

## Educational Visits Policy

Date written: January 2020

Date reviewed: January 2023

Date to be reviewed: January 2026

### **Vision**

We put children first, pioneering excellence and championing each and every child.

### **Overview**

The Pioneer Academy (TPA) aims to ensure every child has the opportunity to engage in new experiences and visit new places beyond the school grounds, taking them to places that some children wouldn't have naturally gone to. School visits and inspiring visitors are an entitlement to every child who attends a school within The Pioneer Academy. This is part of each school's cultural capital commitment to provide a role broad and balanced curriculum that promotes spiritual, moral, social, cultural, mental and physical development and prepares our pupils for the opportunities and experiences of adult life.

The Pioneer Pupil Passport sets out a promise to each child;

*'... we want you to benefit from important opportunities and life experiences. Your Pioneer Pupil Passport will help you track different cultural, sporting, natural and skill based experiences. We hope these opportunities will leave you enriched for the future and provide you with fond memories as well.'*

All leaders, managers and governors within TPA understand that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting that immerses them in their learning, bringing the learning to life.

Each year, each school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aim of providing opportunities that enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities.

When planning and implementing a programme of varied visits, visitors and trips, TPA expects each school to undertake robust risk assessments. TPA takes the health, safety and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

This policy applies to all staff, governors and trustees.

## Legal framework

This policy has been created with regard to relevant legislation including, but not limited to:

- The Health and Safety at Work etc. Act 1974

This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

## Definitions

**'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

**'School trip'** means any educational visit, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

**'Residential'** means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

## Key roles and responsibilities

The **Trust Board** is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The **Head Teacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the Trust Board as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.

- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education, and arranging for training to be undertaken as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

[Where a school does not have an educational visits coordinator, the Head Teacher should undertake their duties until one can be appointed.]

The **educational visits coordinator** has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Liaising with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to parents and staff to ensure the day is well organised and safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that the requirements of this policy are carried out across all schools.
- Ensuring that any problems are raised in a meeting with the governor with special interest in parents, pupils and the community and where appropriate the School board.

The **designated leader** in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Head Teacher.
- Completing all essential documentation for the trip, including a risk assessment, with the Head Teacher.
- Informing parents of the proposed extra-curricular trip or activity **two weeks** in advance of the trip.
- Distributing permission slips to parents **two weeks** prior to the trip and chasing up any permission slips that have not been returned **one week** prior to the trip.

- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

**Staff** are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

**Pupils** are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's **Behaviour Policy** with regards to this policy.

#### **Training of staff**

- Staff will receive training on this policy as part of their induction.
- Staff will receive regular and ongoing training as part of their professional development.

#### **Planning school trips**

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the **designated leader** during the planning of the trip, to ensure pupil and staff safety, to be signed off by the **educational visits co-ordinator**.

Adventure activities will always be identified at the planning stage and never added during the trip.

**When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.**

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

When planning an educational trip or activity, the School Board will ensure the trip does not discriminate against a particular individual, group of pupils or single school.

Residential School trips will be agreed upon at School Board level before any formal plans have been implemented. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved by the Senior leaders of the school and shared with Chair of School Board.

### **Risk assessment process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

### **Vetting providers**

When considering external providers for activities, the **educational visits coordinator or school business manager** will check whether they hold the '**Learning Outside the Classroom Quality Badge**' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the **educational visits coordinator** will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.

If an organisation does not meet the school's standards, they will not be considered.

### **Equal opportunities**

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.

The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.

Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's **Equality Statement**.

Due to the popularity of some extra-curricular trips and activities, the school offers places on **a first come, first served basis**.

Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

#### **Safe use of minibuses and seatbelts**

The **health and safety officer** is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.

The use of minibuses will be organised in accordance with the **Minibus Policy**.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip.

Category B PCVs may be acceptable in certain circumstances, as outlined in the **Minibus Policy**.

Before driving abroad, the **educational visits coordinator** will contact the LA for guidance on which licence is required.

Drivers will complete the relevant form from the **school office** and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seatbelts must be worn at all times.

Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

The following staff members hold the required licence and have completed specific training which allows them to drive the academy minibus:

Name: Janet Stringer	TPA Staff Member
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### Parental consent

Parental consent is required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

If preferable and appropriate, parents may complete an **annual** consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.

Separate consent will be sought for trips which require payment.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

### Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

EYFS/ Key Stage 1

- High risk: **Ratio 1:6**
- Day trip visits: **Ratio 1:8**

Key Stage 2

- Residential: **Ratio 1: 10**
- High risk: **Ratio 1:8**
- Day trip visits: **Ratio 1:12**

### Insurance and licensing

When planning activities of an adventurous nature in the UK, the **educational visits coordinator or school business manager** will check that the provider of the activity holds a current licence.

Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.

Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in **the school office**.

### **Accidents and incidents**

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the **Health and Safety Policy**.

In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the Head Teacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The **Head Teacher delegated to School Business Manager** will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the **Head Teacher** or, if they are not available refer to the TPA media trust policy and COO for advice.

Staff will use guidance as set out in the **Business Continuity Plan**, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.

Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.

Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.

Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear **school uniform**. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

### **Missing person procedure**

**The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.**

Before embarking on the trip, extensive risk assessments are undertaken.

The **designated leader** will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with special educational needs and/or disabilities, the **educational visits coordinator** will ensure an appropriate adult is with them at all times and that the visit is adequately modified to suit the pupil's specific needs.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.

All staff members and volunteers will be required to carry mobile phones with them at all times. If a volunteer doesn't own a mobile phone, they will be paired up with an adult who has a mobile phone.

Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.

Pupils and staff will wear **school branded clothing**, in order to make them easily identifiable. High Vis jackets should also be worn.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.

The trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.

Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.

If the person cannot be contacted or located within **10 minutes**, the local police or relevant authorities, e.g. the British Embassy, will be contacted.

If the police are called, the trip leader will contact the **Head Teacher**, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the **educational visits coordinator** will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

### **Pupils with Special Educational Needs and/or Disabilities (SEND)**

Educational Visits should be available and accessible to all, irrespective of special educational or medical needs or protected characteristics.

When a visit or activity is being planned, all reasonably practicable measures must be taken to include all young people.

Every reasonable effort should be made to find a venue and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved.

### **Finance**

The financial procedures outlined in **TPA's Charging and Remission Policy** will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the **Head Teacher's** discretion as to whether a refund is given to parents. The Head Teacher must take into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will take into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the **excess is greater than £1 per pupil**.

Any excess of expenditure will be subsidised by the school.

### **Foreign trips**

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports and visa requirements will be dealt with within **three months** of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.

Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.

A minimum of **two** members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks in the same manner.

### **Evaluating trips and visits**

Following an educational trip/visit, the **educational visit coordinator** will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

[Type here]

**Appendix A - Annual consent form for all educational visits and school trips**

Please sign and date the form below if you are happy to give consent for your child,

\_\_\_\_\_

- a) To take part in school trips and other activities that take place outside school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

**Please note the following important information before signing this form:**

The trips and activities covered by this consent include:

- All visits, including residential trips, which take place during the holidays or over a weekend.
- Adventure activities at any time.
- Off-site sporting fixtures outside the school day.
- All off-site activities for nursery schools.

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

**Medical information**

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits: .....

.....

**Signed**..... **Date**.....

[Type here]

**Appendix B - Consent form for specific educational visits and school trips**

Educational visits consent form			
<b>Pupil details</b> Name:		<b>Visit details</b> Destination:	
Year group:		Date:	
Date of birth:		Time:	
Home telephone number:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. <b>All information will be treated in confidence.</b>			
When did your child last have a tetanus injection?			
If your child is taking medication, please give details, including whether it can be self-administered:			
Is your child allergic to any medication? YES/NO. If yes, please specify:			
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:			
Family doctor:		Telephone number:	
Address:			
I am happy to let my son/daughter make their own way home <input type="checkbox"/>			
I will collect my son/daughter at <b>4.30 pm</b> from _____ <input type="checkbox"/>			

I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by **the school's liability insurance**, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above. I understand that if the school does not receive adequate parental contributions for this school visit, it may be cancelled.

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

[Type here]

Parent's name in BLOCK capitals:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

**Emergency contact one**

Name: \_\_\_\_\_

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

Relationship to pupil: \_\_\_\_\_

**Emergency contact two**

Name: \_\_\_\_\_

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

Relationship to pupil: \_\_\_\_\_

[Type here]

**Appendix C - Outline of Planned Visit**

The proposed outline is as follows:

Year group	Autumn term	Spring term	Summer term
Reception			
Year One			
Year Two			
Year Three			
Year Four			
Year Five			
Year Six			

[Type here]

**Appendix D - Initial Plan of Educational Visit**

This form should be completed by the designated leader then endorsed by the school's educational visits co-ordinator.

Designated leader .....

Year group/age of children and purpose of visit:

.....

Learning outcomes and curriculum links:

.....

.....

Venue details (address/telephone no): .....

.....

.....

Travel details:

.....

Approximate details of dates/times:

Date of visit .....

Time/Location of departure: .....

Time/Location of return: .....

Ratio of adults:children: .....

(Please note this is before any consideration of additional adults to support individual children).

[Type here]

**Designated Leader's Experience**

Has the designated leader lead/supervised this educational visit before? If yes, please give details:

.....

Has the designated leader lead/supervised any educational visit before? If yes, please give details:

.....

How will the designated leader ensure that they fully understand the proposed trip's risks to complete the risk assessment?

.....

.....

.....

**Financial Arrangements:**

Cost of admissions per child: .....

Number of free adult places: .....

Number of paid adult places and cost: .....

Cost of transport: .....

Cost of pre-visit: .....

Any additional costs: .....

Total cost of trip: .....

Cost per child (cost of trip divided by number of children): .....

Maximum subsidy available for Pupil Premium Children: .....

**Consent forms and declarations:**

Will reply slips be required for this trip? .....

[Type here]

### Appendix E - Financial Account for an Educational Visit

Educational visit/Year group: .....

#### Financial Arrangements:

Cost of admissions per child: .....

Number of free adult places: .....

Number of paid adult places and cost: .....

Cost of transport: .....

Cost of pre-visit: .....

Any additional costs: .....

Total cost of trip: .....

Cost per child (cost of trip divided by number of children): .....

Voluntary contribution suggested: .....

Maximum subsidy available for children eligible for Pupil Premium funding: .....

Example:

Class	Name	Amount Paid	PP amount	Total Recvd

	Amount Paid	PP amount	Total Recvd
Total voluntary contributions received or payment recieved			

Final Balance of trip account: Cost of trip – Total Received = .....

[Type here]

### **APPENDIX 1: Educational Visit Procedures**

Requests for visits need to be made by Year group teachers to EVC (EVC) at least 12 weeks before a proposed trip.

If teachers make any initial enquires, all emails must be copied to EVC (EVC)

Teachers should complete as much information as they can in the table below.

Admin/Finance Officer will make enquiries and feedback additional information which can be sent back to the teacher and EVC to be agreed.

**No booking can be confirmed until this form has been returned to the EVC (EVC) and the details have been approved with a date and an e-mail confirmation agreeing the trip and costs sent to Admin/Finance Officer who can then confirm the booking.**

<b>WHEN</b>	<b>TASK</b>	<b>DETAILS</b>
12 Weeks before	Identify a potential date	
	Teachers to identify potential trip/visit location or provider	Identify a suitable venue, decide if it meets objectives of visit, consider access to toilets, packed lunch areas, gift shops. Think about access, safety, rendezvous points. Think about no of adults, transport, timings, activities and briefings
	Initial Plan of Educational Visit form to be completed by teachers with information required in order to check availability and get a quote and then sent to EVC	
	EVC to agree form	EVC to go back to teachers if more information is required
	Admin/Finance Officer to make enquiries and liaise with teachers	Check availability of dates and liaise with EVC and teachers if preferred date is not available. Get quotes for trip/visit and transport (including additional costs for adults).
	Admin/Finance Officer and/or teachers to send final details to EVC for approval	No bookings can be made until EVC has given approval in writing via e-mail to Admin/Finance Officer.
	Admin/Finance Officer to make bookings once EVC has agreed (via e-mail)	Bookings for visits, trips and transport can be made

[Type here]

10 Weeks before	Admin/Finance Officer to send confirmation of booking to EVC and EVC to put date in school diary	
	EVC to confirm school staff	EVC to liaise with year group to identify which teachers are going. EVC and SENDCo/SLT to identify TAs and arrange necessary cover
3 weeks before	Admin/Finance Officer to send feasibility letter to parents with link to Google form	Ensure this talks about contribution to cost, contains accurate costing and that dates and information are accurate. If payment is required in advance to secure a booking, the feasibility letter may need to be sent before confirming the booking. Include the request for parent volunteers.
	Deadline for replies to feasibility letter and parent helper requests	Admin Officer to chase parents for responses. EVC to liaise with class teachers to recruit more parents if not enough have volunteered
	Admin Officer to add payment to ParentPay and send payment letter to parents	
	Teachers to do a pre-visit if necessary/appropriate	Identify what the children will do, look for risks/hazards, locate toilets etc...
	Confirmation of visit by EVC	EVC to review all information and give confirmation to go ahead with the educational visit
2 weeks before	EVC to confirm parent helpers (Admin/Finance Officer to check for DBS and inform teachers)	EVC update parent volunteer spreadsheet and send expectations/guidance to parents. EVC to send the list of helpers to teachers EVC/Admin Officer to check if parents are DBS checked (EVC/Admin Officer to let teachers know if parents are DBS checked)
	Admin Officer to send final letter	Confirm details and payments including lunch arrangements, clothing, what children cannot take and whether children can use the gift shop (& rules applied to this). Ensure all necessary permissions are included in the slip at the bottom and all information regarding allergies, medication etc. is included

[Type here]

4 weeks before	Teachers to consider reasonable adjustments that may be required	Teachers to discuss with SENDCo any adjustments that may need to be made for pupils with SEND/Medical Needs/etc. These may include travel requirements, adult support, toileting support, medical support, behaviour support, liaison with parents/carers. Children should not be excluded from the trip.
2 weeks before	Year group teacher to complete and send risk assessment to EVC for approval	Complete all elements of school Risk Assessment form. Trips cannot go ahead without a signed and agreed risk assessment. Completed Risk Assessments will be checked by the SENDCo, checked by EVC and teachers will be asked to sign and it will then be given to HEADTEACHER/HEAD OF SCHOOL for final approval.
	Final admin checks	Admin Officer to check all monies and permission slips are in. Admin Officer to check children requesting packed lunches and inform the teachers which children are having a school packed lunch.
	Teachers to plan detailed programme for the visit	This should include groupings, expected outcomes or work from children, behaviour and procedures for dealing with lost children, medical issues or emergencies
1 week before	Class teachers to send any necessary information to parent helpers	Send information about timings, arrangements, responsibilities etc...
	Brief children and adults on expectations	This should include groupings, expected outcomes or work from children, behaviour and procedures for dealing with lost children, medical issues or emergencies
	Prepare individual children	Prepare relevant pupils with SEND for the trip, this could be with a visual timetable of the day, social story, comic strip, discussion with pupil and TA/Parent/carer, checking for worries or uncertainties

[Type here]

On the Day of the visit	Ensure a copy of the signed Risk Assessment is given to each adult and a copy given to the office (confidential pages to school staff only)	EVC will ensure HEADTEACHER has read and agreed all risk assessments prior to trip as long as they are given on time.
	Complete the class register on SIMs and keep the office updated with any changes	
	Make sure the children go to the toilet before leaving	
	Ensure all adults and pupils are clear about expectations	This is to include expectations in line, on coach and in groups throughout the day
	Check to see if adults have mobile phones	Adults should have the school number, to ring in emergencies and the school should have the lead teacher's mobile number
	Ensure all children are properly dressed and have lunch etc.  All chn should be wearing trip vests	Collect lunches from kitchen for any children who have requested a school packed lunch
	Final briefing for all adults	Behaviour expectations, what to do in an emergency or if a child becomes lost. Who is in their group and whether they are clear about the timetable for the day
	Take children's medicines, first aid kits, sick buckets and sickness bags from office	Ensure pupils who need inhalers/medicines have them and adults accompanying are aware
	Sign in and out of office	Classes must leave via the school office and inform them that they are leaving the school building. The office must be informed once the year group/class have returned from the visit and are back on site
	Check children are wearing seatbelts when travelling	

[Type here]

	<p>On arrival back at school:</p> <ul style="list-style-type: none"><li>• One adult to check coach is clear and tidy</li><li>• Inform office of return</li><li>• All children dismissed from classroom</li><li>• Collect in risk assessments from all adults for shredding</li><li>• Inform SLT of children not collected</li><li>• Return first aid kits and medication</li><li>• Pass on any relevant information to SLT</li></ul>	<p>Children are not to be collected from outside the school. Teachers must take the children back to the classrooms and teachers are responsible for checking that each child has been collected.</p>
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