.
MISSING STUDENTS BEFORE LEAVING	GROUP TO ASSEMBLE AT PREVIOUSLY IDENTIFIED MUSTER POINT PRIOR TO LEAVING THE LOCATION.REGISTER TAKEN.

EATING OUT	STUDENTS WILL BE EATING. THEY ARE TO REMAIN IN THE GROUNDS OF THE VENUE AND MEET GROUP LEADER AT THE AGREED TIME. STUDENTS WILL BE SUPERVISED IN THEIR GROUPS DURING THIS TIME. GROUP LEADERS ARE AWARE OF ANY ALLERGIES OR REQUIREMENTS.
------------	---

Trip Procedure – Step by Step Guide	Tick	Notes
Trip Booking – Teacher to inform Kathryn of the below and Kathryn to book Location Dates Workshops Time of leaving school Return time to school		
Transport Booked if Required – KLN All travel arrangements booked by last week of the previous half term		
Letter – Admin <ul style="list-style-type: none"> ● Drafted ● Formatted ● Signed (by trip lead) ● Distributed via Dojo ● Consent collated on Dojo 		
Add item to ParentPay if there is a cost - KLN		
Pre visit by trip lead or a member of staff attending - <u>minimum of 2 weeks before trip</u> RA template to be taken and completed with pre visit information. – KLN to sign off		Staff to complete <u>minimum of 2 weeks before trip – KLN to send to Trip Lead</u>

<p>Staff Attending</p> <p>Year groups to assign adults, liaise with inclusion and get the request signed off by SLT.</p> <p>Once approved necessary staff will be released.</p> <p>Minimum of two weeks before trip</p>		<p>Trip Lead to arrange in advance for any cover to be arranged in good time.</p>
<p>FSM Lunches Ordered – KGL</p>		
<p>First Aid Kit Collected on the day of the trip</p> <p>Including sick bags and change of clothes</p>		
<p>Trip Leads Pack – KLN to collate</p> <ul style="list-style-type: none"> ● Booking conformation ● Travel confirmation ● Risk assessment ● Emergency contacts ● FSM List ● Additional Information 		

Guidance on parent helpers please refer to the Trip Guidance for Parents that they must sign before attending the trip.