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# The British School of Gran Canaria

## **Visits and Trips**

### Policy Document

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# THE BRITISH SCHOOL OF GRAN CANARIA

## VISITS AND TRIPS POLICY

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### 1. Scope

This policy provides procedures, guidance and advice for the planning and implementation of all British School of Gran Canaria offsite visits and trips. The school views such opportunities as being invaluable and, through the support of this policy, aims to ensure that successful and rewarding trips and visits are available on a regular basis.

### 2. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

**Visit** – An offsite activity that will be undertaken and completed within one day.

**Trip** – Involves an offsite activity that lasts longer than one day.

Visits and trips are divided into categories within this policy with additional information and guidelines moving through the list:

- o Category A – Regular Visits and Day Visits – those within the neighbouring area of the school e.g., environmental studies, swimming events, sports fixtures, local hospital, theatre, geography fieldwork (Section B of policy).
- o Category B – Residential Trips within the Canary Islands (Section C).
- o Category C – Trips outside the Canary Islands (Section D).
- o Category D – Exchange Programmes (Section E).

**Health and Safety Committee** – The committee identified within the Health and Safety Policy to monitor procedures and compliance.

**Health and Safety (H&S) Adviser** – The identified school member of staff responsible for key aspects and implementation of the Health and Safety Policy.

**Health Care Plan** – A plan produced by health workers to ensure appropriate health care for an individual.

**Group Leader** – The designated teacher with overall responsibility for the group and the visit or trip.

**Head Count** – The term used for the process whereby the number of students is counted and accounted for during a visit or trip.

**Accompanying Adults** – May include teachers, school staff, parents or community members who form part of the supervisory team accompanying any visit or trip. The number of adults is stipulated within the policy.

**DBS** – Disclosure and Barring Service, a UK government organisation for background checks on staff. Only available service providers in the UK.

**HOS** – Head of Sector.

**Prodat** – The data protection company used by BSGC for monitoring compliance with regards to the appropriate and authorised use of personal data.

**BSGC** – Initials used to identify The British School of Gran Canaria.

**DfEE** – The Department of Education and Employment, a UK Government department responsible for education.

**Finance Officer** – A member of the school's administration responsible for financial management and accounting.

**DNI** – *Documento Nacional Identidad* – the Spanish national identity card carried by all citizens.

**TIE** – the Spanish national identity card carried by all foreigners with Visas and residency.

**TSE** – *Tarjeta Sanitaria Europea* – the European health insurance card available to Spanish and EU nationals.

### 3. Rationale

The British School of Gran Canaria is committed to providing wide and extensive learning opportunities for all our students. The school views the provision of regular out of classroom and offsite learning as essential and valuable. Although committed to this provision, the school is conscious that it must ensure the highest standards of safety and minimise risks during any off-site learning activity. The expectations and procedures outlined within this Policy, which are guided by the DfEE 'Health and Safety of Pupils on Educational Visits' (1998), seek to protect the health and safety of all participants whilst enabling valuable and enjoyable experiences.

## 4. Visits and Trips – General Procedures

**4.1.** Planning the visit or trip

**4.2.** Approval process

**4.3.** During the visit or trip

**4.4.** After the visit or trip

### 4.1. Planning the visit

Whatever the type or length of a visit, thorough planning is essential and its steps are highlighted under the headings below.

- Preliminary visits
- Supervision – Ratios and Composition of the Party
- Medicines and Medication
- First Aid
- Transport
- Supervision of pupils on the journey and at the visit destination
- Insurance

- Mobile Phones
- Risk Assessment
- Emergency Procedures
- Parental Consent
- Costing, to include staff payment for residential trips

Further information on each phase is set out below and consultation of **Appendix 1 - Basic Principles for Safe Practice for School Visits** should also be undertaken to assist with this preliminary work. Careful consideration at the planning stage can help anticipate potential issues and problems.

### **Preliminary visits**

Wherever possible, the staff planning a visit or trip should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability. Where this is not possible, the leader must obtain information about the places to be visited with particular regard to potential hazards. Written notes should be made of this visit or enquiry.

### **Supervision**

Supervision needs should consider staffing levels and suitability of accompanying adults. All trips or visits must have a clearly identified Group Leader who is responsible for the organisation and leadership of the staff and students on the visit or trip. The Group Leader's responsibilities are outline in **Appendix 8 – Specific Responsibilities**.

### **Supervision Ratios**

Adult: Pupil ratios are difficult to prescribe as needs differ according to the type of visit or the planned activity and, therefore, full consideration should be given to the activity, age, group, location and the efficient use of resources (see **Appendix 2 – Staff: Student Ratio Considerations**). DfES guidance suggests:

- 1 adult for every 6 pupils (Years 1 – 3), Foundation Stage visits must have a higher ratio;
- 1 adult for every 10-15 pupils (Years 4 –6);
- 1 adult for every 15 – 20 pupils (Year 7+).
- Minimum 1:10 for visits to countries other than that of residence.

***There must always be a minimum of two adults*** (one of whom must be a teacher or teaching assistant) with the group.

***Never allow anyone who has not been DBS, ICPC or Delitos Sexuales checked, or other country similar checks, to have unsupervised access to children.***

### **Duty of Care**

*In loco parentis* means that the level of duty of care required by a teacher is that of a reasonable, prudent and careful parent; it should be noted that this is the level of responsibility that is the expectation of all teachers during their work, not solely during trips and visits. However, during a trip or visit, it should be noted that *in loco parentis* remains with the teacher and cannot be delegated to coaches, instructors or volunteers acting on behalf of the teacher or the school, although the technical duty of care may be delegated to, for example, a ski instructor.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Head the possibility of excluding the child from the activity.

### **Composition of the Party**

The Group Leader must ensure that adult members of the party have reasonable preliminary, theoretical and practical preparation appropriate to the age of the group and the nature of the activities. This should include consideration of potential emergencies and associated actions to be taken.

All activities must be supervised by people of suitable competence and for some activities the teacher may be required to hold a suitable qualification for that activity.

The Group Leader plays a central role in all aspects of the visit or activity; competence as a leader will result from:

- experience/knowledge of the environment/venue to be visited;
- experience of the activities to be undertaken;
- having led similar educational visits;
- knowledge of the pupils involved;
- appropriate training;
- leadership skills and other personal qualities.

The Head or HOS needs to be satisfied that the Group Leader and other accompanying teachers are sufficiently competent to carry out their responsibilities and are suitable for the role.

If any adult accompanying the visit has a child or children in the party of pupils then one other adult must be added to the relevant minimum ratio.

If an accompanying adult brings their own child who would not ordinarily be one of the party or a member of the school it should be acknowledged that a conflict of interests could occur in an emergency situation. It is suggested that arrangements are made so that such a situation does not occur. If this is unavoidable then it must be clearly understood that there are certain consequences with these arrangements, the most significant of these being:

- The adult must be wholly discounted for the purpose of calculating any adult: pupil ratio.
- Insurance cover provided by the school may not cover the child.
- Responsibility for the health, safety and welfare of such child(ren) lies entirely with the adult who has brought the child(ren), and not with the other staff or volunteers.

### **First Aid**

The level of first aid provision required must be risk assessed. This means that the Group Leader must ensure that adequate first aid arrangements are made, bearing in mind the location and nature of the activity. **Appendix 3 – Standard contents for a 10-person First Aid Box** contains information on the basic First Aid provided by the school. Additional needs may need to be identified depending on the activity and location. All adults in the group should know how to contact the emergency services.

Additionally, adrenalin self-injectors will be added to the First Aid kit, for any student in the party who has such a requirement.

### **Medical, Health and Dietary Information**

The Group Leader should be aware of medical issues and/or allergies within the group, especially any of a serious nature, and ensure that all staff are appropriately briefed where necessary. The school holds medical information on the Administration System for all students and these will be printed off and added to the file prepared by the Secretarial Support team for the visit. Care must be taken with this confidential information. Included in this information, which must be carried by the Group Leader at all times, are the emergency contact details for all students, a copy of the school's personal insurance claim form (**Form 9 – Insurance Claim Form**) and specific information for identified students.

For school trips the Group Leader should collect additional medical and emergency information after evaluating the type of activities planned and the duration and destination of the trip. **Form 7 - Student's Medical and Emergency Information** should be used, although this may be amended after evaluation of details of each trip. In addition, school trips may need supplementary information on health or dietary requirements which can also be collected via **Form 7**, but that which is held on the school's Administration System will be provided in the trip file.

### **Medicines and Medication**

In general, medicines required by students during the visit or trip should be clearly labelled with name and dosage and handed to the Group Leader. For certain conditions, however, this procedure may be wholly inappropriate and potentially harmful, i.e. asthma and diabetes. If medication is to be administered to a pupil during a school visit or activity then good practice set out in **Appendix 4 – Good Practice for the Administration of Medication** should be followed.

### **Transport**

For all educational visits and trips on the Canary Islands transport requests are made to Secretarial Support who will coordinate such provision using the school's provider, after school approval has been given via the signing of **Form 1**.

All buses must meet standard safety provision for each child.

### **Insurance**

The Group Leader must clarify with the school's H&S Adviser that the type and level of insurance provided by the school is comprehensive and appropriate for the type of visit and activities planned.

### **Mobile Phones**

The Group Leader is responsible for ensuring that there are enough mobile phones within the group, including the school mobile phone, and delegate responsibility for maintenance of batteries to one of the supervising adults. In certain locations a group may not be able to rely on a mobile phone for emergency situations as the signal may be out of range; consideration of the implications of such a situation should be included in the Risk Assessment.

### **Risk Assessment**

Implicit to any visit or trip planning is risk assessment. Full consideration must be given to the dangers and difficulties that may arise, and the Group Leader should control measures that must be put into place in order to reduce them. (See **Appendix 5 – Risk Assessments** for guidance.) When making a risk assessment, the following must be taken into account:

- The type of visit /activity and the level at which it is being undertaken.
- The location, route and method of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratio of teachers and supervisory staff to pupils.
- The pupils ages, competence and fitness and the suitability of the activity.
- Pupils with SEND or medical needs.
- Quality and suitability of equipment.
- Seasonal conditions and timings.
- Emergency procedures.
- Risks should be monitored throughout the duration of the visit and risk assessments amended as necessary.

The risk assessment is made to guide and help ensure the safe and successful functioning of a trip or visit and, therefore, all supervisors of the group should be fully aware of the assessed risks and identified actions. The Risk Assessments should be completed on **Form 3** and submitted for review to the Head or HOS at least:

- o seven days before a Category A visit,
- o four weeks prior to Category B trip
- o six weeks prior to Category C and D trips.

Risk Assessments will be prepared for all aspects of a trip organised by the school. Activities undertaken under the supervision of instructors when visiting organised centres will be the responsibility of the centre and must be checked by the Group Leader.

School risk assessments should be reviewed after each visit to ensure that any issues or concerns are dealt with and recorded whilst fresh in staffs' minds.

### **Emergency Procedures**

The Group Leader must make all accompanying adults aware of the emergency procedures that will apply. Each adult on the trip should be provided with the telephone number for contacting the emergency services. The Head must ensure that group leaders have telephone numbers for emergency contacts within the school which are available 24/7. Groups must not be in the position of having to leave a message on an answer phone, and at least two emergency telephone numbers should always be available. During the school day the emergency contact number may be the school number but must not be the answer phone.



The school will issue a school mobile telephone in addition to other private phones on the trip.

The following information should be held at all times by the group leader, the 24-hour contact person/s and the school office:

- A list of the names and parental emergency contact numbers of all participating children and an emergency contact number for accompanying adults.
- A programme/itinerary for the visit.
- Details of travel arrangements, including return time.
- Contact number for the residential accommodation.

### **Parental Consent**

The parents of children taking part in an off-site visit or trip must be provided with full and concise information about the activity their child will undertake. For visits taking place entirely within a normal school day it is sufficient to obtain parent consent on an annual basis, followed by specific information informing parents of visit details, specific arrangements and allowing the opportunity for parents to withdraw their consent for participation in the visit. Where the visit extends beyond the normal school day written permission from the parent must be obtained.

The taking of photographs of the activity can be important and useful but knowing which students have authorisation for the publication of their images on the school's social media is essential. This information is provided in the Visit/Trip File provided. Celebrating and sharing information from a visit and trip is important and should be completed immediately, or as soon as possible, on return to school. For residential trips, parents are very appreciative of the regular (daily) sharing of news, information and photographs.

### **Costing**

Prior to organising an off-site visit or trip, staff should ensure that the total costs are estimated. The total costs associated might include transport, entrance fees, insurance, and provision of any resources or equipment specific to the activity and costs relating to adult helpers. (See **Appendix 6 - Considerations when costing a school trip**).

Funding for day visits is mainly provided by BSGC, although parental contributions may be sought, whilst off-site residential trips are almost exclusively paid for by the parents. If a staged payment plan is proposed then the timetable for the payments should be approved by the Head, Finance Officer and shared with Secretarial Support, prior to being communicated to parents.

For residential, overnight trips, a daily payment will be made to accompanying staff and this needs to be included in costs for parents. (Please see information and procedures [**Appendix 13 – Internal policy on per diem (dietas) for teachers accompanying school trips**] for the costing of these payments.)

## **4.2. Approval process**

The approval process has three stages;

- a) **Initial Agreement** to the educational worth of the proposed visit or trip and that, with limited information, it appears viable and aligned with the school's calendar.
- b) **Agreement to Action** that the visit or trip is financially viable and the location is available on the

required dates.

- c) **Approval** that the visit or trip has been planned and organised according to the BSGC policy and it can take place.

#### **a) Initial Agreement**

When a member of staff proposes a visit or trip, they should present the educational objectives and basic details known at this early stage of planning to the Head or HOS e.g., location, number and age of students, date, duration, approximate costs, type of activities undertaken. Using **Form 1 – Application for Initial Agreement** (see *Forms Appendices*), sufficient details must be provided to allow an informed decision to be made on the worth and viability of the Visit/Trip. If initial agreement is given by Head or HOS, who will give this by signing **Form 1**, then the next stage of planning can start.

The next stage of planning is carried out by the school office. The Group Leader must ensure that the signed **Form 1 - Initial Agreement**, is forward to Secretarial Support who will start the organisational process of contacting providers and the proposed site/venue to establish availability and costs. This action is the sole responsibility of Secretarial Support who will share progress and this information with the Group Leader by adding this to **Form 1**.

#### **b) Agreement to Action**

The Group Leader after receiving the updated information from the school office will decide whether the visit/trip is still viable and, if it is, confirm that full planning can go ahead by signing the section **Agreement to Action**. (This step is set in place to prevent unnecessary work if approval is not given).

If *Agreement to Action* is given the Group Leader should start the organisation process as outlined in *B.1 - Planning the Visit or Trip* of this policy. Completion of all the steps in the planning process along with the detailed risk evaluation, must be registered in the verification list in **Form 2**

#### **c) Final Approval**

After completing all planning and preparation, the Group Leader must forward the completed **Form 2** and all supporting documentation to the Head/HOS for signing of *Final Approval* (only residential trips). In order to ensure that any necessary amendments to plans, or re-evaluations of risk assessments can be completed in sufficient time before the trip/visit, it is essential that all documentation is presented for approval at least:

- seven days before a **day visit** to HOS
- four weeks prior to **residential trip** to HOS, with cc to Head
- six weeks prior to a **trip outside the Canary Islands** to Head

Only after **Form 5 - Final Approval from Head Teacher/Head of Sector for Visit or Trip** is signed can the visit/trip take place. (Only residential trips).

#### **4.3. During the visit**

All visits, trips and activities included, regardless of the duration, destination or nature of the activity have basic supervisory expectations that will support their safe, efficient and enjoyable functioning.

## **Supervision of pupils**

Accompanying staff must ensure the good behaviour of their students during the visit, and including the journey. It will greatly ease supervision if each accompanying adult takes responsibility for a sub-group, with the Group Leader or deputy being personally responsible for any young people who might create difficulties.

Throughout a visit there should always be regular head counts, particularly before leaving any venue. The Group Leader must carry a list of all pupils and adults on the visit, at all times.

It is important to recognise that children may not follow rules and instructions through forgetfulness or wilful disobedience. It should also be acknowledged that, through their inexperience, children and teenagers may be unable to make a reasonable analysis of potential risks, and thus they may need to be protected from their own behaviour. Therefore, especially on school trips and activities, supervising adults should not proceed on the basis that all children will obey instructions, and must take the necessary steps to ensure that instructions are followed at all times.

The DfES suggests that, particularly with pupils in years 1 – 3, students should be easily identifiable, especially in densely populated areas; the use of BSGC uniform can be an important and easy way to implement this. Pupils should NEVER wear name badges as this makes them vulnerable to strangers pretending to know them. Badges displaying the school's name and its emergency contact number can be useful.

## **On-going Risk Assessment**

Be ready to annotate and update the risk assessment throughout the visit. Risk assessment is an on-going process; it should not be regarded as a one-off exercise prior to the visit. Be prepared to amend your planned course of action in the event of changing or unforeseen circumstances.

## **Recording Accidents**

Accidents are 'unplanned events' and, therefore, not every eventuality can be accounted for in the risk assessment. Should an accident occur, it must be, if applicable, recorded in the accident book at the venue. Upon return to school the accident should also be recorded in the school's accident book, and if appropriate, the school's H&S Adviser should inform the Health and Safety Committee.

If the accident resulted in a major injury i.e., fracture, concussion, hospital treatment etc. it is advisable to obtain witness statements.

## **Emergency Situation**

Serious accidents and incidents are extremely rare but, if one occurs, consult **Appendix 11 - Immediate Action Following a Serious Accident or Incident** for full guidance.

In the event of an emergency situation the Group Leader or delegated accompanying adult must contact the school at the earliest possible opportunity. Remember that you are not alone; BSGC, and all related

personnel, will support you as much as possible.

In the immediate aftermath focus on:

- Care of the Individual
- Ensure the treatment, safety and welfare of the individual
- Care of the Group
- Ensure the safety and welfare of the group
- Contact emergency services as soon as possible
- Communication
- Contact school as soon as possible
- **Do not speak** to the media
- **Do not** allow anyone in the group to communicate with anyone outside the group (including parents) until authorisation and agreement with school has been obtained.
- Maintain contact with the school.

#### **4.4. After the visit**

Review and evaluation of the visit or activity, and of the risk assessments, is important in order to note any lessons learned and to inform future good practice. The planning of any particular visit should start from the evaluation of the previous visit. This evaluation is usually carried out by completing the final section on **Form 3 – Risks assesment**. Nil returns MUST BE submitted.

**IMPORTANT NOTE** – Summarised information is available in the appendices to help guide those organising and participating in trips and visits.

***APPENDIX 7 - Summary Procedures for Organising an Educational Visit or Trip***

***APPENDIX 8 - Specific Responsibilities***

## **5. Additional considerations for residential trips**

Residential visits should only take place in centres that meet recognised safety standards and are authorised for hosting such activities.

A visit to the residential centre, prior to the activity, is advisable but not always possible. If such a visit is not an option, then ask for written references from previous groups, or, preferably, ask for the names and addresses of the last three schools who have visited. Endeavour to collect promotional material and photographs that can be used to inform staff or be displayed at a parents' meeting. (See ***Appendix 9 – Key Considerations for Residential Accommodation***).

When selecting a suitable and appropriate centre remember that whilst safety is obviously paramount, it is also necessary to consider the quality of the programme offered in terms of educational content and participant involvement.

### 5.1. Prior to the Visit

All of the considerations for a day visit will apply (**Section B - Visits and Trips – General Procedures**) as well as the specific additional points below:

- The roles, duties and expectations of accompanying staff and helpers should be clearly defined and understood so that everyone is clear about what is expected of them. This should be done through formal meetings rather than on an ad hoc basis. This is particularly true for inexperienced staff and adult helpers who may not appreciate that a residential visit requires a great deal of commitment and goodwill if it is to be successful. For further clarification please refer to ***Appendix 8 – Specific Responsibilities***.
- Parents need to be fully informed of the type of visit proposed. This is best done through an initial letter followed by a parents' meeting, with key points for the parents' meeting included in ***Appendix 10 - Useful Information for Parents' Meeting Prior to a Residential Trip***.

This information should be confirmed in writing and parents/guardians should then be asked to complete and sign:

- Consent Form – to include parental agreement for the student to participate; dates and venue of the visit/trip; financial commitment; deposit and refund details.
- Student's Medical and Emergency Information (Form 7)

Students should also be informed and briefed about the purpose and expectations of the trip.

Key points for the students include:

- the purpose and aims of the visit
- the nature of any specific work to be undertaken;
- work/training which is necessary before going;
- the implications of communal living in terms of tolerance, chores, conduct towards others, etc.;
- how spare time might be used;
- expectations on the use of mobile phones and other electronic devices;
- expectations regarding conduct.

Financial obligations are usually more significant in residential trips, and planning should fully consider this aspect. Steps should be taken at an early stage to secure an initial deposit from party members and to allow for regular payment by instalments, which must be agreed with the school's Secretarial Support. Receipts and payments must be fully documented and held by the school's Finance Officer.

When initially estimating the overall cost of a visit, it is best to include all expenses (including pocket money) in order to give a realistic global figure to parents. A refund in the case of an

over-estimate is always more acceptable than a supplementary charge (See **Appendix 6 - Considerations when costing a school trip**).

### **Supervisory Responsibilities for Accompanying Adults**

A staff to student ratio of at least 1:10 will be needed for residential trips. At least two members of staff must accompany any residential trip, one of them clearly designated as Group Leader. A mixed group must be accompanied by male and female adults except where pupils are under 11 years of age (i.e., year 6 and below) in which case they may be accompanied by two female members of staff.

The group leader should be an experienced teacher and should be satisfied that there is sufficient experience and expertise in the staff team accompanying the group. Adults, other than members of staff (e.g., husband/wife or teacher/youth worker, parent, student, foreign language assistant), may usefully accompany the group but the ultimate responsibility for the students' welfare and safety lies with the school staff and, in particular, with the Group Leader. Adults may only accompany the party as supervisors if they have no other commitment throughout the whole of the visit. Wherever possible, a second teacher should be designated as a deputy leader, be fully associated with the planning and organisation of the visit and be prepared to take responsibility for the group in the case of an emergency.

The duty of care is fundamental and it is essential that this concept is not diluted by any association with words such as 'holiday', 'abroad', 'weekend' or by the changed location or learning environment.

### **5.2. On Arrival at the Residential Centre**

When arriving at a staffed residential centre, the Group Leader should meet the centre manager or someone of similar status and agree on any routines and regulations that have not been previously given. The Group Leader should ensure that any requests or stipulations agreed in writing prior to the journey (i.e., leaders' qualifications, fire regulations, first aid arrangements, etc.) still apply.

### **Fire Evacuation**

The following points should be checked or actioned at the centre:

- Check that all exit routes from dormitories and other sleeping accommodation are clearly indicated.
- The posted instructions are clear and have been read and understood.
- A fire evacuation or explicit walk through is held during the first day.

- The arrangements for calling the fire brigade are understood and that a member of the school party is assigned the duty to make such a call on hearing the alarm where there is no member of the permanent staff on-site who already holds this duty.
- This person knows the location of the nearest telephones and the full address of the building/camp to enable prompt response by the fire brigade.

### **Medical and Emergency Information**

It is important that the Medical and Emergency Information is available at all times.

### **Transport and Equipment**

If centre transport is to be used it must be in a roadworthy condition. If in doubt, press the centre manager for details on maintenance.

All equipment used should be adequate for its purpose; most outdoor equipment such as helmets, buoyancy aids etc. have recognised standards.

In both cases, even to an untrained eye, if the equipment or transport appears unfit for purpose, neglected or deficient, press the centre manager. If satisfaction is not obtained then the member of staff, if possible, in consultation with the Group Leader, should suspend the planned activity and report to the Group Leader and subsequently submit a complete written report detailing concerns and actions.

## **6. Additional considerations for visits outside the Canary Islands**

Taking students to locations outside the Canary Islands is an important, exciting and highly valuable opportunity but additional considerations and planning, to those already outlined in sections B and C are required to ensure a safe and enjoyable experience.

### **Staffing**

Student and accompanying staff ratios and expectations stated in Section C apply. In addition, it should be noted that the majority of commercial school tour operators now offer an automatic supervisory place ratio of one adult to ten paying young people. These supervisory places should only be available for members of staff or designated supervisory adults.

### **Student Information Card**

During trips outside Gran Canaria, it can be helpful to issue an Information Card to each student containing emergency contact details, including address and telephone number of the hotel/residence where the group are staying, the Group Leaders telephone number and the emergency services number.

## Travel Documentation

Depending where the group is travelling, different documents will be required

### Spanish Nationals Travelling on DNI and/or Passport

Spanish nationals may travel to the Spanish mainland or EU countries using their passport or DNI for identification purposes. The DNI and passport must be presented to the Group Leader for photocopying upon registering for the trip, and carried by the Group Leader at all times whilst travelling.

Spanish nationals, under the age of 18 also need *Permiso de Viaje para Menores*, which is obtained from the *Policia Nacional*, at police station nearest to home residence.  
[https://sede.policia.gob.es/portalCiudadano/sede\\_electronica/ciudadanos/declaracion\\_permiso\\_viaje\\_menores.pdf](https://sede.policia.gob.es/portalCiudadano/sede_electronica/ciudadanos/declaracion_permiso_viaje_menores.pdf) **(Form 10 – Parental Permission to Travel-Policía Nacional)**.

### Travelling to the UK requires

Electronic Travel Authorisation (ETA)

From 2<sup>nd</sup> April 2025, all Spanish and other EU citizens travelling to the UK for short stays (less than 6 months) will need to apply in advance for an Electronic Travel Authorisation (ETA).

### Non-Spanish EU Members Travelling on NIE and/or Passport

Non-Spanish students must travel to the Spanish mainland or EU countries using their passports for identification purposes. However, when travelling to mainland Spain the NIE is required in addition to the passport in order to qualify for Canarian resident's discount. The Passports and the NIE must be presented to the Group Leader for photocopying upon registering for the trip, and carried by the Group Leader at all times whilst travelling.

Non-Spanish nationals, under the age of 18 also need *Permiso de Viaje para Menores*, which is obtained from consulates or embassies of passport's holder's country of nationality. Should the Consulate refuse to issue one, parents must complete and sign **Form 11 - Parental Permissions to Travel for Non-Spanish Citizens** and have it stamped by a Public Notary.

### Non-European Union Members Travelling on TIE and/or Passport (predominantly UK nationals)

Non-EU travellers to the Spanish mainland or EU countries require their passports for identification purposes. However, when travelling to mainland Spain the TIE is required, in addition to the passport, in order to qualify for Canarian resident's discount. The Passports and the TIE must be presented to the Group Leader for photocopying upon registering for the trip, and carried by the Group Leader at all times whilst travelling.



Non-Spanish nationals, under the age of 18 also need *Permiso de Viaje para Menores*, which is obtained from consulates or embassies of passport's holder's country of nationality. Should the Consulate refuse to issue one, parents must complete and sign **Form 11 - Parental Permissions to Travel for Non-Spanish Citizens** and have it stamped by a Public Notary.

The Group Leader also needs a signed and stamped letter from the school, *Permiso para Viajar*, **(Form 8)** including a list of students (advisable to include the complete tour party), destination, journey dates and purposes of the visit which authorises and confirms the school trip.

### **Passports and Visas**

When travelling to certain destinations some, if not all, of the tour party must have current and valid passports, and possibly visas. Thorough revision of specific and individual requirements, along with the planned destination and student nationality, is needed at an early stage to avoid disappointments. Applying for required documentation can take time and, therefore, an early start to the process is important. This is even more important post-Brexit.

### **Canary Island Residency Concession**

Travel concessions are available to, and via, the Spanish mainland for residents of the Canary Islands. In order to apply and receive this concession a current *Certificado de Residencia para Viajar* must be obtained at the local Town Hall, obtainable online in many Town Halls, some by each eligible member of the party and presented at the airport on departure.

### **Medical Insurance**

For travel within the EU, all European Union passport holders and Spanish residents can use a current European Health Insurance Card (EHIC/Tarjeta Sanitaria Europea – TSE) that must be obtained by each family and given to the Group Leader who carries these at all times.

Non-EU citizens may need medical insurance and this must be assessed on an individual basis. The responsibility for organising and paying for this insurance is that of the parents. <https://w6.seg-social.es/solTse/jsp/Entrada.jsp>

For travel outside of EU, which now includes UK, EU and non-EU citizens, will require medical insurance, which may be organised as part of the trip organisation, or will be the responsibility of parents.

The Group Leader should have (several) photocopies of all documentation (passport/DNI, TIEs, EHIC, personal medical insurances) together with the originals when travelling. The group leader should always retain the original and present a photocopy to authorities abroad (i.e. local health or medical insurance office) if necessary.

For certain activities or destinations additional insurance will need to be obtained by the school.

## **Vaccinations**

For certain destinations vaccinations may be needed and full consultation with the local medical authority should be made well in advance of travelling.

Sanidad Exterior

C/ Juan Domínguez Pérez s/n (Acceso al Cebadal)

35008. Las Palmas de Gran Canaria

Teléfonos: 928 999 110 / 928 999 111

Fax: 928 99 91 57

<https://www.sanidad.gob.es/areas/sanidadExterior/laSaludTambienViaja/centrosVacunacionInternacional/centrosvacu.htm>

## **7. Additional considerations for school exchange visits**

Exchange visits usually involve a student staying for a set period of time in the home of a family, often from another country, with this experience being reciprocated during a return visit and stay from the initial hosting student. This usually involves a group of students, accompanied by staff, linking with a partner school in another country so that a support network is available during the visit. The school has also participated in language exchange programmes where a company organises hosting families for students, with the students attending workshops and activities at a central location during the day.

When using a company to organise an exchange programme references from previous school users must be obtained by the Trip Organiser, as part of the pre-planning process. The Trip Organiser should also, at the beginning of the organising process, share information with the company outlining BSGC expectations regarding hosting families, accommodation and safety and safeguarding of our students, and obtain the norms expected by the company of the hosting families.

Participants and families must be fully aware that pupils will spend significant time with host families and are, therefore, not always under the direct supervision of school staff. It should be noted that host families will only be subject to their home country's laws, especially with regards to vetting and background checks.

In addition to the information and requirements set out in Sections B, C and D additional considerations and expectations for Exchange Visits are outlined below.

### **Written Consent**

Written consent from parents must be obtained for all pupils taking part in exchange visits from both the guest and host families. Consent forms must also ask for permission for particular

activities, for activities outside of normal school hours, and also for times where the pupils may be travelling to and from their accommodation, and within their accommodation. Parents must be fully informed about what the visit entails and what activities they are giving consent to.

### **Vetting Host Families**

Exchange or home stay visits can be arranged through agencies in which case the Head and Group Leader must satisfy themselves that the host families have been suitably vetted. Explicit information on the checking procedures must be requested by BSGC, as well as written clarification on the roles and responsibilities expected of the hosting families.

Group Leaders making their own arrangements must be clear about procedures in the relevant country for vetting the suitability of host families, including criminal background checks insofar as these are available.

If the host school or the agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange pupils, the group leader should seek further assurances and reconsider whether the visits should take place.

In all cases the group leader remains responsible for ensuring the safety and well-being of all members of their group.

### **Supervision and Care of Students**

As the students are not under the direct supervision or in daily contact with the Group Leader or accompanying adults, additional considerations and processes are needed for Exchange Visits.

A strong and positive professional working relationship between the Group Leader and the partner school counterpart organiser can be invaluable. This can help to ensure clarity in pupil requirements and needs, the information available and for effective collaboration throughout the duration of the visit.

The Group Leader must ensure that:

- They have a good personal knowledge of the host school or company and counterpart. Pupils are fully prepared through discussion, and provision of information on practical issues, language and culture, before a visit. Prior to the trip a student meeting must be held to include organisation information and behavioural expectations. In addition, clear and explicit guidance about the level of care expected from host families, safeguarding warnings and clear and explicit steps to be followed should a student be worried or uneasy with any situation within the hosting accommodation. The school's Designated Safeguarding Lead should be present and support the sharing of this guidance (**Appendix**

## **12 - Important Content for Students' Briefing Meetings held prior to an Exchange or Hosting Trip).**

- Satisfactory 'pairing' arrangements are in place. The partner school must make the host families aware of any special medical or dietary needs of their guests, their gender and age, family contact information, etc.
- An agreed code of behaviour is shared with the pupils, the participating parents/guardians and those leading the exchange visits.
- Procedures are in place to check the well-being of the pupils at the beginning of the visit, and at regular intervals throughout the stay.
- Parents, pupils and the host school clearly understand the arrangements for collecting and distributing pupils to families, and for transporting pupils throughout their visit. It is strongly advised that arrival times and the passing of students onto hosting families does not taken place late at night, as supervision and careful coordination becomes more problematic.
- During the trip students must have access 24-hour contact (mobile phone or WhatsApp) with supervising adults of the trip.
- The Trip Leader must also have access to 24-hour contact with the BSGC, and at least three telephone contacts must be available to ensure this access, especially during weekends and school holidays. The Trip Leader must also have at least two 24-hour contact numbers from the hosting school or tour operator hosting BSGC students.
- The BSGC school contact should have a list of all the children involved and their home and host names and addresses.
- It is suggested, based on previous experience that the Trip Leader maintains a written log of incidents, even minor, during the trip as this can be referred to in the case of more serious incident or for making recommendations for improvements at the end of the trip.
- In the case of an incident happening, the Trip Leader must gather as much information as possible, and if at all possible, written accounts from those involved as soon as is reasonable after the event. Contact with the school should be made as soon as possible after an incident, as well as minimising communication by students with outside parties in the immediate aftermath.

# Appendices

## APPENDIX 1 - BASIC PRINCIPLES FOR SAFE PRACTICE FOR SCHOOL VISITS

All school visits carry elements of danger or risk. Whilst adopting principles of risk management will not necessarily prevent accidents or incidents, they will assist in ensuring the likelihood is reduced to acceptable levels.

1. Carry out a risk assessment that considers the health, safety and welfare of all adults/pupils participating in the activity.
2. Ensure that there is a clearly identified purpose for the whole visit, appropriate to the age and ability of the group.
3. The qualities of leadership, judgement, anticipation and control are essential on the part of staff and assistants, particularly the group leader.
4. Ensure that you comply with any statutory regulations.
5. Ensure school policies are rigorously applied, particularly Child Protection, Safe Working Practice and that staff are fully aware of expectations and appropriate conduct.
6. Work within the guidance and standards of competence recommended by national governing bodies and other recognised organisations.
7. Ensure that appropriate personnel, group equipment and clothing are available, where appropriate.
8. If uncertain about 'safe practice' seek professional advice.
9. Take a responsible attitude toward the environment.
10. Good discipline throughout the whole of the visit is essential and can be supported by a Code of Conduct.
11. Keep parents and pupils informed about proposed visits.
12. Adequate supervision must be maintained at all times. This may vary between close or remote supervision.
13. Carry a list of the contact numbers for each person on the visit, and the emergency contact information for the school.
14. Know your group.
15. If possible carry out a pre-visit to the venue.
16. Assess the risks and put control measures in place.
17. Assess the conditions of the day, change the day's activity if necessary, and do not take unnecessary risks.
18. Have a 'Plan B' so you will then not feel 'forced' to follow an earlier plan of activities should conditions become unsuitable
19. Record and learn from accidents, incidents and near misses.
20. Review the risk assessment on returning to school.

## APPENDIX 2 – STAFF: STUDENT RATIO CONSIDERATIONS

The factors that must be taken into account are:

- Sex, age, ability and competence of the group.
- Pupils with medical needs or SEN.
- Type of activity and associated hazards.
- Length and type of journey.
- Type of accommodation to be used.
- Competence of staff both generally and in specific activities.
- Requirements of the venue to be visited.
- Pupils' standards of behaviour and SEN requirements.
- Provision for first aid.

DfES guidance suggests:

- 1 adult for every 6 pupils (years 1 – 3), Foundation Stage 1 settings must have a higher ratio;
- 1 adult for every 10-15 pupils (years 4 –6);
- 1 adult for every 15 – 20 pupils (year 7+).
- Minimum 1:10 for visits to countries other than that of residence.

***There must always be a minimum of two adults*** (one of whom must be a teacher or teaching assistant) with the group.

***Never allow anyone who has not been DBS checked or other relevant country-based background check to have unsupervised access to children.***

### **APPENDIX 3 - Standard contents for a 10-person First Aid Box**

- A leaflet giving general advice on First Aid.
- Twenty individually wrapped sterile adhesive dressings in assorted sizes.
- Two sterile eye pads with attachments.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium sized (12cm x 12cm approximately) individually wrapped sterile un-medicated wound dressings.
- Two large versions of item 6 (18 cm x 18 cm approximately).
- Saline water or sterile normal saline solution (when no mains water is at hand).
- Plastic bags and ties for disposal of soiled items
- Scissors (must be blunt ended)
- Hypo-allergenic waterproof elastoplast-type dressings
- Hypo-allergenic moist cleansing wipes
- 2 pairs gloves, vinyl or latex (caution - ensure First Aider is not susceptible to latex induced dermatitis)
- For residential trips paracetamol maybe included and administered if parental permission given
- Adrenaline Self-Injectors and any other essential emergency medication will be added to the First Aid Kit if a student requiring such medication and is a trip participant.

#### **APPENDIX 4 – GOOD PRACTICE FOR THE ADMINISTRATION OF MEDICATION**

- A letter of authorisation from the parent should be received in order to confirm their consent and details of the dose required.
- Only the minimum necessary supply of medicine for the visit should be taken.
- The Health Care Plan for children on medication should be carried on the visit.
- If necessary, further advice about the medication can, with the agreement of the parent, be obtained from the child's medical centre.



## APPENDIX 5 – RISK ASSESSMENTS

### Planning for a safe trip

No amount of planning can eliminate all the risks from a school trip, however, what it can do is allow teachers to foresee and minimise some of those risks and make sure the children are safe and enjoy a productive experience. Therefore, all visit and trip planning must include a full and carefully considered Risk Assessment, that is shared and explained to all adult participants prior to going on the trip/visit.

Points that should be considered are:

1. What are the risks?
  2. Who do they potentially affect?
  3. What safety measures can be put in place in order to reduce any risks?
  4. Is the Group Leader capable of implementing and conducting these safety measures?
  5. What steps will be taken in the event of an emergency?
- All teachers and supervisors on the visit should be supplied with a copy of the risk assessment.
  - Risks are to be consistently monitored throughout the visit and attended to when required.
  - If using a tour operator, group leaders should ensure they have carried out all appropriate risk assessments for the particular visit beforehand.
  - Transport should be fully compliant with current safety regulations.
  - If at all possible, visiting a new or unfamiliar site, venue or location should be conducted by the Group Leader.

Further considerations:

- The type of visit or activity and the physical demands it will put on the pupil.
- Where you are going, the route of how to get there and the modes of transport to be used.
- The abilities and qualifications of supervisory staff.
- Supervisor to pupil ratio.
- Age range of pupils, physical limitations, temperament and general suitability to the task at hand.
- Any special needs or medical requirements.
- The suitability and quality of any equipment to be used (anything from climbing ropes to kayaks).
- Seasonal variations.
- What to do in an emergency.
- How to help pupils who lose the will to see an exercise through to the finish.
- Constantly being aware of risks.

Below are some useful links for Risk Assessments. It is, however, important that there is not an over reliance on generic responses without care thought and consideration of the unique circumstances and situation that each trip and visit present.

### **Generic Examples of Risk Assessments**

<https://www.ukschooltrips.co.uk/resources/298-school-trip-risk-assessment>

[https://www.southdevonsteinerschool.org/uploads/5/8/8/7/58878259/educational\\_visits\\_-\\_reference\\_generic\\_risk\\_assessments.pdf](https://www.southdevonsteinerschool.org/uploads/5/8/8/7/58878259/educational_visits_-_reference_generic_risk_assessments.pdf)

[Health and safety on educational visits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-on-educational-visits)

[School Trip Risk Assessment Template: Download for Teachers \(highspeedtraining.co.uk\)](https://www.highspeedtraining.co.uk/school-trip-risk-assessment-template)

[How to Create a School Trip Risk Assessment | Compliance | Crisp](#)

## APPENDIX 6 – CONSIDERATIONS WHEN COSTING A SCHOOL TRIP

When preparing for a visit or trip, thorough and accurate costings are needed prior to communication with parents. It is essential to consider all possible expenses and the following list should act as a guide.

It should be noted that if a Travel Agent is used to organise the trip then it is essential to have written clarification of what is included within the set fees. With this information the organiser should check against the list below and make the necessary additions to the overall cost of the trip.

**Accommodation** – prices will vary depending on location and type. Clarify whether the accommodation costs include any meals.

**Travel** – all types of transport need to be considered for the full duration of the trip or visit; starting from home door and returning to home door. Transport might include;

- Bus
- Flights (including airport taxes)
- Taxi
- Rail or tube
- Public transport services

**Insurance** – general travel insurance is usually sufficient but, depending on destination or type of activity, additional, special cover might be needed. Medical insurance might be an additional consideration for outdoor and adventurous activities or for individuals not covered by EU reciprocal healthcare arrangements (dependent on nationality).

**Food** – all meals not provided within the accommodation, any special meals included during a trip, and food whilst travelling at the start and end of the trip.

**Activity Costs** – might include items from ski hire to entrance fees to an adventure activity park.

**Entrance Fees** – theatres, museums (some are free whilst others incur a cost).

**Contingency Fund** – unexpected and unplanned costs need to be considered; depending on destination and duration of trip, €20 per students should be sufficient.

**Cover** – for trips of three or more days, and with three or more staff, consideration should be given to an additional charge to pay for supply cover of lessons of the supervising staff.

**Exchange Rates** – a change in exchange rates between different currencies can, especially with the sums of money involved with a large party, lead to a significant differential in budgeted and actual costs. Although difficult to predict, consideration should be given to exchange rates.

**Staff payment for residential trips** – allowances for teachers and staff members who are assigned to accompany students on school-sponsored trips that require overnight stays, both within Spain and abroad.

With all costing it is important to be as accurate as possible and it is better to err on the side of overcharging than having a shortfall; reimbursing money to parents is much easier than asking for additional payments after the initial communication.

## APPENDIX 7 – SUMMARY PROCEDURES FOR ORGANISING AN EDUCATIONAL VISIT OR TRIP

The following procedures should be followed for all school visits:

- Full and thoughtful planning should be carried out, starting before the trip has been approved.
- Gain approval for the visit or activity, presenting sufficient details for the Headmaster or HOS to be able to make an informed decision.
- Undertake a thorough Risk Assessment, ensuring that the preventative actions are communicated to accompanying staff and participating students.
- Obtain informed written consent from parents, for each child prior to a school trip; annual permission for regular visits.
- Complete all preparatory organisational work and present verification of completion, along with the risk assessments, on **Form 1 – Application for Initial Agreement for Visits and Trips** to the Headmaster or HOS at least;
  - seven days before a **day visit**
  - four weeks prior to **residential visit**
  - and six weeks prior to an **trip outside the Canary Islands**.
- Staffing ratio levels must be maintained throughout the visit.
- First Aid should be accessible either through an appointed person with the visit or by the venue facilities. Copies of information containing emergency contact/medical/allergy details should be available at all times.
- Provide accurate and fully considered costings to cover all visit or trip expenses (see Appendix 6)
- Pupils must be informed of any rules and regulations relating to the visit.
- All adults must know which pupils they are responsible for and likewise the pupils must know to whom they are accountable. A head count must take place before leaving school (or on the coach) and at regular intervals throughout the whole visit. Transport must not be allowed to depart until two adult members of the party have independently counted and agreed that all pupils are present.
- Toilet facilities must be provided at regular intervals.
- Food and drink should be provided at regular intervals. On very hot days it may be necessary to provide extra drinks.
- Where applicable, meeting points should be pre-designated and specific times arranged for party assembly. These times should be strictly adhered to.
- The transport must be fully insured and all seats should have seat/lap belts fitted. The maximum seating capacity of the vehicle must not be exceeded and pupils must never travel standing.

At the end of each visit the group leader should review and evaluate the visit or activity (use Evaluation Section on the Trip Planning Form) with specific comments on risk assessments and any issues encountered.

All forms referred to in this policy are attached in the Forms Appendices. Electronic versions of all forms are available on the Administration System by clicking on the **Documents** menu item.

## APPENDIX 8 – SPECIFIC RESPONSIBILITIES

**Head and Heads of Sector** (for Category A and B Trips and Activities) must:

- ensure that all school visits have a specific and stated objective.
- ensure that the group leader's plans for the visit adhere to local guidelines and the school's Health and Safety Policy and the school's BSGC Offsite Visits and Trips Policy.
- ensure that the group leader reports back after the visit.
- ensure that they are informed of non-routine visits well in advance.
- assess and approve (if appropriate) proposals for specific visits (see Approval process).

Headmaster and HOS must also:

- be satisfied that the visit has been planned effectively and that any risks identified by a risk assessment are minimised.
- be clear about their own role if they are going on the visit as a group member/supervisor. In these circumstances they must follow the instructions of the group leader who is in sole charge of the visit.
- ensure that all staff accompanying the visit are appropriately selected and have the expertise, experience and qualifications relevant to the activities.
- ensure that the group leader has experience in supervising the specific age of the pupils on the visit and is able to organise the group effectively.
- try to ensure that the group leader, or an accompanying teacher, is familiar with the venue.
- ensure that the group leader is given sufficient time to plan and organise the visit properly.
- ensure that the adult-pupil ratio is appropriate and suitable.
- ensure that Child Protection procedures are in place.
- ensure that parental consent forms have been issued and returned signed.
- ensure that suitable arrangements have been made for the medical and special needs of all pupils.
- ensure that first aid provision is available.
- ensure that the mode of transport is appropriate and that outward/inward journey times are clear.
- ensure that there is relevant insurance cover.
- ensure that they have details of the venue including address, telephone number and contact name.
- ensure that a school emergency contact has been nominated and that the group leader has these details.

- ensure that the Group Leader, supervisors and school contact have a copy of the agreed emergency procedures and the names of ALL members of the group, with emergency contact details of parents/guardians or next of kin.
- ensure that there are contingency plans in place for delays or alternative arrangements should the original visit have to be cancelled e.g. bad weather.

The Head teacher can delegate tasks to the Group Leader who is responsible for the planning and organisation.

### **Group Leader**

The group leader is the teacher whom the headmaster /HOS has approved to take overall responsibility for the supervision and conduct of the visit, and for the health and safety of the group. The group leader must:

- obtain the headmaster's/HOS prior agreement before any visits take place.
- follow all the appropriate and related regulations, guidelines and policies.
- define accompanying supervisors' roles and ensure tasks are assigned.
- have the ability to control and lead pupils of the relevant age group.
- be suitably competent to instruct pupils in the activity and be familiar with the venue.
- be aware of child protection issues.
- ensure that there is adequate first aid provision.
- undertake and complete the planning and preparation, brief all group members and parents.
- ensure that risk assessments are prepared.

### **Teachers**

Accompanying teachers must:

- do their best to ensure the health and safety of everyone in the group.
- act as any reasonable parent would in the circumstances.
- take reasonable steps to avoid exposing pupils to dangers that are foreseeable or that are beyond those that the pupils can reasonably be expected to cope with.
- consider stopping the visit or the activity and notify the group leader if they think there is an unacceptable risk to the health and safety of the pupils in their charge.

### **Volunteers**

- Non-teacher adults must be clear about their roles and responsibilities.
- Volunteers must not be left in sole charge of pupils except where they are CRB cleared and it has been previously agreed as part of a risk assessment.
- They must follow the instructions of the group leader and teachers and assist with control and discipline.

## **Pupils**

Older pupils in particular have a part to play in avoiding risk to health and safety. They must:

- not take unnecessary risks.
- follow instructions of the group leader, teachers, instructors and people within the venues.
- follow the schools dress and behaviour expectations.
- when abroad, be sensitive to local customs.
- be aware of anything that may cause themselves or others harm and speak to their group leader or teacher if they are concerned.

## **Parents**

Parents have the responsibility to

- ensure that their child is following the school dress code.
- prepare their child for participation in an activity.
- accept that a child who is a risk to the health and safety of either him/herself or others may be sent home early.
- inform the school about any medical needs / allergies / special dietary needs etc. of their child.
- supply an emergency contact name and telephone number, which must be available for the duration of the trip, when children are going on a residential trip.

The school will inform parents about all aspects of the visit to enable them to make an informed choice as to whether or not they want their child to participate.



## **APPENDIX 9 – KEY CONSIDERATIONS FOR RESIDENTIAL ACCOMMODATION**

When selecting a suitable and appropriate centre remember that whilst safety is obviously paramount, it is also necessary to consider the quality of the programme offered in terms of educational content and participant involvement.

A key consideration is accommodation and checking that the sleeping areas are adequate for the needs of the group. This will obviously vary depending on the accommodation chosen but it should offer,

- Adequate ventilation.
- Reasonable washing and toilet facilities.
- Heating and lighting.
- Enough storage space for personal belongings.
- Sufficient room between bunks or beds to allow easy movement (particularly in the event of an emergency).
- Accommodation for staff close enough for supervision purposes.

Permanent centres should also provide a separate area for sick/unwell visitors and sleeping areas should be clean and tidy.

Check facilities for washing/drying clothes and storing outdoor equipment.

Find out about meeting rooms, work bases and evening recreational/relaxation areas. Ensure that kitchen and dining facilities are sufficient for the numbers involved and particularly if your group is self-catering, that there are sufficient facilities for safety, health and hygiene.

## **Appendix 10 – USEFUL INFORMATION FOR PARENTS’ MEETINGS PRIOR TO A RESIDENTIAL TRIP**

- Reason and purpose of the visit.
- Nature of the programme (this must include details of all activities).
- Nature of the supervision arrangements.
- Expectations of behaviour (Code of Conduct).
- Information needed prior to the trip or visit, with clear deadlines (DNI, medical cards etc.).
- Method of travel, including names of coach companies, airlines, etc, as appropriate;
- Insurance arrangements.
- Cost and methods of payment.
- Pocket money and any arrangements for giving it out.
- Address and telephone number of venue.
- Type of accommodation, i.e. bunks, shared facilities, etc.
- Sleeping arrangements.
- Clothing requirements via a kit list (stress that clothing and other possessions should be clearly marked).
- Emergency contact telephone number.
- Group communication via Twitter.
- The use of cameras, video cameras and mobile phones.
- Banned items i.e. jewellery, mobile phones etc.
- Sun protection requirements.
- Procedures for storage and administration of medication.

## **APPENDIX 11 - IMMEDIATE ACTION FOLLOWING A SERIOUS ACCIDENT OR INCIDENT**

### **Guidance for Group Leaders**

A serious accident or incident is defined as;

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be at serious risk/suffer from a serious illness; or
- any situation in which the press or media might be involved.

Remember that serious accidents and incidents are extremely rare, but if one occurs it makes great physical and emotional demands on you. These guidance notes are designed to help you deal with an emergency. Remember that you are not alone; your school and all related personnel will support you as much as possible.

#### **1. Be prepared**

- Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with situations should the party get split up.

#### **2. Care of the Group**

- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

#### **3. Communication**

- Contact the schools 24-hour standby person.
- Always give the following information:
  - Your name
  - Name of group
  - Telephone number you are calling from
  - What happened
  - To whom
  - Where
  - When
  - What has happened since
  - If a fatality is involved, has this been confirmed?
  - By whom?
  - Which local emergency services are involved.

#### 4. Next Steps and General Advice

- Parents and relatives will naturally be anxious to establish what is happening, but do NOT let party members (staff or young people) telephone home until after you have made contact with the school and this has been agreed.
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that “an official statement will be made as soon as possible”.
- Do NOT admit liability of any sort to anybody.
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Retain any equipment involved in an unaltered condition.
- Keep a written record of all that happens.
- Be as compassionate as possible with anyone involved.
- Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- If you change location, remember to let your Head/school contact person have the new telephone number at which you can be contacted.
- Finally, all situations are different, your Head or HOS will make themselves available to offer you advice and support. Use them as much as you need.

#### **Guidance for Head/ School 24-hour Standby Person (s)**

In the event of a serious accident or incident involving a group on any form of school outing, it is paramount that the group leader should receive as much advice and support as he or she needs.

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member be at serious risk/suffer from a serious illness; or
- any situation in which the press or media might be involved.

Serious incidents are fortunately rare – this can, however, lead to complacency that must be guarded against and, therefore, you will need to ‘think on your feet’. This could be difficult under pressure and the following guidelines will help.

1. Be prepared: You must have immediate access to these procedures and the information and means to use them at all times.

- Make sure you are familiar with the BSGC Offsite Visits and Activities Policy and Health and Safety Policy and that they are readily available.

2. Answering the Emergency Call You will need to gain and record the following:

- Name of Group
- Name of Group Leader/Caller
- Telephone number the caller is speaking from
- What happened
- To whom
- Where
- When
- What has happened since
- If a fatality is involved or suspected
  - Has this been confirmed?
  - By whom?
  - Which emergency services are involved?

### 3. General Advice

Advise the group leader to follow instructions from the local police/emergency services but, unless they specifically request otherwise, your advice to the group leader should be to:

- keep the party together.
- co-ordinate any contact with parents or any outside bodies.
- not to answer questions.

Remain available: if it is necessary for the party to change location they must advise you of the new telephone number.

## APPENDIX 12 – IMPORTANT CONTENT FOR STUDENTS’ BRIEFING MEETINGS HELD PRIOR TO AN EXCHANGE OR HOSTING TRIP

- Behaviour expectations with BSGC being respectful and following instructions from adults at all times (teachers, member of the language centre, families).
- The buying or consuming of alcohol, drugs and cigarettes are strictly prohibited and could be illegal in the country they are travelling to, with very serious consequences.
- Cultural awareness, specifically that hosting families may have different habits, behaviours and expectations.
- Emphasis must also be given to clarifying that some behaviours are always inappropriate, particularly anything that makes a student feel uncomfortable and does not respect social boundaries. The school’s expectations in this regard will have been shared with the host families, and therefore they will understand the importance of these expectations.
- Specific steps shared as what to do if a student is concerned about anything during the trip:
  - Always inform the teacher, either face-to-face or by phone. All students to have the emergency contact phone number save on their personal device.
  - A specific code phrase will be shared with the students that they can use in an uncomfortable situation when they feel unable to speak openly e.g. *when are we going to the cinema?*
- Each student needs to have an emergency card including the teacher’s phone number (school mobile), address where he/she is staying, number of the language centre and number of emergency of the centre.
- Students need to be available 24/7 and able to contact the staff of the trip 24/7 via their mobile phone.

## APPENDIX 13 – INTERNAL POLICY ON PER DIEM (DIETAS) FOR TEACHERS ACCOMPANYING SCHOOL TRIPS

**1. Purpose** This policy establishes guidelines for the reimbursement of per diem (dietas) allowances to teachers who accompany students on overnight school trips, both within Spain and abroad. The purpose of the per diem is to cover reasonable expenses incurred during work-related travel.

**2. Eligibility** This policy applies to all teachers and staff members who are assigned to accompany students on school-sponsored trips that require overnight stays.

**3. Per Diem Amounts** Per diem allowances will be €53 per day. This amount is aligned with tax-exempt limits established by the Agencia Tributaria.

**4. Documentation Requirements** To qualify for per diem reimbursement, when asked by the school, teachers must provide supporting documentation proving their participation in the trip. Acceptable documentation includes:

- Official **trip itinerary** issued by the school
- **Transport tickets** (plane, train, or bus)
- **Hotel reservation** confirmation under the teacher's name
- Internal **attendance records** confirming participation

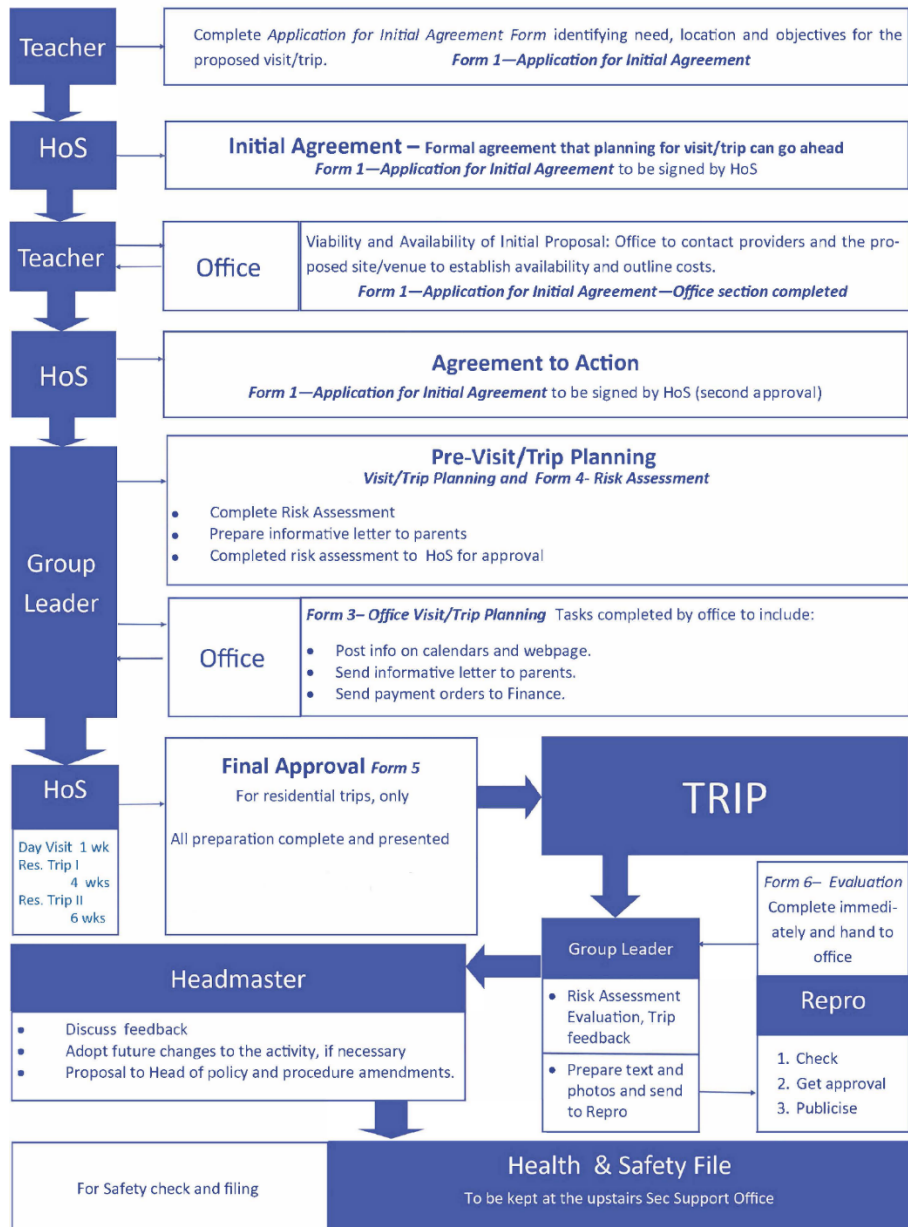
**5. Payment Method** School trip allowance will be paid into the teacher's salary in the first salary payment after the conclusion of the school trip. The payment will appear under the concept 'Dieta', within the salary slip.

**6. Tax Considerations**

- Per diem amounts **within the established limits** will not be subject to income tax or social security contributions.
- Any amount exceeding the tax-exempt limits will be treated as taxable income and included in payroll.

**7. Contact Information** For questions regarding this policy, teachers should contact the school's administration.

## Flow Diagram for Visits and Trips







## Form 1 – Application for Initial Agreement for Visits and Trips

Background Information for Initial Agreement																			
Year Group/Class <small>Choose an item.</small>	Type of Visit <small>Choose an item.</small>	Group Leader	Number and Initials of Staff Assisting																
Location/Destination	Duration of Visit	Dates and Times of Departure and Return	No. of Students																
Curricular Objectives for the Visit or Trip		Activities to be undertaken																	
Picnics                      Yes <input type="checkbox"/> No <input type="checkbox"/>  Please add staff allergies/dietary needs:		Office Use – Cost Information	Office Use – Confirmation of Venue, Date and Cost <table border="1"> <tr><td>Venue Available</td><td></td></tr> <tr><td>Date Confirmed</td><td></td></tr> <tr><td>Cost per Child</td><td></td></tr> <tr><td>Cost per Teacher</td><td></td></tr> <tr><td>Transport Cost</td><td></td></tr> <tr><td>Other Cost</td><td></td></tr> <tr><td>Total Cost</td><td></td></tr> <tr> <td>Office Signature</td> <td>Date</td> </tr> </table>	Venue Available		Date Confirmed		Cost per Child		Cost per Teacher		Transport Cost		Other Cost		Total Cost		Office Signature	Date
Venue Available																			
Date Confirmed																			
Cost per Child																			
Cost per Teacher																			
Transport Cost																			
Other Cost																			
Total Cost																			
Office Signature	Date																		
Approval of Initial Request - Head /HOS		Date																	
Approval of Agreement to Action - Head /HOS		Date																	



## Form 2 Office Checklist

Group Leader	Date
--------------	------

<input type="checkbox"/> Post info on Calendar and webpage	
<input type="checkbox"/> Reserve venue, activities and transport	
<input type="checkbox"/> Arrange for provision of packed lunches	
<input type="checkbox"/> Print medical and allergies lists for all pupils, as well as Prodat List	
<input type="checkbox"/> Reserve and complete appropriate First Aid Kit for the type of the trip, with any appropriate medical needs of students	
<input type="checkbox"/> Inform parents	
<input type="checkbox"/> Reserve and charge mobile and camera	
<input type="checkbox"/> Prepare contact details pack for Group Leader	
<input type="checkbox"/> Ensure all staff have emergency contact details in case of incident	
<input type="checkbox"/> Request insurance policy (Residential Trips)	
<input type="checkbox"/> Provide a hardcopy of the Trips and Visit Policy for reference (Residential Trips)	
Office signature	Date



## Form 3

Coordinator	Date	
Visit/Trip		

Risk Assessment (to be completed after Initial approval)

Areas of Risk	Persons at Risk	Control Measures	Actions	Risk Rating
Approval of Risk assessment			Date	

## Form 4 – Internal Accident Form



The British School  
of Gran Canaria

www.bs-gc.com  
oficina@bs-gc.net

### **INTERNAL ACCIDENT FORM**

Form 4 - to be completed in case of any accident or incident

<u>Student's Name and Year Group:</u>	
<u>Date:</u>	
<u>Nature of Injury:</u>	
<u>Nature / Cause of Accident:</u>	
<u>Action Taken:</u>	
<u>Signature:</u>	<u>Date:</u>

## Form 5 – (Only Residential Trips)



### Final Approval from Head Teacher/Head of Sector for Visit or Trip

To be completed by the Head Teacher/HOS

To the Group Leader,

I have studied the supporting information and am satisfied with all aspects, including the planning, organisation and staffing of this visit.  
Approval is given.

1. Please ensure that I have all relevant information including final lists of group members, details on parents' consent and a detailed itinerary at least seven days before the visit.
2. Your report and evaluation of the visit, including details of any accidents, should be with me as soon as possible and no later than 14 days after the party returns.

Signed

Date



## Form 6

Group Leader	Date
Visit / Trip	

## Visit or Trip Evaluation

<u>Nil returns must be completed</u>		
<u>Problems encountered on trip</u>	<u>Action taken</u>	<u>Recommendations</u>
<u>Group Leader to sign after trip</u>		<u>Date:</u>



## Form 7

### Student's Medical and Emergency Information

Fecha

Nombre del Alumno

Fecha de Nacimiento

DNI/NIE/Pasaporte

Nº Tarjeta Sanitaria

#### **Madre**

Nombre  
Telf. Trabajo  
Móvil  
Otro telf

#### **Padre**

Nombre  
Telf. Trabajo  
Móvil  
Otro telf

#### **Otro**

si fuera imposible contactar con padres

Nombre  
Telf. Trabajo  
Móvil  
Otro telf

#### **Información Médica**

Cualquier medicación diaria (dosis y hora de toma)

1

2

3

Cualquier medicación especial o de emergencia (describa en qué circunstancias debe administrarse y cómo)

1

2

3

Cualquier condición médica que requiera algún procedimiento especial (astma, diabetes, alergias)

1

2

3

Utiliza su hijo/a lentes de contacto?

Fecha de su última vacuna del tétano

**Paracetamol:**

☐

Si fuera necesario, autorizo que los profesores administren la dosis de Paracetamol.

Cualquier información médica adicional que pudiese sernos útil.

**Información dietética**

Ruego nos facilite cualquier información dietética, ya sea por alergias, costumbres, religión, etc...



## Form 8 – Permiso para Viajar

Por la presente, Julian M. Clark, en calidad de director y en representación del centro The British School of Gran Canaria, con código de centro educativo número 35006382, con CIF G-35027465, sito en la Carretera de Marzagán s/n, en la localidad El Sabinal en el municipio de Las Palmas de Gran Canaria,

### CERTIFICO:

Que los alumnos incluidos en el siguiente listado forman parte de un grupo de viaje escolar que se desplazará a \_\_\_\_\_ entre los días \_\_ de \_\_\_\_\_ de \_\_\_\_\_.

<b>PROFESORES RESPONSABLES</b>	
--------------------------------	--

<b>Nº</b>	<b>ALUMNO/A</b>
1	
2	
3	
4	
5	
6	
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23	
24	
25	

Y para que así conste y surta efecto a los interesados, firmo y sello en Las Palmas de GC, a \_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_.

Julian M. Clark

Director

## Form 9 – Insurance Claim Form

**ZURICH**  
**CERTIFICADO MEDICO DE BAJA**  
**RAMO ACCIDENTES**

<b>FORM 7</b>	Nº SINIESTRO	Nº Poliza 59911990
<b>DECLARACION DATOS PERSONALES</b>		
TOMADOR DEL SEGURO/ NAME OF STUDENT		FECHA DE NACIMIENTO/ DOB
ASEGURADO BRITISH SCHOOL OF GRAN CANARIA - TAFIRA		
PROFESION ESTUDIANTE	DOMICILIO	
<b>DECLARACIÓN ACCIDENTE</b> (A cumplimentar por el Asegurado y/o Contratante)		
FECHA Y HORA EN QUE SE PRODUJO EL ACCIDENTE / DATE AND TIME OF ACCIDENT DÍA/DAY MES /MONTH 2023 A LAS/ AT DE LA TARDE		<input type="checkbox"/> MAÑANA / AM <input type="checkbox"/> TARDE /PM
LUGAR EN QUE SE PRODUJO EL ACCIDENTE/ PLACE OF ACCIDENT:		
TRABAJO O ACCION QUE EJECUTABA EL ASEGURADO/ What was student doing when accident occurred?		
DESCRIPCION DETALLADA DE LAS CIRCUNSTANCIAS QUE CONCURRIERON EN EL ACCIDENTE (Se ruega la mayor cantidad de detalles) Detailed explanation of all circumstances involved in the accident, please be explicit.		
PERSONAS QUE PRESENCIARON EL ACCIDENTE Witnesses of accident		
MEDICO QUE REALIZO LA PRIMERA CURA	FECHA EN QUE HIZO EFECTIVO EL ÚLTIMO RECIBO	
<b>INFORME FACULTATIVO</b> (A cumplimentar por el Médico)		
FECHA Y HORA EN QUE RECONOCIO AL LESIONADO EL DE DE 2023 A LAS DE LA		<input type="checkbox"/> mañana <input type="checkbox"/> tarde
DIAGNOSTICO DE LAS LESIONES QUE PRESENTA		
TRATAMIENTO AL QUE EL LESIONADO QUEDA SOMETIDO		
EL LESIONADO PRESENTA ALGUNA ENFERMEDAD O DEFECTO FISICO <input type="checkbox"/> SI <input type="checkbox"/> NO EN CASO AFIRMATIVO INDICAN SI HA INFLUIDO EN EL ACCIDENTE O SUS CONSECUENCIAS		
POSIBLE EL FALLECIMIENTO O INCAPACIDAD PERMANENTE DEL LESIONADO <input type="checkbox"/> SI <input type="checkbox"/> NO		
SI SOLO ORIGINA INCAPACIDAD TEMPORAL, DETERMINAR NUMERO DE DIAS DE INCAPACIDAD TOTAL INCAPACIDAD PARCIAL -----		
ESPECIFICAR SI EL LESIONADO PASA A SU DOMICILIO O ES INTERNADO EN CLINICA O SANATORIO		
RECETAS FARMACEUTICAS EXTENDIDAS		

TAN PRONTO COMO EL FACULTATIVO HAYA CONTESTADO A TODAS LAS PREGUNTAS FORMULADAS EN ESTA DECLARACIÓN DEBERA ENVIARLA INMEDIATAMENTE A LA COMPAÑIA, CUIDANDOSE DE VIGILAR AL LESIONADO HASTA QUE SEA DADO DE ALTA

EN LAS PALMAS DE G.C., A	DE	2023
FIRMA DEL ASEGURADO	<i>del</i>	FIRMA DEL MÉDICO (o de su representante legal)

TAFIRA & OFFICE

GGA, Marzagán s/n  
35017 Las Palmas de Gran Canaria  
Tel: 928 351 167 Fax: 928 351 065  
e-mail: oficina@ta-ec.net

POR FAVOR, IMPORTANTE, MARCAR EL CENTRO DONDE SE HA PRODUCIDO EL ACCIDENTE  
MASPALOMAS

Mar de Azores, s/n  
El Hornillo  
35100 Maspalomas  
Tel: 928 342 494 Fax: 928 143 373

**ZURICH**  
**CERTIFICADO MEDICO DE BAJA**  
**RAMO ACCIDENTES**

Please hand this form when entering the Emergency Room and explain it is a School Accident.

Por favor, entregue esta póliza al entrar en Urgencias explicando que se trata de un accidente escolar.

Complete all sections marked in light blue.  
Solamente rellenen los espacios azules.

### **The British School of Gran Canaria**

Emergency Room at:

- Hospital Materno Infantil – URGENCIAS
- Clínica Santa Catalina - URGENCIAS
- Clínica Perpetuo Socorro – URGENCIAS
- Clínica San Roque - URGENCIAS

### **The British School of Gran Canaria (South)**

Emergency Room at:

- Hospital Materno Infantil - URGENCIAS
- Hospital San Roque Meloneras - URGENCIAS

TAFIRA & OFFICE

 Marzagán s/n  
35017 Las Palmas de Gran Canaria  
Tel: 928 351 167 Fax: 928 351 065  
e-mail: [oficina@bs-gc.net](mailto:oficina@bs-gc.net)

POR FAVOR, IMPORTANTE, MARCAR EL CENTRO DONDE SE HA PRODUCIDO EL ACCIDENTE  
MASPALOMAS

Mar de Azores, s/n  
El Hornillo  
35100 Maspalomas  
Tel: 928 342 494 Fax: 928 145 573

# Form 10 – Parental Permission to Travel



MINISTERIO  
DEL INTERIOR



DIRECCIÓN GENERAL  
DE LA POLICÍA  
POLICÍA NACIONAL

## PERMISO DE VIAJE FUERA DEL TERRITORIO NACIONAL PARA MENORES

<b>COMPARECENCIA</b>	Lugar:	Fecha:
Hora:	Policía Nacional C.P.:	Unidad / Dependencia:

<b>DATOS DEL MENOR</b>	Apellidos:	Nombre:
D.N.I./Pasaporte:	Nacionalidad:	Fecha nacimiento:
Lugar nacimiento:	Hijo/a de:	y de:
Domicilio:	Nº:	Piso: Letra:
Localidad y Provincia:	Teléfono:	

<b>PADRE/MADRE/TUTOR 1</b>	Apellidos:	Nombre:
D.N.I./Pasaporte:	Nacionalidad:	Fecha nacimiento:
Lugar nacimiento:	Hijo/a de:	y de:
Domicilio:	Nº:	Piso: Letra:
Localidad y Provincia:	Teléfono:	

<b>PADRE/MADRE/TUTOR 2</b>	Apellidos:	Nombre:
D.N.I./Pasaporte:	Nacionalidad:	Fecha nacimiento:
Lugar nacimiento:	Hijo/a de:	y de:
Domicilio:	Nº:	Piso: Letra:
Localidad y Provincia:	Teléfono:	

<b>PADRE/MADRE/TUTOR 2</b>	Apellidos:	Nombre:
D.N.I./Pasaporte:	Nacionalidad:	Fecha nacimiento:
Lugar nacimiento:	Hijo/a de:	y de:
Domicilio:	Nº:	Piso: Letra:
Localidad y Provincia:	Teléfono:	

<b>DATOS DEL VIAJE</b>	País/es de destino:	1º	2º	3º
Fecha de salida:	Fecha prevista de regreso:			

<b>ACOMPAÑANTE/S</b> (En caso de viaje con terceras personas)	1	2	3
Parentesco			
D.N.I./Pasaporte			
Nombre y Apellidos			
Teléfono			

La persona compareciente manifiesta que posee la potestad, la capacidad legal oportuna, EL CONSENTIMIENTO DEL OTRO PROGENITOR (si lo hubiere) y, en su caso, el de los terceros de los que facilita los datos, por lo que **AUTORIZA** al/la menor, cuyos datos han sido reseñados, a viajar fuera del territorio nacional. Y para que conste, ante cualquier Autoridad o sus Agentes o persona obligada legalmente a velar por la seguridad de los menores en estas actuaciones, se extiende el presente documento en las dependencias de la Policía Nacional arriba detalladas, haciéndole saber que esta autorización se circunscribe exclusivamente a las fechas de viaje señaladas.

<p><b>Firma del padre/madre/tutor 1</b></p> <p>Fdo. ....</p> <p>D.N.I./ Documento .....</p> <p>El firmante DECLARA la veracidad de los datos facilitados y de los documentos aportados en la solicitud del presente documento, siendo responsable de cualquier falsedad, omisión o inexactitud.</p>	<p><b>Firma del padre/madre/tutor 2</b></p> <p>Fdo. ....</p> <p>D.N.I./ Documento .....</p> <p>El firmante DECLARA la veracidad de los datos facilitados y de los documentos aportados en la solicitud del presente documento, siendo responsable de cualquier falsedad, omisión o inexactitud.</p>
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<p><b>OTRA DOCUMENTACIÓN QUE PRESENTA:</b> (Poder notarial, Libro de Familia, Documento acreditativo de representación, etc.)</p>
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..... de ..... de .....

Sello de la dependencia

## Form 11 – Parental Permissions to Travel for Non-Spanish Citizens

Por la presente, \_\_\_\_\_ con pasaporte de \_\_\_\_\_  
Nombre y apellidos del padre País  
número \_\_\_\_\_ con fecha de caducidad el \_\_\_\_\_ Y  
número de pasaporte fecha de caducidad  
\_\_\_\_\_  
Nombre y apellidos de la madre con Pasaporte de \_\_\_\_\_  
País  
número \_\_\_\_\_ con fecha de caducidad el \_\_\_\_\_ en calidad  
número de pasaporte fecha de caducidad  
de padres

### AUTORIZAMOS A (to be completed by School)

Name of Teacher, con DNI/Pasaporte número \_\_\_\_\_ a responsabilizarse de  
nuestro hijo \_\_\_\_\_, nacido el \_\_\_\_\_, con pasaporte de  
\_\_\_\_\_ número \_\_\_\_\_ con fecha de caducidad el \_\_\_\_\_,  
durante su participación en el viaje escolar a \_\_\_\_\_ desde el  
\_\_\_\_\_ al día \_\_\_\_\_.

Y para que conste y surta efecto a favor del interesado, expido y firmo la presente en Las Palmas  
de Gran Canaria, a \_\_\_\_\_.

Fdo. \_\_\_\_\_  
Padre

Fdo. \_\_\_\_\_  
Madre

\_\_\_\_\_  
Firma, fecha y sello del Consulado/Notario