



Royal Wootton Bassett Academy

Visits and Activities Policy

Written by: ABe
Date ratified: June 2024
Next Review Date: June 2026
Version Number: 1
Committee Reviewed: LGB

Relevant Legislation

Health and Safety at Work Act 1974
Department for Education Advice on Health and Safety for Schools – Feb 2014

Related Advice:

<https://www.hse.gov.uk/education/publications.htm>

<https://www.hse.gov.uk/education/faqs.htm>

Related Policies:

RWBA Health and Safety (currently being updated)
RWBA Safeguarding Policy (February 2013).

Contents

1. Rationale of the Policy
2. Aims of the Policy
3. Introduction
4. Roles and Responsibilities
5. Outline procedures including forms
6. Risk Assessments
7. General guidance
8. Emergency procedures
9. Insurance details
10. Appendices – VA Forms

1. Rationale:

To ensure that all staff at Royal Wootton Bassett Academy are aware of the procedures that encourage and support the continuation of safe extensive and rich extra-curricular activities.

2. Aim:

- a) To ensure all staff are aware of legalities and responsibilities with regards to visits and activities.
- b) To ensure that all staff are aware of the procedures to follow should they pursue safe extra-curricular activities.
- c) To ensure that all staff are aware of the support (legislative, financial) that is available when pursuing an extra-curricular activity so that all students, irrelevant of socio-economic positions are able to access all extra-curricular opportunities.

3. Introduction

A School Visit/Trip/Outdoor Activity is deemed to be any of the following:

- Requires students to be absent from lessons.
- Is residential.
- Involves an activity outside of School times/dates e.g. Musical concerts, Summer Schools, Carnival (excludes: After School Clubs and/or Detention);
- Involves an activity which is not within the School boundary e.g. Visits to other schools/colleges; sporting activities being hosted elsewhere.

Work Experience is dealt with under the RWBA Health and Safety Policy (currently being updated) and RWBA Safeguarding Policy (February 2013).

Every School Visit/Trip has to be authorised by the Deputy Headteacher (EVC – Educational Visit Coordinator) prior to its commencement. All appropriate paperwork must have been completed and authorised correctly to ensure all insurances are valid and that teaching cover has been sought.

Members of staff in charge of and assisting with school visits should be conversant with this policy and other more detailed departmental rules. Each school visit will be led by an individual member of staff who will be responsible for:

- Ensuring the Trip/Visit has been authorised.
- Ensuring all relevant paperwork has been completed including Risk Assessments, Trip Documents, Costings etc.
- Managing other members of staff involved in the trip.

Sufficient time must be allocated to the preparation and planning of a visit to ensure its success and safety. A timescale of 7 weeks should be allowed prior to a trip in order to obtain the necessary authorisation/costing, parental consent and payment where applicable. A reconnaissance may be advisable to enable the lead organiser to identify any potential hazards.

4. Roles and Responsibilities

Once provisional authorisation has been given to the lead organiser, the relevant Trip forms

must be completed. VA1, VA2 (if required), Risk Assessment, Costing Forms and Parental Letter. All forms can be found on the Staff Portal within the sub-folder "Trips". These forms are templates only and should not be over-written.

A TOT form should also be completed at this time and submitted with the relevant trip forms to Deputy Headteacher and the Cover Support. **Please note that if staff cover cannot be arranged or funded – the proposed activity may not go ahead.**

The Trips/Visit administration support is provided by the Trips and Transport Coordinator. The Trips and Transport Coordinator should be contacted regarding:

- Sourcing competitive coach transportation.
- Preparing letters and the costing of trips prior to finance authorisation.
- Advice when completing trips paperwork.

The collection of any student trip fees is carried out by the Trips and Transport Coordinator.

5. Outline Procedures

The lead organiser **must**:

- Submit a completed VA1 and TOT form to Deputy Headteacher and Cover Support to obtain outline permission before booking a trip or entry of details on school calendar.
- If transportation is required contact the Trips and Transport Coordinator to assist.
- Once approval has been gained, the lead organiser needs to establish whether a VA2 form needs to be completed, using the following guidelines:
 - Does your trip involve any of these "high risk" activities? If yes, a copy of the VA2 form can be found on the Staff Portal.

• Visit Abroad	• Camping	• Canoeing
• Rock climbing	• Orienteering	• Boating
• Sailing	• Cycling	• Skiing
• Windsurfing	• Sea/River Bathing	• Airborne pursuits
• Angling	• Caving	• Pony Trekking or Horse Riding
• Swimming	• Mountain or Fell Walking	• Practical Conservation Activities
• Sponsored Activities	• Expeditions incl D of E	•

- **All trips**, irrelevant of where you are going or what time you are doing the trip, **need to have a Risk Assessment completed**. See Section 4.
- With assistance from the JSE, prepare a letter home to parents with details of any payment required and any other special instructions e.g. Kit lists.
- All medical and consent information is collected via ParentPay and verified with the lead first aider.

- Cost calculations must consider transportation, student and teacher entry fees, ULEZ charges, parking.

FAILURE TO SECURE THE APPROVAL OF THE GOVERNORS THROUGH THE COMPLETION OF THESE FORMS MAY NEGATE ALL INSURANCE AND LIABILITY PROTECTION. IT COULD ALSO RESULT IN CANCELLATION OF AN UNAUTHORISED ACTIVITY.

6. Risk Assessments

All trips need to have a Risk Assessment completed. It is the lead organiser's responsibility to ensure that risk is assessed to the most comprehensive level.

Current guidelines state that a Risk Assessment is not needed for localised trips.

There are generic Risk Assessments available within the Staff Portal Trips subfolder; staff are however reminded that any generic document should be reviewed to ensure that it fits with the requirements of their individual trip and that amendments/additions/deletions are captured in an updated, tailored assessment of each and every trip.

Consider the following:

- what are the hazards.
- who might be affected by them.
- what safety measures need to be in place to reduce risks to an acceptable level;
- can the leader organiser put the safety measures in place.
- what steps will be taken in an emergency?
- Registers/student counts must be taken prior to travelling. Further registers/student counts must be taken when leaving and re-entering transport.
- a trained first aider must be assigned to each trip.

Copies must be given to:

All supervisors and teachers on the trip/visit.

7. Trip Planning – General Guidance

When planning a school trip or visit all staff **must** consider the following:

- the trip/visit causes the least disruption to the timetable and be aware of cover needed for absent staff
- ensure they have carefully checked the school calendar which will take precedence if there is a clash of dates.
- trips should be linked to the curriculum where appropriate.

Trips Staffing

Trip staffing should be sourced from the related department where the trip is subject based. Where the trip is year group-based activity, staffing should be sourced from the year team.

Where staff is neither subject nor group related an expression of interest link should be sent to all staff inviting applications by the trip leader. Staff should be allowed 2 weeks to respond, and the link advertised in the staff bulletin. Applying staff will need to advise of training, experience and relevant skills to attend.

The Deputy Head Teacher will select the most appropriate staff in conjunction with the trip leader.

Where a last-minute change of staffing is required the replacement will be chosen by the Deputy Head Teacher.

If a staff member falls in while attending a trip, contact with the school should be made immediately so appropriate action is taken.

Staff Student Ratio

Student to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the students.

RWBA dictates that there should be a minimum of two members of staff accompanying any visit in the ratio of not less than one to 15-20 students. The Deputy Headteacher may make exceptions. For instance, for a small sixth form group when it may be appropriate for one member of staff only to accompany the group.

Wherever possible, all members of staff accompanying the visit should be qualified teachers employed by the school, but the Deputy Headteacher may allow a senior member of the administrative or domestic staff to accompany the visit provided a qualified teacher employed by the school is always in charge and most of the supervisors are qualified teachers.

The ratios described are minimum recommendations. The Deputy Headteacher will be responsible for ensuring that a group is adequately staffed and in considering whether a higher ratio of staff to students will be necessary for any particular visit the following points will be taken into account:

- the ages, experience and temperaments of the students involved.
- the length and purposes of the visit.
- the method of travel.
- the nature of the locality and the activities to be undertaken.
- whether any hazardous activities are involved.
- any special needs of students taking part.

If a joint visit is arranged with another school, staff can share supervision and can therefore be included when calculating the appropriate staff student ratio.

If female students are going on the visit a male member of staff should be accompanied by a female member of staff. However, the Deputy Headteacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the students concerned if compliance would result in difficulties in staffing small groups of students. The requirement is primarily for the protection of male members of staff who should be advised that a female member of staff will always accompany them on a school visit if they so wish.

Parent/Other Adult Helpers

Whilst it is accepted that other suitable adults may play a useful role in connection with accompanying school visits, they should not be considered in the calculation of the minimum member of staff required to supervise the group as set out above. The Deputy Headteacher

may, however, make exceptions to the general rule for:

- groups of 20 or more students where there are at least two members of staff accompanying the group.
- Sixth Form outings.

Provided that a qualified teacher is always in charge of the party, and at least half the supervisors are staff.

Parents or other suitable adults should only be allowed to accompany the visit if:

- their inclusion is expressly approved by the Deputy Headteacher who should reserve the right to refuse any offer of help. (Staff being accompanied by their husband and/or children should be discouraged except in special cases.)
- they have been informed of the nature of the visit and made aware of their duties and responsibilities.
- CRBs are required where there is the possibility of Parents being left alone with students.

Information Concerning Visits

Parents must be fully informed in writing about the visit well in advance. Where appropriate (and this is recommended in the case of any visits which will last longer than one day) parents and students should be invited to the school to discuss details with the organisers. Where possible the Deputy Headteacher or a senior member of the teaching staff who is not involved in the visit will also attend to give an objective view and independent advice.

Written information should include safety items such as the following:

- accommodation and meal arrangements.
- travel arrangements.
- activities and visits in which students will be allowed to participate.
- insurance cover and name and address of insurers.
- health formalities (e.g. inoculations)
- names of party leaders and members of staff accompanying party and address and telephone number (the allocated trip mobile phone number) of party leader at destination. Emergency UK contact numbers, Deputy Head Teacher and Admin Manager
- in the case of students under 16 on day of commencement of visit, a contact number of student must be given (if student is staying with a family, it may not be possible to give this information immediately in which case further information will need to be given)
- advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- code of conduct and details relating to standard of behaviour expected from students during the visit, including rules on smoking and alcohol.

Parents should also be advised that the Deputy Headteacher reserves the right to exclude a student from a visit on behavioural or medical grounds.

Where a trip is likely to be oversubscribed, an expression of interest letter should be sent to the parents/carers of potential attending students via MS Forms. The letter should explain, places are not guaranteed and if the trip is oversubscribed students will be chosen either at random or those to whom the trip is more relevant.

Parents or successful and student who did not secure a place should be notified by email and a reserve list created.

Consent Forms

A student may not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardians and returned to school before the trip commences.

Consent, medical and emergency contact information is collected via Parentpay.

Any medical concerns must be discussed with the lead first aider prior to the trip.

Employees Conveying Students in Private Cars or Minibuses

It is recommended that, where possible, students should be transported in a coach, minibus or by public transport and that **the use of private cars should be discouraged**. Before allowing a member of staff to use her/his own car to transport students the Deputy Headteacher will check that the member of staff:

- has a satisfactory driving licence
- has fully comprehensive insurance which covers for the purposes of his/her employer's business.

Only those school employees who have attended and passed a formal minibus driving course and test are allowed to drive minibuses or similar.

Whenever employees are driving the risk assessment relevant to the trip must address the problem of driver fatigue.

Hazardous Activities

Where hazardous activities are involved, it is important to ensure that appropriate members of staff accompanying the visit are qualified¹ and competent and that all equipment used is to the appropriate safety standards and is properly maintained. Where possible, these activities should be undertaken at a specialist centre where appropriate and properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, watersports, pony trekking etc.

The lead organiser should always obtain written evidence that any activity centre used has a licence² and that all instructors and supervisors are formally qualified and experienced. If an activity centre or similar is used the lead teacher should supply a copy of the centre's Health and Safety Policy and assess its suitability.

Shared Responsibilities

Residential Centres

The centre's safety procedures should be checked at the initial planning stage. There will be times where it is more appropriate for centre staff to be responsible for the students. In accordance with DFEE guidance (circular 22/94) it should be agreed in writing prior to the start

¹ Qualifications must be those approved by the Sport's/activity's national governing body. See BAALPE 'Safe Practice in Physical Education' ISBN 1 87 1228 09 3. Qualifications must be checked in advance by the party leader

² Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed. See DFEE circular 22/94

of the course when (and in what circumstances) the centre staff will be responsible for the students and the students must know who is in charge at any given time. If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the staff must be satisfied of safety precautions.

Joint Trips with other Schools

There should be one overall lead organiser. The Deputy Headteacher should be satisfied with the procedures in place at the partner school if these are to form the basis of the planning of the trip. The responsibility of the staff of each school for the students of the other should be agreed and made clear to the students.

First Aid and Mobile Phone

A first aid kit and mobile phone must be carried. There should be a trained first aider in every group involving travel and an appropriate first aid kit should always be readily available for use. These can be obtained from the School Lead First Aider.

Parental emergency numbers and student lists are posted onto Teams shared files prior to the departure of each trip.

School Mobile Phone Policy

The lead trip organiser will need to discuss with Deputy Head Teacher the appropriate adaptations to the school mobile phone policy on each trip.

Regular Routine Curricular Activities Off The School Premises Under The Supervision Of School Staff

These include recreational activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these activities but RWBA practice dictates that the lead organiser should ensure that Parents know where their children are at all times. The Headteacher may take parent and other helpers into account when deciding on the number of supervisors required for the journey provided a teacher is in charge. It must, however, be borne in mind that the ratio of students to teachers for the actual teaching of the activities should be appropriate to the activity being taught.

Team Matches

Consent is obtained for students attending PE fixtures held within school hours is obtained via Ms Forms link.

Consent for afterschool fixtures are collected via teams' sheets and fixture lists which are communicated to parents.

Residential Visits

All visits involving a period of residence need to be planned well ahead.

Whether at home or abroad, residential visits will include periods of time which are not taken up with organised activity. Students may want to leave the group accommodation in order to shop for souvenirs, to take a walk, or to have a cup of coffee at a café. After careful risk assessments guidelines must be laid down by the lead organiser and clearly understood by all members of the party. The following points may be helpful:

- Students should not be allowed to wander unsupervised in groups of less than 4 for students under 16 or groups of 2 for under 18's.
- The geographical area in which students are allowed to wander should be clearly defined.
- A time limit should be set in proportion to the age of the students. Anyone who returns late should understand that he/she will subsequently be penalised. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble.
- If students are leaving from and returning to the group accommodation, a signing in and out book should be used.
- Under no circumstances should students of any age be allowed out of the group accommodation after the evening meal except in escorted parties accompanied by members of staff.
- Students away from home may well strike up acquaintance with students from other school parties or persons in the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Requests to go for a walk at unusual times should be regarded with some suspicion and the unexpected absence carefully noted and investigated.
- The group register should be checked at mealtimes and whenever the party is about to move from one venue to another, reporting to the lead organiser if anyone is missing.
- The lead organiser should check the fire exits in any group accommodation and ensure that students are aware of them. If possible (for example if staying at a hostel) a fire drill should be held one evening.
- If students are staying in private homes, appropriate guidelines in connection with their safety and conduct (based on those set out above as appropriate) should be given to host families.

Funding for Students

Headteachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity that takes place during school hours
- school equipment
- general school funds

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if there are insufficient voluntary contributions made to cover the cost of the trip, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity.

Applications should be made to the Pupil Premium Coordinator for support for FSM/Student Premium/Service Premium.

Trips Abroad

Some special additional precautions are necessary for foreign visits. Please see Relevant Legislation and Related Advice links to the DFE and HSE.

Insurance Cover

A current insurance policy is in place and all teachers are asked to carry an Emergency Contact Card with them for all high-risk trips. Both school and tour operators' insurance contact numbers should be included. The cards are available from JSE.

Health

A check should be made to see whether inoculations are required. Parents and students should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the students will be travelling.

Items to keep in mind:

- Tap water is not always safe to drink
- Salads should be avoided in remote areas and fruit always carefully washed in purified water or peeled
- The strength of the sun should never be underestimated especially at high altitudes and students should bring sun protection cream and a hat
- Rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm beasts.

Funds

Careful estimates should be made of the need for a float or contingency fund.

Please liaise with Finance to ensure sufficient funds on the appropriate Equals Card prior to departure. The Equals card should be collected from the student manager, all receipts should be retained for financial reconciliation.

If further funds are required, the lead organiser should telephone the contact member of staff and/or the school office for assistance.

Foreign Customs

Students should be advised of any local customs they may meet which might surprise them and be warned of the possibility of causing offence.

Exchange Visits

These usually involve groups of students travelling to a foreign country and staying with a host family on a reciprocal basis and may be organised by a specialist company or in conjunction with a school in that country. The following points should be considered:

- Members of staff should accompany students on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio of staff to students on the flight provided that the appropriate number of staff accompany the students to the departure gate, and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Parents should be fully informed of the arrangements and given all necessary details in connection with the host families.
- If a member of staff is present in the locality it should be made clear to students and host families when the member of staff will be available at an agreed location.

- The Deputy Headteacher must be satisfied that appropriate procedures exist for contacting school and parents in case of emergency and will consider whether a member of staff should be resident in the country during the stay.
- Host families should be aware of the procedures to be followed and the persons to contact in event of any accidents, illnesses, problems or difficulties such as bad behaviour.
- If activities are planned with a foreign school, it is important that the extent of responsibility of the foreign staff is agreed with them in advance and that students are aware when the foreign school staff are in charge and how to contact them if they are based at a location remote from students.
- Whenever a member of staff is advised of the illness of/accident to a student s/he should investigate personally immediately and inform the student's parents straight away.

Travel Guidelines

In advance of the trip, students should be given clear safety instructions based upon the risks associated with the particular type of travel to be used.

8. Emergency Procedures

These procedures are based on those contained in DFEE Circular 22/94 and should be used in the event of serious or fatal injury. In any shared responsibility situation, they should be agreed in advance with the centre/other school involved. An emergency is unlikely to occur in circumstances where these procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The lead organiser (or staff member in charge of small sub-groups if out of contact with the party leader until the lead organiser can be contacted) should:

- establish the nature and extent of the emergency
- if there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid
- establish the name(s) of the injured and call whichever emergency services are required
- make sure all other members of the party are accounted for and are safe
- advise other party staff of the incident and that emergency procedures are in operation
- ensure that an adult from the party accompanies casualties to hospital
- ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- control access to telephones until contact is made with the Deputy Headteacher, emergency contact point or designated senior member of staff and until s/he has had time to contact those directly involved. Give full details of the incident, i.e.

name

nature, date and time of incident

location of incident

details of injuries

names and telephone numbers of those involved

action taken so far

telephone numbers for future communication.

9. Insurance Details 2023/2024

[Redacted]
 [Redacted]
 [Redacted]
 Claims Updates or Queries
 Telephone [Redacted]
 [Redacted]

Further insurance details are available from the Tour Operator where applicable.

10. Appendices

Royal Wootton Bassett Academy – Trips Authorisation Form 2023-2024

FORM VAI REQUEST FORM - VISIT AND ACTIVITIES 2023-2024

Royal Wootton Bassett Academy – Trips Authorisation Form

Organiser			
		Proposed time/durat	
Year Group		Number of Student	
Destination			
Reason			
All Proposed Staff Attending			
1	2		
3	4		
5	6		
Nominated First Aider			
Is this course a BTEC Course			
Academy Contact Name	Angela Bell and Shelly Davies		
Contact Number	ABe [Redacted] / SDa [Redacted]		
Activity Leaders			
Relevant Experience			

Is the visit connected with the follow:

Essential examination work	<input type="checkbox"/>
Desirable course work linked to syllabus	<input type="checkbox"/>
Recreational aims	<input type="checkbox"/>

Curriculum enrichment: Cultural aspects related to course	<input type="checkbox"/>
Other (please specify)	

Declaration

I have read and am aware of school and Department of Education regulations and policies relating to visits and activities and I agree to comply with them in full.

Signed	Date
--------	------

Permission

Permission **has** been approved

Permission **has not** been approved

Deputy Head Teacher

Signed	Date
--------	------

Checklist and Procedures

Has provisional authorisation been given? The proposed activity and dates must be discussed with Deputy Head Teacher BEFORE this form is completed?	<input type="checkbox"/>
TOTS form must be submitted on Access for confirmation of cover and checking of the calendar for clashes. THIS MUST BE DONE before any firm commitment is made with respect to the proposed activity. .	<input type="checkbox"/>
Costing form completed and authorised attached?	<input type="checkbox"/>
Risk Assessment Form been completed and handed into Deputy Head for consideration	<input type="checkbox"/>
Parental Letter attached	<input type="checkbox"/>
Student List Attached	<input type="checkbox"/>
Pupil/Premium Orange Form completed and signed ?	<input type="checkbox"/>
Lunch Entitlement, have FSM students been identified for lunch entitlement?	<input type="checkbox"/>
Inform Catering if there is an impact on lunches	<input type="checkbox"/>
Medical. Have "at risk" students been identified ? And appropriate medical requirements have been organised	<input type="checkbox"/>
Does the trip require a VA2 form? Is the trip residential? Is the trip abroad? Does it include one of the following activities: Camping/ Orienteering / Expeditions incl. D of E / Mountain or Fell Walking /Rock climbing/ Canoeing/ Boating/ Sailing/ Windsurfing/ Sea/River Bath Practical Conservation Activities / Airborne Pursuits/ Angling/ Caving/ Pony Trekking or Horse Riding/ Swimming/ Angling/ Sponsored Activities/ Travel Abroad	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
IF THE TRIP APPLICATION PACK IS NOT COMPLETED FULLY IT WILL BE RETURNED TO YOU UNAUTHORISED FOR CORRECT COMPLETION.	
Please note that if your trip is going to be back after the school gates are locked, gate keys are available via G4S and should be booked in advance. If you are unexpectedly late back, please email to advise of your time of arrival	

Costings Approved

Name	Date

Student List

Student Name	M/F/NB	Tutor	Medical/Welfare needs?	PP/Bursary

A copy should be placed on the Staff Room Noticeboard 24 hours prior to trip

FORM VA2 - VISIT AND ACTIVITIES

2023-2024

WOOTTON BASSETT SCHOOL - VISITS AND ACTIVITIES
SPECIFIC ACTIVITIES

1. Types of Activity. Please tick as appropriate

Camping		Shooting	
Orienteering		Caving	
Cycling		Mountain or Fell Walking	
Windsurfing		Rock Climbing	
Angling		Boating	
Visit Abroad		Sea/River Bathing/Swimming	
Pony Trekking or Horse Riding		Sponsored Activities	
Expeditions including Duke of Edinburgh		Canoeing	
Sailing		Skiing	
Airborne Pursuits		Practical Conservation Activities	
Swimming			

2. If any of the activities above are involved, please complete this question:

- (a) Is the leader approved and on the LA register for this activity? YES/NO
 (b) Is the leader a qualified First Aider? YES/NO
 (c) Has the leader any recognised qualification in the activity to be undertaken? YES/NO
 If YES, please give details:

- (c) Has the leader attended any training courses associated with this type of activity? YES/NO
 If YES, please give details:

- (d) State briefly the leader's recent experience in organising and leading this type of activity:

Chester Middleton is the qualified coach for the event – his qualifications are attached. Chester has been the coach in recent years for this event.

Signed:

Date

FORM VA2

ROYAL WOOTTON BASSETT ACADEMY - VISITS AND ACTIVITIES

SPECIFIC ACTIVITIES

1. Types of Activity. Please tick as appropriate

Camping		Shooting	
Orienteering		Caving	
Cycling		Mountain or Fell Walking	
Windsurfing		Rock Climbing	
Angling		Boating	
Visit Abroad		Sea/River Bathing/Swimming	
Pony Trekking or Horse Riding		Sponsored Activities	
Expeditions including Duke of Edinburgh		Canoeing	
Sailing		Skiing	
Airborne Pursuits		Practical Conservation Activities	
Swimming			

2. If any of the activities above are involved, please complete this question:

- (a) Is the leader approved and on the LA register for this activity? YES/NO
- (b) Is the leader a qualified First Aider? YES/NO
- (c) Has the leader any recognised qualification in the activity to be undertaken? YES/NO
If YES, please give details:

- (c) Has the leader attended any training courses associated with this type of activity? YES/NO
If YES, please give details:

- (d) State briefly the leader's recent experience in organising and leading this type of activity:

Signed:

Date

Emergency Contact No:

[REDACTED]

Tour Operator Emergency Contact No

.....
.....

