**Appendix 1**

**Course Details Form**

**School/Group Name: Date of arrival:**

**Course Leader Name:**

What are the aims of your visit? (This could be a subject, topic or theme). If you are booked on to a pre-planned course i.e. – AEMS, GCSE ART or Drama you will not need to complete question 1 as a pre-set timetable will be sent to you.

**1. Purpose/Aims of the visit:**

|  |
| --- |
|  |

**2.** How many children/staff are involved in your visit?

|  |  |  |
| --- | --- | --- |
| Pupils/Students/Participants: - | | Age Range: - |
| Male |  |  |
| Female |  |  |

|  |  |
| --- | --- |
| Staff/ Adults:- | |
| Male |  |
| Female |  |

**3.** Do you have any person/persons in your party that requires wheelchair access/facilities? Unfortunately, due to natural terrain some of our activities may be unsuitable for wheelchair access.

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| How Many? |  |

4. Name of Your Designated Safeguarding Lead………………………………

5. Names of Your LEA Safeguarding Officer………………………………………

**Please return this information to** [**cheshirecentres@edsential.co.uk**](mailto:cheshirecentres@edsential.co.uk)

**Appendix 2**

**Personal Emergency Evacuation Plan (PEEP) – Submission Deadline, 60 Days Prior to Arrival**

|  |  |
| --- | --- |
| Individual’s Name |  |
| School/Organisation |  |
| Bedroom/Dormitory Number |  |

**Procedure:**

The person in need of assistance is informed of a fire evacuation by:

* Existing fire alarm system
* Other (please specify below)

**Designated Assistance:**

The following people have been designated to give assistance to the named person to aid evacuation of the building in the event of an emergency:

|  |  |
| --- | --- |
| Name: | Position: |
| Name: | Position: |

|  |
| --- |
| **Method/Type of Assistance:** (E.G. Transfer method, method of guidance etc): |

|  |
| --- |
| **Evacuation Procedure** (Step by step procedure beginning from the alarm): |

**Personal Emergency Evacuation Plan (PEEP)**

**Residential and Outdoor Education Service**

A personal emergency evacuation plan (PEEP) must be completed to secure the safety of the named individual in the event of an emergency or building evacuation, on a case by case basis. The purpose of the PEEP is to strategically plan and record the evacuation plan, routes, e.g. corridors, stairs, bedrooms etc, and identify persons who will be responsible for assisting during an evacuation.

The PEEP should be developed at the residential planning stages with the individuals concerned, the main Course Leader and your assigned booking Customer Service Consultant.

**Evacuation Procedure for Individual Requiring Assistance.**

* On activation of the fire alarm collect belongings that may be required during the evacuation
* Stay where you are if you require assistance.
* Once assistance arrives (or if assistance is not required) make your way to the nearest exit taking the route detailed in your PEEP
* Once outside start to make your way to the fire assembly point or nearest safe place.
* Once at the fire assembly point your designated assistant and yourself must report your presence to the person taking charge of the evacuation and roll call
* Remain outside until emergency services or person in charge of the evacuation advises you it’s safe to return

**Appendix 3**

**Class List and Dietary Info**

If any member of your group has a severe allergy or specific dietary requirement you wish to discuss, please do get in touch with the Centre. You can contact the Centre at [cheshirecentres@edsential.co.uk](mailto:cheshirecentres@edsential.co.uk)

Please complete the Dietary & Medical form below, showing any and all known allergens or conditions. All dietary/medical information needs to be indicated on this form for each member of your group including staff. Please ensure the information below is completed and returned **6 weeks prior to your visit** so we can plan accordingly. If information is not received by this time, the centre cannot guarantee to be able to cater for any Dietary needs.

**School/Group/Organisation Name:**

**Date of arrival:**

|  |  |  |
| --- | --- | --- |
| **Name**  **(Include All Staff and Children)** | **Dietary Information**  **(Please give details of any dietary requirements we need to be aware of)** | **Medical Information**  **(Please give details of any medical conditions we need to be aware of)** |
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**Appendix 4**

**Medical & Dietary Details**

Medical and dietary needs are a serious issue and can have a massive impact on a visit if there has been no preparation or are unknown. By submitting the Medical and Dietary information for your whole group (staff also) this will allow us time to plan and discuss any provisions that may need to be put in place.

|  |  |
| --- | --- |
| **Threat Level** | **Medical Condition:** |
|  | Allergy ( Epi-Pen/anaphylaxis) |
|  | Diabetic (type 1) |
| **MEDICAL** | Epileptic |
| **Life Threatening** | Haemophiliac |
|  | Heart Condition |
|  | Asthma |
|  | Seizures |
|  | Shunt |
|  | Metal rod |
|  | Feeding tube |
| **Needs Planning** | Physical Disability |
|  | Additional Needs |
|  | Visual Impairment |
|  | Hearing Impairment |
|  | Behaviour |
|  | Dislocations |
|  | Hypermobility |
|  | Past surgical operations / injuries |
|  | Allergy |
|  | Hayfever |
|  | Asthma |
| **To be aware of** | Eczema |
|  | Travel Sickness |
|  | Migraines |
|  | Medication |

|  |  |
| --- | --- |
| **Threat Level** | **Dietary Details:** |
|  | Coeliac |
|  | Nut Allergy |
|  | Peanut Allergy |
| **DIETARY** | Egg Allergy |
| **Life Threatening** | Milk/Lactose Allergy |
|  | Sesame Allergy |
|  | Soya Allergy |
|  | Crustacean Allergy |
|  | Fish Allergy |
|  | Mollusc Allergy |
|  | Mustard Allergy |
|  | Lupin Allergy |
|  | Celery Allergy |
|  | Sulphur Dioxide Allergy |
|  | Gluten Free (by Choice) |
| **Needs Planning** | Vegan |
|  | Halal |
|  | Kosher |
| **Awareness Required** | Vegetarian |
| Pescatarian |

Supporting Participants with Medical and Dietary Conditions.

Schools are required to make reasonable adjustments to support students with Medical and Dietary conditions. Trained designated staff are required to have a clear understanding of their roles and responsibilities. We follow all HSE, DFE and food safety requirements on educational visits and trips and we’re particularly diligent when it comes to supporting pupils with medical and dietary conditions. As you’ll be aware some of our activities are adventurous and can be strenuous so it’s important that you undertake a simple risk assessment which involves information on the condition and impact on any activity and let us know if you require us to make any reasonable adjustments. We will be happy to discuss and accommodate all students where we can.