

Educational visits

PASSMORES ACADEMY



Approved by:	The Local Governing Body	Date: 30 th June 2026
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Last reviewed on:	New Policy
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Next review due by:	June 2027
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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the principal or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expanding students' education through enriching social and cultural experiences. They can promote independent learning and form an integral part of our approach to furthering our students' education and personal growth.

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

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

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

2. Legislation and guidance

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

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping children safe in education - GOV.UK](#) (Current edition)

3. Roles and responsibilities

3.1 Principal

The principal is responsible for:

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

3.2 The educational visits co-ordinator (EVC)

Stephanie Hodges is the appointed EVC at our school. Their role is to: ➤

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

3.3 Trip lead

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

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

3.4 Staff

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

- Seek and obtain approval for all educational visits from the principal
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

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

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

3.6 Volunteers

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

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

3.7 Students

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

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

Students will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times.

[Behaviour for learning](#) policy

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the principal, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-student ratio
- Inclusion and accessibility
- Any other factors deemed appropriate and relevant

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

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

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

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the principal will seek approval of the local governing body.

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

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

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

4.1. Inclusion

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

The academy will take reasonable steps to ensure that financial disadvantage does not prevent participation in educational visits. When planning visits, leaders will consider affordability, available funding, and appropriate use of Pupil Premium or other support to maximise participation.

SEND

If a student with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

Reasonable adjustments will be considered before any decision is made that may prevent a pupil from participating.

Risk assessments will be completed in consultation with parents/carers, pupils and, where appropriate, healthcare professionals

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from coming on a trip to protect their safety and the safety of the other students attending.

Any decision to prevent a student attending a visit will only be made after all reasonable alternatives have been explored and documented.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template and approved by the principal– all documentation for trips can be found on the Staff Portal [Trips](#). Existing risk assessments can be accessed on Evolve or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination. Risk assessments will clearly identify any required reasonable adjustments and control measures for pupils with SEND or medical needs. Where participation in a particular visit is not reasonably practicable, the academy will consider suitable alternative opportunities where possible.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory. Where participation in a particular visit is not reasonably practicable, the academy will consider suitable alternative opportunities where possible.

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

Every risk assessment will be approved by the principal, and a copy taken on the visit and another copy accessible via Evolve.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found at [Health and Safety Policy](#) and [First Aid Policy](#)
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip

➤ Adults without a DBS check will not be left alone with students at any time ➤

The trip lead will take regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures [Health and Safety policy](#). We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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

5.3 Use of external organisations

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

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

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

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Volunteers are present to support educational visits and do not replace academy staff. They remain under the direction of the visit leader at all times. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

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

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

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

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

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

7. Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter and/or via email, and information provided will include the date, travel times, destination, purpose of the visit.

We will also communicate:

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

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

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

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

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

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

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

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

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

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

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

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

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

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

9. Charging and insurance

We will follow our school's charging and remissions policy at all times [charging & remissions](#)

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

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

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

10. Residential visits

The principal, together with the LGB, will approve all residential trips longer than 24 hours.

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip

- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks

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

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

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

11. Review

This policy will be reviewed yearly by the principal. At every review, the policy will be shared with the LGB and Trust Board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
 - Charging and remissions policy
 - Behaviour policy
 - Child protection policy
 - First aid policy
 - Supporting students with medical conditions policy
 - Special educational needs (SEN) policy
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- Equality information and objectives
 - Accessibility plan

Appendix 1: proposed visit planning information

Trips process

All trips should be approved by SLT and in the school calendar prior to completing the trips process.

EVOLVE DEADLINES

Evolve must be submitted

- 8 weeks before departure for an overseas/residential
- 6 weeks before departure for a standard trip
- 2 weeks before departure for a local trip

Please keep in mind you must now include medical risks assessments on Evolve and ensure you have completed a STAGED document.

If you would like to organise a trip which was not part of the original trip requests (usually May of the previous Academic Year), please ensure you email Finance (Trips) and Stephanie Hodges as soon as your trip is approved by SLT.

BEFORE RUNNING ANY TRIP, YOU MUST FAMILARISE YOURSELF WITH THIS PROCESS - LAST UPDATED MARCH 2026

Trip Leaders should download a Checklist here to help them through the process

1	<u>Transportation – is a coach required?</u> The Trip Leader will need to email Stephanie Hodges as soon as possible to request a coach quotation. Please provide the following information: • Location • Departure time from Passmores or arrival time at location • Departure time from location or arrival time at Passmores • Expected number of people (staff and students) • Any special requirements It is the responsibility of the Trip Leader to contact Stephanie Hodges to confirm the coach. Please note, a quote will not place any coach on hold, so it is up to the Trip Leader to confirm this as soon as possible to secure the coach. Once the coach is confirmed, it is up to the Trip Leader to ensure they make any changes/cancellation in a timely manner.
2	<u>Trip costs</u> The Trip Leader should obtain quotations for any company used for the trip. This can be any costs such as train fares, entrance fees, tickets, accommodation and/or flights. If possible, please provisionally book to hold the price. Finance (Trips) will confirm the booking once costings and trip have been approved.
3	<u>Trip Leader to complete Costings Form</u> • Download a copy of the Costing Form - TEMPLATE.xlsx or Residential Trip Costing Form with formula.xlsx If zero costings, please still complete the Costings Form for auditing purposes.

	• Petrol costs if using the minibus - work out your total miles (return journey) and times by 0.45p • Once you have completed your Costings Form, it must be signed by SLT and the Trip Leader • Email completed form to Finance (Trips), copying in Stephanie Hodges. Please ensure you include a copy of all quotations. Finance (Trips) will notify both the Trip Leader and Stephanie Hodges that this has been approved for letters to be sent to parents and payments to be taken. Please keep in mind the Evolve form needs to be complete 2-8 weeks before the trip. • 8 weeks before departure for an overseas/residential • 6 weeks before departure for a standard trip • 2 weeks before departure for a local trip Please keep in mind you must now include medical risks assessments on Evolve and ensure you have completed a STAGED document.
4	<u>Setting up the trip on Arbor</u> The Trip Leader should email Stephanie Hodges with the trip details, once confirmed, and a list of students eligible for the trip. Arbor has the ability to 1. Have instalments set up 2. Voluntary contributions 3. Auto-confirmation Threshold (deposit to secure the students place on the trip) Parents/carers will no longer have to tick "I consent to my child going on the trip" as part of the payment process. Consent is now automatically given when payment is made. Free trips still require consent via a tick box. It is the responsibility of the Trip Leader to check for payments and consent. Please note, the trip may not be set up the same day on Arbor as your request, but you can view trips on Arbor by going to School >> Activities >> Trips <u>Pupil Premium/no child without</u> Once Pupil premium/no child without is approved, please email Finance (Trips), copying in Stephanie Hodges. If no payment is required, a blank consent form for Pupil Premium/no child without can be downloaded here - Master Blank Consent Form. It is up to the Trip Leader to ensure consent is collected. Please note, cash payments are no longer accepted for trips. Please contact Stephanie Hodges if a parent/carers requires a password reset for Arbor.
5	<u>Communication with Home</u> Create your letter confirming price, travel arrangements, departure and return time, uniform and lunch requirements. A template can be viewed here. Please remember to include -

	• Please note that whilst the trip is open to all students, both behaviour and attendance data will be used to determine if a student can participate on the trip. • Deposits are non-refundable. Russell King will need to approve your letter. Once your letter is approved, please send to Stephanie Hodges. Your letter will be put on letterhead, your signature added, and it will be sent via Arbor. Please note, the letter may not go out on the same day as the request, but you will receive an update when complete. A copy will also be saved on the website.
6	<u>Evolve</u> Deadline for submission: 8 weeks before departure for an overseas/residential 6 weeks before departure for a standard trip 2 weeks before departure for a local trip Please keep in mind you must now include medical risks assessments on Evolve and ensure you have completed a STAGED document. All trips to be entered on Evolve as soon as possible. Please speak to Stephanie Hodges if you require a log in. Website - EVOLVE - Essex - Juniper Education (edufocus.co.uk) <u>Best practice - Local Consent/Local trips</u> Trip leader to check Arbor for local consent if on a local trip. Although we already have local consent on file, it is best practice to still advise parents/carers about the trip either by sending a letter home, placing a note in student planners or contacting them via telephone or email. Please check that the 'local visits' box is ticked on the students Arbor. These can be found on Arbor by navigating to: Student Profile >> Consents (either scroll down or use the right hand 'view' dropdown menu) <u>Best practice - Trip pack and register</u> A register must be taken and sent to Student Services. Trip Leader must take a local trip emergency pack with them. This will usually be ready for departure from Student Services. Please ask Stephanie Hodges if you would like this early. • Pack contains: • Evolve paperwork • List of students and emergency contact details • Any SEN or medical information • Emergency phone and phone cards to give out to all students - please keep this turned on <u>Photographs</u>

If you plan to take any photos whilst on the trip, please check the permission has been obtained. These can be found on Arbor by navigating to User Defined Fields under each student profile.

- Year 7, 8 and 9 will be under Name/Photo consent
- Year 10 and 11 will be under GDPR opt in/out

Any students who are not happy to have photos taken will not have a tick in the appropriate box.

Trip Type - Local Area Visits

Can be defined as low risk visits to venues in your local learning area

To upload to Evolve

- Costings form (if required)
- Itinerary
- List of students (you can select this from a list on Evolve)
- Staff attending (all staff must complete everyHR and ensure all of their duties are covered)
- First aiders
- Copy of letter to parent/carers
- All [risk assessments](#) for travel, activities etc.

Trip Type - Visit Form

For use for all other trips including overseas, residential or Duke of Edinburgh

Important Notes:

An element of risk would make this an adventure trip and would go through as a Visit Form (for example Urban Limitz at Harlow Leisurezone).

To upload to Evolve

- Costings form (signed by NCE and Finance)
- Itinerary
- List of students (you can select this from a list on Evolve)
- Staff attending
- First aiders
- Copy of letter to parent/carers
- Emergency contacts - N Christie 07912847652 and Mark Fish - 07540814701.
- All [risk assessments](#) for travel, accommodation, activities etc. If you are using a generic risk assessment as your template, please ensure you update all dates/names and check all details are correct.

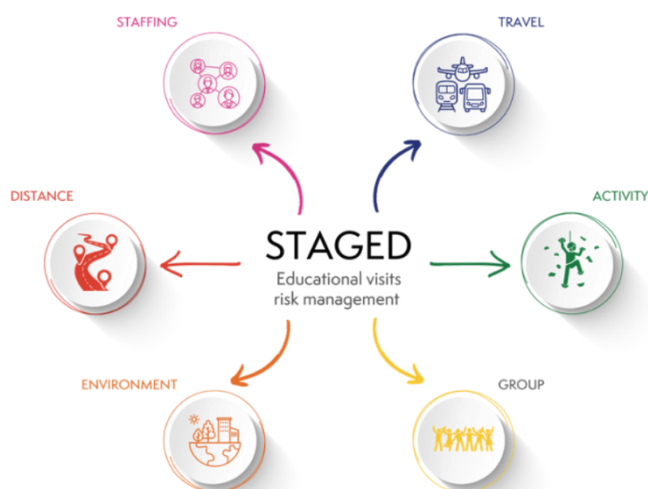
Risk assessments example

A trip to London via coach, walking around as a group and small groups in a museum.
Would require:

- Coach risk assessment
- Walking risk assessment
- Museum risk assessment
- Small groups risk assessment
- STAGED document (example shown below or something similar required)
- The Trip Leader should be meeting with all staff attending the trip before submitting the Evolve form to ensure all areas of risk assessment have been

discussed. Evolve have provided two examples of how to use STAGED, although you can use your own document if you prefer.

Generic risk assessments can/should be used and referred to but your STAGED document should be specifically for your trip. Please ensure you have included any medical/SEN risk assessments. We are currently building medical risk assessments



Other points to be aware of:

1. Do you need a LOTC Quality Badge?
An External Provider will either need to have an LOTC Quality Badge or they will need to complete a [Provider Statement](#) and upload to Evolve.
2. Any collection of items like passports should go directly to the **Trip Leader**. It is recommended to create a pack with a list of students for the safe (located in the Data Team office) and add passports to the pack as you get them.
3. Any additional details needed closer to the trip (for example, passport details) can be collected by the **Trip Leader**.
4. The **Trip Leader** needs to ensure Evolve has the final list of students before the trip takes place. A register can either be completed by hand (please use the Evolve form) and handed into Student Services before you depart or you can complete this directly on Arbor by going to School >> Activities >> Trips and clicking on 'Take Register'. Please let **Student Services** know if you have completed the register on Arbor directly.
5. Please write a blurb for the Principal letter and submit with any photos (as long as they have consent).
6. Please ensure all staff have blocked off their time in the EVERYHR Portal ensure all of their duties are covered **NO MATTER WHAT!**

Appendix 2: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to Stephanie Hodges at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and students at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to students
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with students unless told to by a member of staff
- Engage in physical contact with students unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a student unless previously agreed with staff
- Take photographs or record students without the permission of students and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: