



St. Peter & St. Paul CE Primary School, Burgh-le-Marsh
"Striving for excellence together in a caring Christian community."



RESPECT COMPASSION COURAGE

EDUCATIONAL VISITS POLICY

Responsible: Governing Body

Agreed: March 2023

To be reviewed: Every 2 years (or in the event of serious incident or legislation changes)

Reviewed (and notes if applicable): September 2025 (minor tweaks to improve readability, reference to vision and values)

1. CONTEXT

At St. Peter and St. Paul CE Primary School, our vision is to ensure that every child can thrive and achieve within a caring Christian community, "**striving for excellence together.**" Our values of **courage, respect, and compassion** underpin all aspects of school life, including learning beyond the classroom.

We believe that educational visits are an integral part of every pupil's entitlement to a broad and balanced curriculum. Appropriately planned visits enhance learning, develop character, and support our values by encouraging children to take **courageous steps** in new situations, show **respect** for others and their environments, and demonstrate **compassion** through teamwork and consideration of others.

Visits provide opportunities to:

- Help pupils improve their ability to cope with change.
- Increase pupils' critical curiosity, resilience, and risk awareness.
- Develop pupils' creativity, strategic thinking, and social skills.
- Enhance achievement across a range of curricular subjects.
- Foster teamwork, communication, and personal responsibility among pupils.
- Build pupils' environmental awareness, understanding of sustainability, and physical skills.

2. APPLICATION

This policy applies to **all off-site visits**, whether during curriculum time, outside normal school hours, or residential.

In addition:

- i. The school adopts the LA's 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (accessible via EVOLVE and Staff Shared Drive).
- ii. The school follows National Guidance: www.oeapng.info.
- iii. The school uses EVOLVE for planning, notification, approval, monitoring, and communication.

All staff must comply with school policy, LA guidance, and national guidance. Staff should be familiar with roles, responsibilities, and the terminology used: **School Learning Area (SLA)**, **Learning Outside the Classroom (LOtC)**, **visit leader**, and **Educational Visits Coordinator (EVC)**.

Staff will receive formal training on EVOLVE usage, with refresher sessions for new or part-time staff.

3. TYPES OF VISIT & APPROVAL

There are three types of visit:

i. **School Learning Area Visits (SLA)**: These are part of the normal curriculum and take place during the school day. They follow the SLA Operating Procedure (Appendix 2).

ii. **Non-residential UK visits**: These include visits to museums, farms, theatres, and similar locations. They must be entered on EVOLVE by the visit leader and checked by the EVC. The Headteacher, who currently also serves as the EVC, gives final approval.

iii. **Overseas, residential, or adventurous visits**: These visits follow the same procedure as non-residential UK visits, but are submitted to the LA for final approval after Headteacher/EVC checks.

4. ROLES AND RESPONSIBILITIES

- **Visit Leaders** are responsible for planning and entering visits on EVOLVE. They must obtain outline permission from the Headteacher or EVC before planning and committing to any visit. They must ensure compliance with all relevant guidance and seek advice from the EVC where necessary.
- **Educational Visits Coordinator (EVC)** supports and challenges visit leaders, checks EVOLVE submissions, uploads generic school documents, signposts advice, and monitors all visits alongside the Headteacher.
- **Headteacher** authorises all visits, submits overseas, residential, or adventurous visits to the LA, manages EVOLVE accounts, and signposts appropriate advice to staff.
- **Governing Body** acts as a critical friend by reviewing the policy, sampling trip documents, and attending visits. Individual governors may be granted read-only EVOLVE access.
- **Local Authority** provides final approval for overseas, residential, or adventurous visits via EVOLVE.

5. STAFF COMPETENCE

Staff competence is essential for the safe management of visits. Support includes:

- New staff assisting experienced leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Access to relevant training courses when required.

When assessing whether a member of staff is competent to be a visit leader, the Headteacher considers relevant experience, previous training, ability to make dynamic risk decisions, knowledge of pupils and venues, and familiarity with planned activities.

6. REGISTERS

Registers are a critical aspect of pupil safety. Minimum requirements for registers are:

1. A named register must be called before departure from school, and a head count alone is not sufficient.
2. On arrival at the venue, a named register must be called, and all adults must also be accounted for.
3. Before leaving the venue, a named register must be called, and all adults must also be accounted for.
4. A final named register must be called on the bus before departure, and all adults must also be accounted for.
5. If the journey includes a stop, a named register must be called before setting off again.

These calls represent the minimum standard and may be repeated as needed based on the venue or transport arrangements.

7. EMERGENCY PROCEDURES

A critical incident is any event that exceeds the normal coping mechanisms of the visit leadership team. The school follows its Critical Incident Management Plan, which includes:

- A nominated emergency base contact, which during school hours is the office, is always available.
 - The base contact or senior leader is accessible at all times for off-site activities.
 - Visit leaders and base contacts have access to relevant medical and emergency information for all participants.
 - The Local Authority will be contacted for incidents involving serious injury, fatality, or media attention.
 - Visit leaders carry either an LA Emergency Card or an OEAP National Guidance Emergency Action Card.
 - Emergency procedures are tested **bi-annually and after major staffing changes**, with outcomes documented and lessons shared with staff.
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8. EDUCATIONAL VISITS CHECKLIST

The school's Educational Visits Checklist (Appendix 1, from EVOLVE) is part of the risk management process. A visit should only proceed if all relevant questions are answered 'YES'.

9. PARENTAL CONSENT

Written consent is not required for most activities during school hours, except for nursery-age children, but parents are informed of all visits. Written consent **is required for:**

- Residential visits
- Overseas visits
- Adventurous activities
- Certain off-site sports or evening activities

Consent must be fully informed and may be provided via paper or secure electronic formats.

10. INCLUSION

The school complies with the Equality Act 2010. Reasonable adjustments are made to ensure all children can participate fully. Staff should seek advice from the EVC when adaptations are needed.

11. CHARGING / FUNDING

Voluntary contributions may be requested from parents. Children eligible for Pupil Premium funding have costs covered in full. Trips may be cancelled if voluntary contributions do not meet at least 50% of the cost. Swimming sessions are fully funded from the school budget as part of the National Curriculum.

12. TRANSPORT

- Private vehicles may be used only with Headteacher approval and a completed Private Car Form. Vehicles must have a valid MOT, insurance (including business use if applicable), and the driver must be deemed suitable.
- School transport must be booked via approved providers, following standard operating procedures.
- Parents arranging transport independently outside school hours take full responsibility.

13. INSURANCE

Lincolnshire County Council insurance covers all trips and visits.

14. SWIMMING LESSONS

Children are supervised in changing areas with individual cubicles, and school staff are present at all times. Ratios and safeguarding procedures are followed. Parents are informed in advance and may discuss any concerns with the school. Swimming is fully funded as part of the National Curriculum.

15. DISMISSAL OF PUPILS AFTER EVENING ACTIVITIES

Registers are taken at the start and end of activities, and adults ensure all children are collected safely. Children not collected remain in school until a responsible adult arrives. Year 6 children may walk home only with written parental consent.

EDUCATIONAL VISITS POLICY

APPENDIX 1 - EDUCATIONAL VISITS CHECKLIST

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

In advance of the visit:

- | | | | |
|-----|--|---------------------------------|---------------------------------|
| 1. | Have the intended outcomes of the visit been clearly identified? | <input type="checkbox"/>
yes | |
| 2. | Is the visit appropriate to the age, ability and aptitude of the group? | <input type="checkbox"/>
yes | |
| 3. | Has there been suitable progression/preparation for participants prior to the visit? | <input type="checkbox"/>
yes | |
| 4. | Does the visit comply with any guidelines specific to your Establishment? | <input type="checkbox"/>
yes | |
| 5. | Does the visit comply with any specific LA guidelines? | <input type="checkbox"/>
yes | |
| 6. | If a member of staff is going to <u>lead</u> an adventurous activity, have they been 'approved' by the LA? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 7. | If using an external provider or tour operator, does the provider hold an LOTC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 8. | Are transport arrangements suitable and satisfactory? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 9. | If residential, have appropriate measure been taken to ensure the suitability of accommodation? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 11. | Has a pre-visit taken place? (normal procedure for most visits within the UK).
If not, have appropriate additional checks been made? | <input type="checkbox"/>
yes | |
| 12. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | <input type="checkbox"/>
yes | |
| 13. | Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 14. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? | <input type="checkbox"/>
yes | |
| 15. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? | <input type="checkbox"/>
yes | |
| 16. | Are all support staff aware of and comfortable with their roles? | <input type="checkbox"/>
yes | |
| 17. | Are all helpers aware of and comfortable with their roles? | <input type="checkbox"/>
yes | |
| 18. | If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? | <input type="checkbox"/>
yes | |
| 19. | Is insurance cover adequate? | <input type="checkbox"/>
yes | |
| 20. | Does at least one member of staff know the participants that are being taken away, including any behavioural traits? | <input type="checkbox"/>
yes | |

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|-----|---|--------------------------|--------------------------|
| | Have participants been advised in advance about expectations for their behaviour? | <input type="checkbox"/> | |
| 21. | If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? | yes | |
| 22. | Are participants aware of the nature and purpose of the visit? | <input type="checkbox"/> | |
| | | yes | |
| 23. | Are parents fully aware of the nature and purpose of the visit, and has consent been obtained? | <input type="checkbox"/> | |
| | | yes | |
| 24. | Have all relevant details been issued? (e.g. itinerary, kit lists, etc.?) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 25. | Are staff aware of any medical needs and/or other relevant details of participants? | <input type="checkbox"/> | |
| | | yes | |
| 26. | Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 27. | Are staff aware of any relevant medical conditions of other staff/helpers within the group? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 28. | Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? | <input type="checkbox"/> | |
| | | yes | |
| 29. | Is a first aid kit (appropriate to the visit) available? | <input type="checkbox"/> | |
| | | yes | |
| 30. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc.? e.g. 'Plan B', and have these plans been risk assessed and parental consent been obtained? | <input type="checkbox"/> | |
| | | yes | |
| 31. | For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 32. | Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? | <input type="checkbox"/> | |
| | | yes | |
| 33. | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? | <input type="checkbox"/> | |
| | | yes | |
| 34. | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 35. | Have food arrangements for the trip affecting lunchtime been passed on to the office a week in advance? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 36. | A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 37. | Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 38. | Does any specialist equipment conform to the standards recommended by responsible agencies? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 39. | Have all financial matters been dealt with appropriately with the office? | <input type="checkbox"/> | |
| | | yes | |
| 40. | Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? | <input type="checkbox"/> | |
| | | yes | |
| 41. | If residential, overseas or involving adventurous activities, has the visit been approved by the LA? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |

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During the visit

- | | | | |
|-----|---|---------------------------------|---------------------------------|
| 42. | Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? | <input type="checkbox"/>
yes | |
| 43. | Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? | <input type="checkbox"/>
yes | |
| 44. | Do staff have sufficient funds to allow for any contingencies? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 45. | Do staff have any relevant literature, work sheets, clipboards, etc.? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 46. | Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc., if needed? | <input type="checkbox"/>
yes | |
| 47. | Are participant numbers being checked at appropriate times? | <input type="checkbox"/>
yes | |
| 48. | Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 49. | Are participants aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 50. | Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 51. | If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 52. | Do participants know what action they should take if they become separated from the group? | <input type="checkbox"/>
yes | |
| 53. | Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? | <input type="checkbox"/> | yes |

At the end of the visit

- | | | | |
|-----|---|---------------------------------|---------------------------------|
| 54. | Are appropriate arrangements in force for the dismissal of participants? | <input type="checkbox"/>
yes | |
| 55. | Has the Visit Leader reported back to the Educational Visits Coordinator via Evolve evaluation? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 56. | Has the group been debriefed and any relevant follow-up work completed? | <input type="checkbox"/>
yes | <input type="checkbox"/>
n/a |
| 57. | Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc.? | <input type="checkbox"/>
yes | |
| 58. | Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? | <input type="checkbox"/>
yes | |
| 59. | Have all staff and helpers involved in the visit been thanked for their input? | <input type="checkbox"/>
yes | |

APPENDIX 2 – SCHOOL LEARNING AREA

GENERAL

Visits/activities within the ‘School Learning Area’ that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

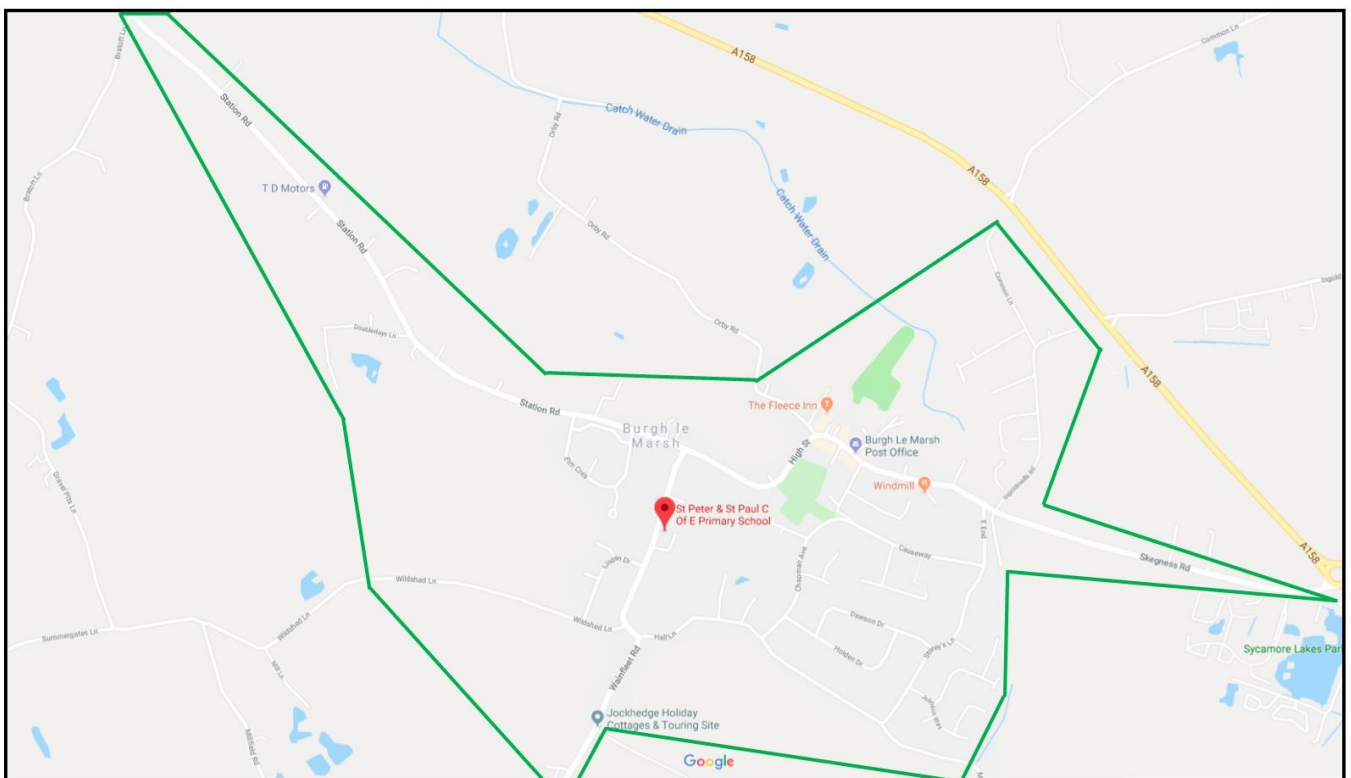
These visits/activities:

- do not require parental consent, although parents are made aware via newsletters, homework information sheets, the school website or ParentHub messages.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- may be recorded on EVOLVE depending on the nature of the activity

BOUNDARIES

The boundaries of the School Learning Area are shown on the map below. The regular swimming facility) is also included in the School Learning Area. Routes should stick to footpaths and public footpaths. This area includes, but is not limited to, the following frequently used venues:

- The Windmill
- Tinkers Green
- The Parish Church of St. Peter and St Paul
- Burgh Baptist Church
- The Methodist Church
- Burgh Library



APPENDIX 2 (CONTINUED) - STANDARD OPERATING PROCEDURE FOR SCHOOL LEARNING AREA

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls (e.g. outside and also in buildings such as the Parish Church and the Windmill).
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, animal waste etc.).

These are managed by a combination of the following:

- The Head must give verbal approval before a group leaves. This will only be given if there are clearly identified competent staff, there is confidence in the suitability of the operating produce for the School Learning Area and if there is confidence that the staff will follow the operating procedures.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will normally be a minimum of two adults for a class of 30 (Note: EYFS supervision requirements apply). In the event that a member of staff has to deal with an incident occurring in the School Learning Area, a member of staff from school will immediately join the group.
- Staff are familiar with the area, including any 'no go areas', and are familiar with appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group. For example, this may be done with some simple road markings in the playground.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area 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.
- A mobile phone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).
- Access to the centre of the village is along paths running by the school and through the church yard to minimise contact with the road.
- When heading east through the village crossing High Street, the crossing by the Bell Hotel is to be used if access to the other side of the road is necessary.
- Staff and children may wear high-visibility vests if deemed necessary by the visit leader and EVC.
- If the intended route does not involve the crossing, the lead adult(s) are to carry out an assessment of risk and cross the road in an appropriate place (i.e. clear visibility in both directions, clear visibility of the group for road users, appropriate assembly points on either side of the road).
- Groups should use footpaths and public footpaths.

APPENDIX 3 - STANDARD OPERATING PROCEDURES FOR ALL TRIPS

GENERAL POINTS FOR ALL EDUCATIONAL VISITS

- Visit leaders are to be mindful of the nature of medical information shared with volunteers.
- Children with more significant medical issues (e.g. epi-pen) are to be placed with an appropriate school adult.
- Ensure adults have the correct medication for the children in their groups and that this is returned at the end of the trip.
- Visit leader to be aware of any children who cannot be photographed and share this information appropriately (e.g. with other adults and venue adults as necessary).
- Only school devices may be used to take photographs and video.
- Adults are to be mindful of other people taking photographs/video (e.g. members of the public) and challenge if necessary.
- Cleared adults supervise toilet visits. As a minimum, children are to go in pairs.

PUPIL BRIEFING

In the pupil briefing prior to the visit and/or activity, the following points will be among those covered:

- The expectation that children respect the venue, staff at the venue and members of the public who may also be at the venue.
- The necessity to move around appropriately (walking, not running)
- Which adult(s) children are with and the need to remain in contact with/in sight of/with their adult(s).
- The procedure for separation (meeting point, identification of venue adults).
- The need for appropriate footwear/clothing for venue/season/activity.
- Specific Health and Safety information relevant to the venue/activity (which will also be noted as 'Event Specific Details' on the EVOLVE risk assessment).

BUS/COACH JOURNEYS (taken from National Guidance and added to)

The following points apply to all bus and coach trips:

- The level of supervision necessary should be considered as part of the risk management process when planning the journey.
- Whatever the mode of transport, group members should be made aware of the position of emergency evacuation exits, first aid stations and meeting points.
- Visit Leaders should ensure that they are able to contact the bus driver and vice-versa (for example in the event of an event overrunning or transport being delayed coming to pick up from a venue)
- First aid and medical resources and information must be easily accessible at all times.
- The Visit Leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.
- Head counts and registers should be carried out whenever the group is getting off or onto transport as per systems outlines in the policy.
- There should be a system for leaving transport (e.g. leave transport rear seats first, traffic side next, kerb side last).
- Visit leaders should, in conjunction with the transport provider and venue, arrange drop-off points as close as is practicably possible to the venue, ensuring that passengers are exiting into a safe area.

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- It is particularly important that young people should be made aware of safety requirements and expected standards of behaviour when getting on or off transport at pick-up and drop-off points and when assembled in waiting areas.
- Double-decker buses/coaches will require at least one supervisor on each deck.
- In any seating arrangements, thought should be given as to where it is best to place leaders, ensuring that the arrangements will support the management of discipline and adult proximity to emergency exits. Children should not be seated at emergency exits.
- Visit leaders should plan sufficient stops at suitable areas, ensuring these are operationally viable with any providers and drivers.
- In the event of an accident or breakdown, the group should remain under the direct supervision of the Visit Leader or Assistant Leaders. If the vehicle is in danger of being hit while broken down (e.g. if it is on the hard shoulder of a motorway or dual carriageway, or is partially blocking a road) the visit leader or driver should contact the police to provide safety support. Whether it is safer to keep the group on board the vehicle, or to disembark and wait elsewhere, is a matter that will need to be risk assessed on the basis of the specific circumstances. If the decision is to keep the group on board the vehicle, then it is recommended that the rear seats are vacated and the young people moved forward towards the front.
- Visit Leaders should ensure that seat belts are fastened.
- Visit Leaders should consider whether it is appropriate for young people to wear a high-visibility and easily distinguished article of clothing.
- Young people should be made aware that they are not allowed access to the driving area at any time.
- If the party travels in more than one coach then consideration must be given to the distribution of the leadership team. All leaders should be aware of who is travelling on which coach and have access to emergency information.

APPENDIX 4 – PRIVATE CAR FORM

St. Peter & St. Paul CE Primary School, Burgh-Le-Marsh
 RESPECT COMPASSION COURAGE



PRIVATE CAR FORM

Use of a private car to transport young people

1	To: The Head of St. Peter and St. Paul CE Primary School, Burgh-Le-Marsh (Establishment)
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

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

"Striving for excellence together in a caring Christian community."