



# **Educational Visits Policy**



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This policy applies to all educational off-site visits and all outdoor learning and adventurous activities carried out with young people. In addition, it applies to any visit taking place abroad, which involves young people.

Tytherington School recognises its 'Duty of Care' and statutory responsibilities for the Health, Safety and Welfare of participants, staff, voluntary assistants, providers and members of the public in connection with educational visits for which it is accountable.

Safely managed educational visits with a clear purpose, are an indispensable part of a broad and balanced curriculum and a vibrant aspect of the study support programme at Tytherington School. They are an opportunity to extend the learning of young people, including an enrichment of their understanding of themselves, others and the world around them and are to be encouraged.

# 1. TYPES OF VISITS AND APPROVAL WITH TIMESCALES

## 1.1 Non-residential visits within the UK that do not involve an adventurous activity.

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. This should be completed at least **4 weeks** prior to the visit. The EVC then submits to the Head (Head delegate) for approval.

## 1.2 Visits that are overseas, residential, or involve an adventurous activity.

As above, but the Head (Head delegate) authorises and then submits to the LA for approval. This must be **8 weeks** before the visit is due to take place.

# 2. ROLES AND RESPONSIBILITIES

## 2.1 Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE.

They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments.

Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

## 2.2 The Educational Visits Coordinator (EVC) is Helen Cooper who will support and challenge colleagues over visits and learning outside the classroom.

The EVC is a point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head (AHT as Headteacher delegate for educational visits).

The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

## 2.3 The Head Teacher (AHT as Headteacher delegate) has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

They must ensure that the Educational visits policy and procedures are being implemented.

They must ensure that there is a current emergency procedure in place including a critical incident plan.

## 2.4 The Governing Body's role is that of a 'critical friend'. There is no requirement for governors to approve visits but they will be informed at regular governor meetings what visits have taken place and what is planned. Individual governors may request 'read-only' access to EVOLVE.

## 2.5 The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

# 3. APPROVAL OF VISITS

Approval of visits will be made as detailed below:

- **Local Authority** – visits abroad and self-led adventurous activities.
- **Governing Body** – the governing body has a strategic role to set the vision and direction of the school and to oversee and drive up its educational and financial performance. To enable this, it will hold the Headteacher to account by oversight of educational visits to ensure that the educational experiences are of a high quality, that best value is obtained and financial regulations are adhered to.
- **Headteacher** – visits abroad, all adventurous activities and residential visits.
- **Educational Visits Coordinator** – Local, normal routine visits which are part of the everyday educational provision of the school.

## 4. STAFF COMPETENCE

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher (or AHT Headteacher delegate) will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## 5. PLANNING AND MANAGING VISITS AND ACTIVITIES

### 5.1 Duty of care

In order for the School to discharge their duty of care we will ensure our records show:

- A structured supervision plan
- All pupils and adults on the trip knew and understood their particular responsibilities
- Adequate care was being exercised at all times.

Records must include risk assessments, letters to parents, notes of pre-trip staff meetings and guidance issued to any supervising staff /adult volunteers.

### 5.2 Supervision ratios

These ratios are based on the advice given by Cheshire East 2017.

#### DAY VISITS

One adult for every 15 - 20 young people in school years 7 onwards

overnight stay ratio is 1:10 subject to there being at least 2 staff. For single sex groups one staff member should be of the same sex as the young people. For mixed groups an adult member of each sex should be included.

#### VISITS ABROAD AND / OR RESIDENTIAL VISITS

1:10 but there must always be 2 members of staff with a group. For single sex groups one staff member must be of the same sex as the young people. For mixed groups an adult member of each sex must be included.

Young people over 18 are also counted as pupils if they are still on the school roll.

### 5.3 Trip planning

- The School must comply with Health and Safety law. Staff will use the Evolve system for the administration of all trips.
- The trip leader should firstly gain outline authorisation for the trip from the Headteacher.
- The trip leader should follow the school trip planning procedure by submitting the electronic trip planning form 1 (see appendix 4) On the checking of this information by the EVC, finance manager, AHT (Head delegate) and cover supervisor,

the trip will be preliminary authorised. The trip leader will be instructed to complete and submit the electronic trip planning form 2 (see appendix 5), which details final costings before final authorisation is given, bookings made and letters distributed.

- The trip leader should collect such personal and medical information as is appropriate to the nature of the visit or journey. The trip leader must issue written instruction to each supervising member of staff or adult volunteer (see section 11.1 for details).
- The trip leader should plan to ensure there are sufficient adults to supervise (as per ratios in section 5.2) in addition to ensuring the visit can continue, or appropriate measures be put in place, if an adult has to accompany a child to hospital.
- Additional consent documentation and pupil information should be gathered from parents using designated forms. See appendix 1 and 2.
- A First Aid kit should be taken on each School trip. Where there are hazards involved in the trip (swimming, caving, fell walking etc.), one adult member of the party should be suitably qualified in First Aid. In addition, it is the responsibility of the party leader to ascertain the availability of local first aid and rescue facilities. Staff should not give treatment beyond elementary first aid except in an emergency.
- When using minibuses, colleagues must be aware of and adhere to School Policies regarding drivers and seatbelts. There should be a list of pupils on each coach.
- On trips abroad (and residential UK) pupils should be given a card providing key information, e.g. phone contacts, hotel, British Embassy - examples are available on request.

## 6. TRAINING

The Educational Visits Coordinator will attend appropriate training and revalidation as required by the local authority.

Visit leaders will be approved by the Headteacher and attend any necessary training for particular visits e.g. Ski trips

## 7. INCLUSION

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to school SEN policy.

## 8. EXTERNAL PROVIDERS

Wherever possible, visit leaders will gain credible assurances of health and safety management systems and quality provision through a Learning Outside the Classroom Quality Badge.

Alternatively, assurances will be gained through a Provider Statement and copy of external provider's risk assessment. This should be uploaded to Evolve along with the school generated documentation by the visit leader.

## 9. INSURANCE

Young people participating in visits and activities will have travel insurance provided under School Travel Insurance Policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

## 10. COSTS

- 10.1 Finance Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with the guidance and requirements of the DfE advice "Charging for School Activities 2014".

- 10.2 Where the employee is participating in an overnight school trip, wherever possible the trip organiser should ensure that staff meals, snacks and drinks are included in the trip booking.
- 10.3 For day trips, no subsistence claims will be accepted.
- 10.4 The cost of meals purchased by staff required to work at a location away from their home or the normal place of work may be claimed when not included in trip booking costs by trip leaders. (\*see sustenance claim amounts below). No reimbursement will be made for an activity or visit where the staff member where normally have provided their own lunch e.g. school trips.
- 10.5 \*Sustenance claims can be made:
- Breakfast – up to £ 5.50
  - Lunch – up to £8.00
  - Dinner - up to £ 12.00
- 10.6 Receipts must be submitted. Alcohol included with a meal cannot be claimed. Staff will be reimbursed through the BACS system and not petty cash.
- 10.7 The total cost of trips should be calculated as accurately as possible. Surplus funds collected over £4 per pupil should be refunded. Where surplus funds are held as contingency funds until after a trip has taken place, the trip leader must submit receipts for authorised items. Funds cannot be used to pay for and claim for any of the following items.
- personal items
  - alcohol
  - Parking fines
  - entertainment
  - gifts
  - childcare
  - Credit / debit card fees or charges
  - Damage to personal vehicles or possession
- 10.8 All accounts need to be audited after the trip. Pupil payment for trips should not be by cash where possible and ParentPay or cheque is the preferred option.

## 11. Supervision and Safeguarding Volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure certificate will be obtained.

Visit leaders will be required to state and arrange this as part of their trip risk assessment.

### 11.1- Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit.

They should be given instructions **in writing** that instruct them to

- Register students at the start of each journey.
- Supervise student embarking and disembarking transport.
- Carry out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.;
- Visually checking that all pupils wear their seat belts.
- Be aware of students in their charge who had additional needs.
- Remind students at venues where the fire exits and escape routes are.
- Remind students of the emergency procedures, including if they are separated from the group.
- Remind students about meeting points and meeting times.
- Enforcing expected standards of behaviour;
- Recording all accidents and near misses;

On overseas and or UK residential trips these instructions should also include the following **additional** instructions for staff supervisors.

- Supporting the trip leader in ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor); setting times for pupils to be in their rooms at night.
- Conducting checks (using the other staff);
- Ask all pupils to write their mobile numbers on a sheet of paper.
- looking after (or reminding pupils to look after) passports and valuables;
- Arranging for storing cash, travellers cheques and tickets in the hotel safe;

The Trip Leader must ensure that group leaders have immediate access to the emergency contact details of the SLT and the parents of those on the visit.

A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the school office.

### **11.2 - Briefing and preparation of young people**

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

- Pupils should be briefed about safety arrangements and what clothing/equipment should be brought.
- Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.
- "Buddy systems" are an effective means of promoting safety and welfare within the group.
- During any time that remote supervision takes place the visit leader **must ensure** that pupils are aware of the supervision **and emergency contact arrangements**, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group.
- Pupils should be **briefed what to do in an emergency, or if they become separated** from the rest of the group; for example, they will be given an emergency contact card, and/ or a meeting point, etc.
- Pupils on medication should be told the procedure for taking it; for example, a member of staff will look after and administer it as appropriate.

## **12. Behaviour**

**12.1 Pupil conduct:** - Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures the effective memorable learning that can take place.

Young people, parents and carers will be made aware of the code of behaviour, expectations of young people and sanctions which may be invoked should the code be breached.

In addition, parents and carers will be made aware of their responsibilities for removing young people in prescribed circumstances. Reference should also be made to the School Behaviour Policy.

### **12.2 Staff conduct.**

Whilst it is understood that many trips are during the school holidays and there will be some relaxation time for staff, staff will be expected to follow the highest standards of professional conduct; their primary concern must always be the welfare of pupils. The consumption of alcohol on trips is permitted in moderation but at least one member of staff must not drink any alcohol in case of emergency. Drivers must not consume alcohol under any circumstances.

## **13. Risk Management**

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm.



Trip organisers will be required to submit, via Evolve, risk assessments for each educational visit.

## 14. Consent and Medical Information

### 14.1 Individual Consent

Written consent, which may be electronic via ParentPay, will be gained for every individual visit, activity or trip series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, those which fall outside of normal hours and non-routine activities which are not a normal part of educational provision.

We will fully inform parents by letter of the nature of each visit, activity or series of a similar nature.

### 14.2 Medical Information

We will use the medical information on record in our Student Information Management System (SIMS) alongside any updated information which parents will be given the opportunity to provide for most visits and activities.

Where visits or activities involve a higher level of risk, it will be appropriate for separate medical information and consent forms to be completed. This will be requested for all residential, overseas or adventurous activity.

## 15. Transport

### 15.1 Minibuses

The school follows national regulations and guidance, and all minibus drivers have been assessed and approved by the DVLA minibus guidance checks.

Minibus servicing and maintenance must be kept up-to-date, and drivers must report concerns/ necessary repairs as soon as possible to the SLT member in charge. See minibus health and safety procedures.

### 15.2 Hired transport

Where hired coaches / minibus with drivers are booked it is the school responsibility to check all the required safeguarding vetting procedure are in place and up to date. It is school policy to only book vehicles fitted with seatbelts. The number of hours a driver operates the vehicle for must be in line with national regulations, and where necessary, there may need to be more than one driver.

## 16. Accidents, Incidents and Emergency Procedures

For the duration of all off-site visits and activities there will be a nominated suitable person providing 24/7 cover. This is logged via Evolve.

This emergency contact will have secure access to all details of the visit including medical and next of kin information for all young people, accompanying staff and other adults. In addition, they will have access to council emergency numbers. This access will be via the Evolve system.

## 17. Monitoring

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Coordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

## 18. Evaluation

After residential visits, a brief evaluation should be submitted to the EVC either the Evolve system or the school proforma. This should include what went well, what could have been improved and lessons for future trips. This will also include effectiveness of risk assessments.

## 19. Emergency Procedures

**The school's emergency response to an incident is based on the following key factors:**

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times. This is logged as standard via Evolve for all visits.
3. For activities that take place during normal school hours, the trip leader will be aware of any relevant medical information for all participants, including staff. (Via Evolve)
4. For activities that take place outside normal school hours, the trip leader and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff. (Via Evolve)
- 5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention. (See critical incident plan).**

## 20. Critical incident plan

In the event of a critical incident the school endorses the application of the Cheshire East guidelines below.

### **Guidelines for a Group Leader in the Event of a Disaster on a School Trip**

What follows is given in the way of guidance that will need to be adapted to suit the situation. **Each adult member of the party should hold this written guidance.**

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and are safe.
- If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable.
- Be aware of consequences that might follow were you to give incorrect treatment.
- Have regard to your own safety with blood contact.
- Call all the appropriate emergency services.
- Advise other party of the incident and of actions taken.
- Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- Ensure that an adult accompanies any casualties to hospital.
- If only one adult is available in the circumstances, a decision will have to be reached as to the best course of action.
- Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the accident is over and all children are accounted for.
- Contact the School/senior member of staff on call.
- Give full, accurate details of the incident including:
  - a) Name of person(s) involved.
  - b) Nature, date, location and time of the incident.
  - c) Details of injuries etc.
  - d) Names and home telephone numbers of those involved.
  - e) Action taken so far.
  - f) Telephone numbers for future communication. Contact access to telephones until the School has contacted parents/others directly involved.
  - g) No member of staff should discuss matters with the media.

The Headteacher (or his Deputy in their absence) will establish who will take charge of the situation and what immediate action will be taken. This will include guidance for the switchboard and briefings for the press. The Headteacher will advise the Chair of Governors. The Cheshire East critical incident team should be contacted.

The trip leader should, at the first opportunity, make notes on the incident as should other people involved. Ensure accident forms are completed as soon as possible. Legal liability should not be discussed.

## Appendix 1

### Procedure for organising a school trip

#### Is the trip on the calendar?

Yes – Proceed to stage 1 below.

No – HOD to discuss with leadership link or CB to gain SLT approval. Then proceed to stage 1 below.

#### Stage 1

- **Complete 'trip planning form 1'** (online only form, accessed via school intranet site).
- This form has been set up to automatically send to C Brennan, Mandy McPike, Helen Cooper and Ilsa Connolly.
- C Brennan and M McPike will liaise to assess cover and will **contact you to confirm if the trip has been approved and cover will be arranged**. Ilsa Connolly will then research the transport (and accommodation if requested) and will reply directly to you with costings.
- **Only move onto stage 2 below if the trip /cover has been approved and finance information has been received.**

#### Stage 2

- **Complete 'trip planning from 2'** (accessed via school intranet site).
- This also auto-submits to CB, MMcP, HC and IC.
- The Finance department will set up **ParentPay\*** for this trip using the costings and trip details from trip planning forms 1 and 2. (NB – costings include trip insurance, 10% admin fee and ParentPay surcharge and so **do not** distribute letters until trip-planning form 2 has been completed and submitted).

#### Stage 3

- **Complete risk assessment procedures – see educational visits folder on P drive.** (via Helen Cooper and EVOLVE)- 4 weeks for non-adventurous and 8 weeks for high risk or adventurous (Cheshire East approval required via Evolve).
- Distribute letters to pupils (letter needs to include the following statement '**Payment is by ParentPay. See further Information on school website. Deposits are non-refundable**').
- Send a copy of trip letter to IT technicians to add to the school website.

#### **\*ParentPay**

- Allows payment by credit / debit card via a link sent to parents. There is further information on the school website.
- It has been **set up to generate parental approval automatically**, as parents will be required to type 'approval given for this trip' before they can complete the ParentPay payment.
- It will **generate your pupil list** so no need to collate reply slips and lists.
- It can send out **payment reminder alerts** to parents and generates payment lists automatically.
- **Deposits** can be requested, **flexible payments** made at any time and parents can see their own totals when they log into their ParentPay account.
- Trips **can be assigned** to whole year groups, specific students or classes / form groups by listing Sims class / group codes on trip planning form 1. Therefore, parents can only view and receive alerts for trips assigned to their child when they log into ParentPay.

## Appendix 2.

**TYTHERINGTON SCHOOL  
PARENT / GUARDIAN CONSENT FOR A  
RESIDENTIAL EDUCATIONAL VISIT OR EXCHANGE**

**NAME:** ..... **Form:** ..... **Date of Birth** .....  
**Male / Female**

To be distributed with an information sheet giving full details of the visit

Group: \_\_\_\_\_

Details of Visit to: \_\_\_\_\_

From: Date \_\_\_\_\_ Time: \_\_\_\_\_ To: Date \_\_\_\_\_ Time: \_\_\_\_\_

I agree to \_\_\_\_\_ (name taking part in this visit)

I have read the information regarding this trip and I agree to \_\_\_\_\_'s participation in the activities described.

I acknowledge the need for \_\_\_\_\_ to behave responsibly throughout the visit.

As part of the activities your son / daughter / guardian are involved in Cheshire East Council / Tytherington School may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use the young person's photograph in this way? YES / NO

### 1. Medical information about your child

- a) Any conditions requiring medical treatment, including medication? YES/NO  
If YES, please give brief details:

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- b) Please outline any food or other allergies and special dietary requirements of your child: please indicate how these might be managed during the trip.

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- c) Any recent illness or accident staff should be aware of?

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- d) The type of pain/flu relief medication your child may be given if necessary:

e) I give permission for my son/daughter to take travel sickness tablets when required and will make sure he/she has some, and be aware of the stated dose, if this is necessary.

YES/NO

f) I give permission for my child to administer his/her own medication if required.

YES/NO

g) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infections?  
If YES, please give brief details:

YES/NO

h) Is your son/daughter allergic to any medication?  
If YES, please specify:

YES/NO

i) When did your son/daughter last have a tetanus injection:

**Contact telephone numbers:**

Work: \_\_\_\_\_ Home: \_\_\_\_\_  
Home address: \_\_\_\_\_

**Alternative emergency contact:**

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

Name of family doctor: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

**Declaration**

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I undertake to inform the group leader as soon as possible of any change in the medical circumstances between the date signed and the commencement of the journey. I understand the extent and limitations of the insurance cover provided.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (capitals): \_\_\_\_\_

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE ESTABLISHMENT CONTACT**



**PARENTAL CONSENT  
REGULAR OUT-OF-SCHOOL VISITS/ACTIVITIES**

**Name of Student:** \_\_\_\_\_ **Form:** \_\_\_\_\_

I hereby agree to my child participating in recognised activities off the site, but in the county or neighbouring area, for example, sport team fixtures, environmental studies, swimming, joint activities with other schools, etc.

**I understand that:**

- such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home
- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards
- all reasonable care will be taken of my child in respect of the activity/visit
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity
- any medical condition or physical disabilities will be notified to the school now and as and when they arise
- all students are covered by the School's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the School or one of their employees. These arrangements do not provide personal accident cover.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel:**

Please return this form to the main school office

Appendix 4

**Staff briefing and emergency procedures**

Trip leader .....

Emergency contact details .....

Meeting point information (with times).....

Emergency contacts, as per risk assessment .....

Map provided (if necessary) Yes / No

**Reminders of staff duties when supervising trips**

1. Register students at the **start of each** journey.
2. Supervise student **embarking and disembarking** transport.
3. Carry out a **head count** on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.;
4. **Visually checking** that all pupils **wear their seat belts** before departure and during the journey.
5. Be aware of students in their charge who had **additional needs** (the trip leader should provide this information via the register)
6. **Remind** students at venues where the **fire exits and escape routes** are.
7. **Remind** students of the **emergency procedures**, including if they are separated from the group.
8. **Remind** students about **meeting points** and **meeting times**.
9. **Enforcing** expected standards of behaviour;
10. **Record** all accidents and near misses;

**On overseas and or UK residential trips, these instructions also include the following additional instructions for staff supervisors.**

Additional responsibilities

1. Supporting the trip leader in ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor); setting times for pupils to be in their rooms at night.
2. Conducting checks as per instruction of the trip leader.
3. Ask all pupils to write their mobile numbers on a sheet of paper.
4. looking after (or reminding pupils to look after) passports and valuables;
5. Arranging for storing cash, travellers cheques and tickets in the hotel safe;

**The Trip Leader must ensure that supervising staff have immediate access to the emergency contact details of the SLT and the parents of those on the visit.**

A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the school office.

NB – The trip leader will have details of the **school critical incident plan** with them on the trip. You should familiarise yourself with this in case of emergencies. Details can be found in section 20 of the Educational visits policy

Appendix 5

**School trip - Student safety instructions (please keep with you at all times)**

The trip leader emergency contact number is .....

Meeting point destinations.....

**In case of emergencies when the agreed meeting point is inaccessible, please move to the nearest safe place, note road names or land marks and contact the emergency number so you may be located.**

Meeting point times (s).....

Journey special instructions.....

**Behaviour** – Students are reminded that they are **representing the school** on trips and the expectation is that their behaviour be impeccable. Inappropriate conduct will be dealt with according to school behaviour rules.

**Safety** – You should be with **at least one other person** at all times and you will be instructed by staff on arrangement. **Use the emergency contact if you become separated** from the trip party.

**School trip - Student safety instructions (please keep with you at all times)**

The trip leader emergency contact number is .....

Meeting point destinations.....

**In case of emergencies when the agreed meeting point is inaccessible, please move to the nearest safe place, note road names or land marks and contact the emergency number so you may be located.**

Meeting point times (s).....

Journey special instructions.....

**Behaviour** – Students are reminded that they are **representing the school** on trips and the expectation is that their behaviour be impeccable. Inappropriate conduct will be dealt with according to school behaviour rules.

**Safety** – You should be with **at least one other person** at all times and you will be instructed by staff on arrangement. **Use the emergency contact if you become separated** from the trip party.





Appendix 6

**Trip risk assessment and itinerary**

**Key information**

Trip Leader	Name -	Date of visit	Date -
Category of visit NB - High risk trips to be submitted to the L. Authority via Evolve 8 weeks prior to trip / visit	1. Local and low risk <input type="checkbox"/> 2. Regular e.g. sports fixtures <input type="checkbox"/> 3. <b>Adventurous (water / activity)</b> <input type="checkbox"/> (high risk) 4. <b>Residential (high risk)</b> <input type="checkbox"/> 5. <b>Overseas (high risk)</b> <input type="checkbox"/> 6. <b>City trip (high risk)</b> <input type="checkbox"/>	Destination / venue details	Details:
Pupil numbers	7. Total numbers: 8. Males: 9. Females:	Supervising staff details (Please check required ratios as per educational visits policy).	Staff names:

**Risk assessment**

Potential Hazards	Control measures to be considered	Arrangements or actions to be taken	Trip leader next actions
1. Environmental Issues	1. <b><i>Weather forecast checked where appropriate</i></b> 2. <b><i>Itinerary programme amended where necessary</i></b>	3. Confirmation the weather forecast / conditions have been checked Y/N <input type="checkbox"/> 4. The itinerary has be created with a contingency for poor weather and / or condition Y/N <input type="checkbox"/>	Amend itinerary if assessment of weather conditions requires it

5. TRANSPORT	<ol style="list-style-type: none"> <li>1. LA guidance on transport in private cars, minibuses, and public transport followed</li> <li>2. Appropriate car child restraint used at all times</li> <li>3. Marshalling as group leaves coach, etc.</li> </ol>	Staff briefing and responsibilities document created for issue to all accompanying staff Y/N <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Staff briefing and responsibilities document uploaded to Evolve</li> <li>2. Print and issue copy to all staff accompanying trip</li> </ol>
	<u>Overseas visits</u> <ol style="list-style-type: none"> <li>1. Driving hours limited, with back-up driver on long journeys</li> <li>2. Appropriate stops for eating and care arrangements en-route</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff briefing and responsibilities document created for issue to all accompanying staff Y/N <input type="checkbox"/></li> <li>2. Stops for eating and care built into itinerary Y/N <input type="checkbox"/></li> <li>3. Details of driver change built into itinerary Y/N <input type="checkbox"/></li> </ol>	<ol style="list-style-type: none"> <li>1. Check eating and care stops have been included in the itinerary</li> <li>2. Check driver change has been built into itinerary.</li> <li>3. Upload itinerary to Evolve</li> </ol>
4. EQUIPMENT CLOTHING SUBSTANCES	<ol style="list-style-type: none"> <li>1. All clothing appropriate to the activities and location, including the use of weatherproof clothing</li> <li>2. Appropriate footwear worn</li> <li>3. Special equipment checked</li> <li>4. All equipment appropriate to the activities and location</li> </ol>	<ol style="list-style-type: none"> <li>1. Clothing requirements have been included in the parental permission letter Y/N <input type="checkbox"/></li> <li>2. Footwear requirements, if applicable, have been included in the permission letter Y/N <input type="checkbox"/></li> <li>3. Specialist equipment requirements have been included in the permission letter (if applicable) Y/N <input type="checkbox"/></li> </ol>	<ol style="list-style-type: none"> <li>1. Add clothing, footwear requirements to permission letter.</li> <li>2. Include Special equipment or items for students to provide in permission letter.</li> <li>3. Add details of clothing, footwear or equipment that is to be used to itinerary (where and how).</li> </ol>
4. ACTIVITIES and PROCEDURES	<ul style="list-style-type: none"> <li>Detailed programme, including alternatives for bad weather</li> <li>'Down time' arrangements</li> <li>Adequate supervision at all times, with a duty rota in place</li> <li>Agree standards of behaviour and conduct</li> <li>Equipment suitable for activities and abilities of young people</li> </ul>	<ol style="list-style-type: none"> <li>1. Detailed itinerary has been created including details of bad weather contingency, down time arrangements (if applicable) Y/N <input type="checkbox"/></li> <li>2. Statement on students expected behaviour / conduct included in permission letter Y/N <input type="checkbox"/></li> </ol>	<ol style="list-style-type: none"> <li>1. Add bad weather contingency, down time arrangements (if applicable) to itinerary.</li> <li>2. Add statement on students expected behaviour / conduct into permission letter.</li> </ol>

<p><b>SUPERVISION DISCIPLINE</b></p> <p><b>COMPETENCE</b></p>	<ol style="list-style-type: none"> <li>1. Prior assessment of Leaders and helpers in relation to the visit, the young people involved and the activities taking place</li> <li>2. Supervision ratio to keep sufficient check on all the party- including accompanying children other than young people</li> <li>3. Code of conduct established and maintained</li> <li>4. Adequate staffing numbers available</li> <li>5. Appropriate voluntary helpers used and fully briefed on their responsibilities</li> <li>6. Police check for helpers under the Child Protection Act</li> </ol>	<ol style="list-style-type: none"> <li>7. DBS checked for volunteers (if applicable ) Y/N <input type="checkbox"/></li> <li>8. If the event activities are being carried out by an external provider copies of their risk assessments and / or certification have been obtained for Evolve. Y/N <input type="checkbox"/></li> <li>9. Supervision rations have been checked (see section 5.2 of policy) and correct staff supervision have been arranged Y/N <input type="checkbox"/></li> </ol>	<ol style="list-style-type: none"> <li>1. Obtain external providers risk assessment and / or insurances (if applicable) and upload to Evolve.</li> <li>2. Request copies of currently DBS certificates from volunteers. Copies given to HR.</li> </ol>
<ol style="list-style-type: none"> <li>6. OVERALL PLANNING</li> <li>MONITORING AND CONTROL</li> <li>e.g. Accommodation</li> <li>3. Emergency Contacts and communication</li> <li>4. Insurance</li> <li>5. LEA Notification</li> <li>6. Medical arrangements</li> <li>7. Parental Information</li> <li>8. Research</li> <li>9. Special Needs</li> <li>10. Visits Abroad</li> </ol>	<ol style="list-style-type: none"> <li>1. Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out</li> <li>2. Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the Leader of the party</li> <li>3. Mobile telephone available for emergency use</li> <li>4. Established appropriate emergency contacts with schools or establishments and parents</li> </ol>	<ol style="list-style-type: none"> <li>1. Student register lists have been created Y/N <input type="checkbox"/></li> <li>2. Medical information has been included in the student register list Y/N <input type="checkbox"/></li> <li>3. Emergency contact details have been included in the students register Y/N <input type="checkbox"/></li> <li>4. Students' emergency information cards with emergency contact numbers have been created ready for issue to students for high risk trips. (copy uploaded to evolve Y/N <input type="checkbox"/></li> <li>5. One or 2 members of SLT who have remote access to Sims included as emergency contacts on Evolve.</li> <li>6. Trip leader has read the critical incident plan (section 20 of educational visits policy).</li> </ol>	<ol style="list-style-type: none"> <li>1. Copies of students register; including medical and emergency contacts should be duplicated and issued to each coach if more than one.</li> <li>2. Copies of students register; including medical and emergency contacts should be duplicated left at reception for access by staff named as emergency contact.</li> <li>3. Make and upload copy of student emergency cards to Evolve</li> <li>4. Send letters issued and all permissions collated.</li> </ol> <p><b>Activity trips</b></p> <ol style="list-style-type: none"> <li>5. Include details of specific adventurous activities in the parental permission letter.</li> <li>6. Issue and collate medical and additional information pro-formas for each student.</li> </ol>

	<p>5. Critical incident procedure functions <i>properly</i></p> <p>6. Set up effective communication procedures with the group</p> <p>7. Insurance cover checked and parents informed of the limits of cover provided</p> <p>1. Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas</p> <p>1. Specific adventure activity guidelines being followed</p> <p>2. All relevant medical information of all participants maintained</p> <p>3. All appropriate medical arrangements, including first aid</p> <p>1. Special potential health hazards associated with the site</p> <p>2. Is it necessary to notify parents. Check this document and local policy</p> <p>3. Have you provided appropriate information for parents</p> <p>4. Meeting with parents</p> <p>5. Parental Consent</p> <p>6. Do you need and have they given their consent</p> <p>7. Researched the area, site accommodation, company</p> <p>8. Pre visit carried out</p> <p>9. Full account taken of any special needs involved</p>	<p><b>Activity trips</b></p> <p>1. Make parents aware of adventurous activities, high-risk activities within the permission letter. Y/N <input type="checkbox"/></p> <p><b><u>Residential and overseas trips</u></b></p> <p>1. Additional medical and additional information pro-forma collated for each student.</p> <p>1. Are, site, accommodation and company researched and risks included in assessment / letter / itinerary Y/N <input type="checkbox"/></p>	<p><b>Residential and overseas trips</b></p> <p>1. Include copy of itinerary with parental letter for overseas or residential trips</p> <p>2. Issue and collate medical and additional information pro-formas for each student.</p>
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**Trip itinerary (mandatory)**

Please create a **detailed** trip itinerary below which included all the information in the action column. A checklist to help is below. (sample have been provided via links to assist)

<https://hello.travefy.com/travel-itinerary-template-free-download-excel-word/>


**ACTION - Please upload this document to evolve along with additional required documentation as identified in the ‘trip leaders next actions’ column above. The checklist below will help you to check this and help to reduce errors and gaps on Evolve.**

1. Create Staff briefing and responsibilities document and upload to Evolve (template in educational visits folder)
2. Print and issue copy of this responsibilities document to all staff accompanying trip
3. Check eating and care stops have been included in the itinerary
4. Check driver change has been built into itinerary (longer trips only)
5. Check you have clothing, footwear requirements to permission letter.
6. Check you have included special equipment or items for students to provide in permission letter.
7. Check you have added details of clothing, footwear or equipment that is to be used to itinerary (where and how).
8. Check you have added bad weather contingency, down time arrangements with supervision arrangements (if applicable) to itinerary.
9. Check you have added statement on students expected behaviour / conduct into permission letter.
10. Check you have obtained external providers risk assessment and / or insurances (if applicable) and uploaded to Evolve.
11. Request copies of currently DBS certificates from volunteers. Please give copies given to HR.
12. Check you have copies of students register; including medical and emergency contacts. This should be duplicated and issued to each coach if more than one.
13. Check you have copies of students register; including medical and emergency contacts should be duplicated left at reception for access by staff named as emergency contact.
14. Check you have made and uploaded copy of student emergency cards to Evolve for city, residential and overseas trips.
15. **Activity trips** – check you have Included details of specific adventurous activities in the parental permission letter.
16. **Activity trips** - Check you have issued and collated medical and additional information pro-formas for each student.
17. **Residential and overseas trips** – Check you have Included a copy of itinerary with parental letter.
18. **Residential and overseas trips** - check you have Issued and collated medical and additional information pro-formas for each student.