



CARMEL EDUCATION TRUST

OFF-SITE EDUCATIONAL VISITS POLICY

St Augustine's RC Primary School

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OFF-SITE EDUCATIONAL VISITS POLICY

1 Introduction

1.1 Off-site visits are activities which take place outside school grounds and are arranged by, or on behalf of, the Trust. The Directors, Governors and staff believe that off-site activities can supplement and enrich the curriculum of the Trust by providing experiences, which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our pupils learning experiences.

1.2 In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with protective characteristics.

1.3 All visits will comply with the requirements outlined in the DfE's 'Health and Safety: Advice for Schools'¹. Further advice will be sought from technically competent persons where necessary. Copies of these guidance documents are available on the 'EVOLVE' electronic system or from the Educational Visits Co-ordinator (EVC). All staff leading or participating in a visit are required to have read this Policy and to have signed it to say this is the case.

2 Aims

2.1 The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the Trust site alone;
- promote the independence of our pupils as learners, and enable them to grow and develop in new learning environments.

The visits are carefully planned to enable our pupils to progress in skills and knowledge of the curriculum and of life skills.

3 Curriculum links

3.1 For each subject in the curriculum there are opportunities for off-site visits. Many secondary off site visits are organised with the Hexham and Newcastle Catholic Partnership of schools. These are some examples of the types of visits carried out by our Trust.

- English – theatre visits;
- Science –visits to botanical gardens, ponds, coastal areas;
- Mathematics – use of shape and number trails in the local environment, museums;
- History – castle visits, Hadrians Wall, Medical Museum study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and Design – art gallery visits, use of the locality for drawing, sculpture and photography;
- PE – a range of sporting fixtures, extra-curricular activities, skiing;
- Music – extra-curricular activities, concerts, recording studios;
- Design and Technology – visits to local factories or design centres, museums;
- Modern Foreign Languages – visits abroad, local language events;

¹* [DfE Health & Safety: Advice on Legal Duties and Powers](#)

- ICT – its use in local shops/libraries/colleges;
- RE – visits to local places of worship and international visits including Lourdes and Rome
- PSHE and Citizenship – visits to the fire station and old people's residential homes

3 Residential activities

3.1 Throughout their education pupils may benefit from the opportunity to take part in a residential visit. Activities within Trust time are often linked to the National Curriculum or programmes of study.

3.2 These residential visits enable pupils to take part in activities to build life skills, confidence and experience away from their normal environment. We provide qualified instructors for all specialist activities that we undertake.

4 How visits may be planned and approved

4.1 Each school within the Trust has a named **Educational Visits Coordinator (EVC)**, who is involved in the planning and management of off-site visits.

The EVC will:

- assign competent staff to lead and help with trips (being competent means that the Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge of the group, the activity and the venue);
- Check that Visit Leaders are competent and record details of necessary training and qualifications and/or reviewing verified evidence of relevant experience;
- ensure that risk assessments are completed by competent trained staff;
- check visit plans and sign-off risk assessments;
- organise related staff training;
- verify that all private car drivers have had satisfactory DBS checks, and that the letter from the coach company assures us their drivers too have had satisfactory DBS checks;
- ensure that regular volunteers and those assisting with overnight/residential stays have had satisfactory DBS checks carried out. Volunteers used for one off activities, who are not left alone at any time (out of sight/ear shot of a member of staff) to supervise students, do not necessarily need DBS checks completing. The Headteacher/Head of School's discretion under these circumstances is used;
- make sure that all necessary consent and medical forms are obtained;
- support the Headteacher/Head of School and governing body in their decisions on approval and pass all visits to the Headteacher/Head of School for formal approval through the 'EVOLVE' electronic system;
- ensure that **all** visits are recorded in the EVOLVE system;
- ensure that risk assessments for frequent/regular visits are routinely reviewed (for example a swimming facility) and update where necessary.

An EVC checklist is attached at **Appendix 1**.

4.2 The Headteacher/Head of School will appoint/approve a competent **Visit Leader** to be responsible for running the visit. This will normally be a teacher employed at the individual school within the Trust, with an appropriate level of experience, training and qualifications.

4.3 Visit Leaders and staff arranging, or otherwise involved in, off-site activities must read thoroughly the guidelines published within this Policy.

Visit Leaders will:

- ensure all off-site activities take place in accordance with Trust procedures;
- ensure all documentation including the Trip Tracker (**Appendix 2**), risk assessments and indemnity forms are completed/reviewed within the specified time to ensure EVC are able to comply with Trust policies.
- check to ensure sufficient staff and helpers of the right experience are DBS checked (as detailed above) and briefed throughout the visit;
- conduct/review risk assessments and ensure management to reduce risks including site specific, general and dynamic risk assessments are undertaken and recorded;
- Liaise with Medical Conditions Co-ordinator to review Individual Healthcare Plans and where appropriate meet with pupils, parents and healthcare professionals;
- ensure that Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed;
- ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents;
- Where appropriate and when considered necessary undertake exploratory visits or seek references from other schools if using new venues; and reassess from time to time;
- ensure appropriate transport arrangements are in place i.e. reputable coach company, driver insurance, following specific legal requirements;
- ensure that the details of the visit and risk assessments are entered into the 'EVOLVE' system and pass on to the EVC with standard forms attached where appropriate to show the arrangements that have been made;
- ensure any accidents / incidents are reported;
- feedback any learning points from visits to the EVC/Headteacher/Head of School/ Medical Conditions Co-ordinator.

4.4 Where staff are proposing to arrange an off-site activity, they must first seek and obtain the initial approval of the Headteacher/Head of School before any commitment is made on behalf of the Trust. Staff should discuss the basic details with the EVC and when initial approval is granted, EVOLVE should be completed for submission to the EVC and on to the Head of School.

4.5 Governors will be informed of **all** visits through the termly Headteacher report but delegate formal approval of visits to the Head of School.

4.6 It is our policy that all pupils including those with medical conditions should be able to participate in educational visits. Where a child with a protected characteristic is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with protective characteristics. Any such adjustments will be included in the risk assessment.

5 Risk assessments

- 5.1** The Visit Leader must carry out a comprehensive risk assessment, before the proposed visit. It will assess the risks that might be encountered on the visit, and will indicate measures to prevent or reduce them. All identified hazards must be reduced to an acceptable level (Medium or Low rating) before the Head of School will approve the visit. Advice may be sought from the EVC or Trust Health and Safety Advisor where required.

The risk assessment should be based on the following considerations:

- Look for the hazards;
 - Decide who might be harmed and how;
 - Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done;
 - Implement safety measures needed to reduce risks to an acceptable level;
 - Include the SEN/medical needs of the specific pupils participating;
 - Plan for emergencies;
 - Identify alternative arrangements or “Plan B” if the risks change and activities cannot be completed;
 - Record findings;
 - Review assessment and revise it if necessary.
- 5.2** Where necessary, and if possible, staff planning an off-site visit should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments should be considered to ascertain if they are of an appropriate standard and can be adopted. To reduce bureaucracy Visit Leaders are encouraged to take advantage of national schemes that have been established to eliminate the need for questionnaires and forms e.g. LOtC Quality Badge, AALA Licence, Adventuremark. Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification should be necessary. The LOtC Quality Badge also covers learning quality.
- 5.3** It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the risk assessment must show the extent of any hazards involved, and the measures that will be taken to reduce or eliminate the risks. The cost of these preliminary visits will be borne by the Trust, and should be built into the overall financial arrangements for the visit itself.
- 5.4** Activity and Visit Leaders must ensure that young people are adequately supervised and take into account the following:
- The nature of the activity (including its duration);
 - The location and environment in which the activity is to take place;
 - The age and gender (including developmental age) of the pupils to be supervised;
 - The ability of the pupils(including their behavioural, medical, emotional and educational needs);
 - Medical conditions and Individual Healthcare Plans
 - Staff competence.

- 5.5** This means that arrangements for supervision, including staff/pupil ratios, must take into account the nature of a group and the individuals in it. It is therefore important that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs.
- 5.6** Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/pupil ratios for a particular age group or activity. However, some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements. For example, the DfES publication *Health and Safety of Pupils on Educational Visits (1998)* suggested the following “starting points”:
- School years 1 - 3, 1:6
 - School years 4 - 6, 1:10/15
 - School years 7 onwards, 1:15/20
- 5.7** The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies. Staff to child ratios for Foundation Stage can be found in [Statutory Framework for the Early Years Foundation Stage](#)
- 5.8** Normally at least two adults will accompany any off-site visit. The Visit Leader will usually be a teacher and the other may be a responsible and competent adult.
- 5.9** These ratios are minimum requirements, and may not provide adequate supervision in all cases. Higher levels of supervision may be required or determined by the risk assessment, National Governing Body (for the activity) guidelines or at the request of the Provider.
- 5.10** A risk assessment must also cover transport to and from the venue and must include provision for:
- appropriate level of supervision;
 - the required use of child restraints;
 - vetting of the driver by the police;
 - insurance for the driver;
 - details of first aid and emergency procedures;
 - breakdown procedures.
- 5.11** The Visit Leader will double-check with the Head of School through our safeguarding procedures that all regular volunteers and those assisting with overnight/residential stays on the trip have been subject to satisfactory DBS checks. Those volunteers used for one-off activities, who are not left alone at any time (out of sight/ear shot of a member of staff) to supervise pupils, do not necessarily need DBS checks completing. The Head of School’s discretion under these circumstances will be used.
- 5.12** Where a volunteer is a parent (or otherwise in a close relationship to a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management, particularly if there is a serious incident. There is a probability that the helper may be distracted by the needs of their own child, rather than looking to the needs of the whole group. The Visit Leader

should directly address this issue as part of the risk-benefit assessment and not assign a volunteer to a leadership role that gives them direct responsibility for their own child.

- 5.13** A copy of the completed risk assessments which are completed through EVOLVE will be given to the Head of School, Educational Visits Coordinator and all adults supervising the trip and will be available to parents and Directors/Governors.
- 5.14** It is important that the risk assessments are communicated and understood by everyone involved in the trip (staff, volunteers, pupils and parents) before it takes place. This includes risks, control measures, emergency arrangements and contingency plans.
- 5.15** Dynamic risk assessments will be required during the visit if changes occur e.g. weather, illness or an unforeseen hazard. These involve professional judgements in response to changing circumstances. It is critical that control measures are monitored and confirmed or adapted as required.
- 5.16** On completion of the visit the risk assessment must be reviewed and any learning points and recommendations for improved control measures documented and communicated to relevant staff.
- 5.17** Any accidents that occur to employees, volunteers or pupils during the visit must be investigated and recorded following normal accident reporting procedures. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable accidents will require the Trust's Health and Safety Advisor to be notified as soon as reasonably practicable.

6 Transport

- 6.1** When hiring coaches and minibuses, it is our policy only to use reputable companies with vehicles fitted with appropriate seatbelts and to insist that all those participating in the visit wear them.
- 6.2** The Trust's minibuses will be operated as per each school's mini bus policy (where applicable), with the Head of School and Local Governing Body responsible for the management and use of vehicle. The Driver is responsible for the vehicle during a journey and must observe all legal requirements.
- 6.3** Where private cars are used for transport, the Head of School is responsible for ensuring:
 - suitability of driver;
 - parents written agreement;
 - appropriate licence, insurance, roadworthy and child restraints for vehicle;
 - that each driver has been subject to DBS checks.
- 6.4** Transport arrangements will allow a seat for each member of the party and appropriate child restraints will be used, whether travelling by car, minibus or coach.
- 6.5** The costing of off-site activities should include any of the following that apply:
 - transport;
 - entrance fees;
 - insurance;
 - provision of any special resources or equipment;
 - costs related to adult helpers;

- food and refreshments
- accommodation
- external providers.

6.6 The Trust follows all legal requirements about charging for visits. Where the visit takes place in school time, no charge will be made to parents, but they will be asked for a voluntary contribution. If the visit is not viable for financial reasons, it will not run and any money collected will be repaid. Where a visit takes place mostly out of school time, parents will be asked to pay.

7. Communication with parents/carers

7.1 The parents/carers of pupils taking part in an off-site activity will be provided with all appropriate information about the intended visit to make an informed decision.

7.2 Parents/carers must give their written permission, medical and contact details, before a child can be involved in any off-site educational visits. (If there is any question about parents providing this information, the Head of School/Medical Conditions Co-ordinator will meet with them in order to assess the risks). Parents/Carers will be required to complete the Consent Form attached at **Appendix 3** on enrolment and annually thereafter at school.

7.3 Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage. Further detail can be found in the School Charging and Remissions Policy).

7.4 No child may be excluded from a visit taking place in school time because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle via letters sent home about intended visits.

7.5 The timetable for the payment of contributions should allow for the Head of School to make a decision about the financial viability of the activity in reasonable time.

7.6 Where appropriate for residential, foreign or adventure activity visits, information meetings with parents will be arranged.

7.7 Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting students in certain circumstances.

7.8 Further guidance on the procedure for organising international/residential and day trips is attached at **Appendix 4**.

8. Pupils

8.1 Pupils should be briefed about aims, expectations and codes of conduct for all visits. Training and careful briefing on activities will be given, particularly for unfamiliar ones. Ongoing briefings are an important part of learning and safety and will always be provided whilst on the visit.

8.2 Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

9 Further health and safety considerations

- 9.1** All adults accompanying a party must be made aware, by the Visit Leader, of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school office number, but where an activity extends beyond the normal working day the home telephone number/mobile telephone number of a designated emergency contact should be provided.
- 9.2** Before a group embarks on the visit, the Head of School and emergency contact should be provided with a list of everyone, pupils and adults, travelling with the group, together with the emergency contact information for every individual, programme and timetable for the activity.
- 9.3** The safety of the group, and especially the pupils, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure their safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils are both safe and well looked after at all times.
- 9.4** Prior to a visit, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the School/Trust, the Visit Leader should discuss with the Head of School/lead for pastoral support the possibility of excluding that child from the activity.
- 9.5** Students whose medical/health complaints cause particular concern will be referred to their clinician, including their GP for appropriate guidance and advice. Every reasonable effort will be made to achieve inclusion for those pupils with medical/health complaints, subject to overall safety requirements.

10 Visit documentation

- 10.1** The documentation for educational visits must include the following where applicable to the visit. The required documents will be attached to EVOLVE, where they can be accessed by the Head of School and EVC. Paper copies should be taken on the visit by the Visit Leader including:
- risk assessments;
 - report on preliminary visit;
 - general information;
 - names, ages, contact details, consent and medical fitness forms, and other relevant details of **all** those going on the visit;
 - Individual Healthcare Plans;
 - travel schedule;
 - accommodation plan;
 - full plan of activities;
 - contingency plan details;
 - fire precautions and evacuation procedures;
 - intended arrangements for supervision;
 - emergency contacts and procedures;
 - general communications information;
 - guidance for group leaders;
 - guidance for the emergency contact and Headteacher/Head of School;
 - first-aid arrangements;
 - accident report forms.

11 Staff Declaration

I confirm that I have read and understood this policy prior to my participation in an off-site educational visit.

Name:

Date:

EVC Check List

- I have attended EVC training as recommended/required by my employer's policy.
- My employer and my establishment have a policy for visits and learning outside the classroom.
- Staff induction and training needs are identified and addressed.
- Ensure visits are formally notified to and authorised by the Head of School.
- Staff that lead visits meet necessary competence requirements.
- All adults including volunteers are vetted and those judged to be engaging in regulated activity are subject to enhanced Disclosure and Barring Service (DBS) checks with barred list check.
- There is an appropriate risk assessment which has been agreed and entered onto Evolve for all visits.
- As EVC, I am kept informed of the planning of visits.
- There is a 'Plan B' when necessary.
- Preliminary visits have taken place if required.
- Third party provider assurances have been obtained.
- The number and competence of leaders, staff and volunteers will ensure effective supervision.
- Medical, first aid and inclusion issues have been addressed.
- There is an establishment emergency response procedure, appropriate to the nature of visits undertaken, which is periodically tested.
- There is a designated 24/7 emergency contact, with access to all information and documentation relating to the visit.
- All staff and group members are aware of their roles and responsibilities and have read and understood the Off-site education policy.
- Those in parental authority have been appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers.
- The visit leader has sufficient funds and an effective means of communication in case of an emergency.
- Visits are debriefed and reviewed.
- Accidents and incidents are reported, learning is shared and RIDDOR requirements are met.

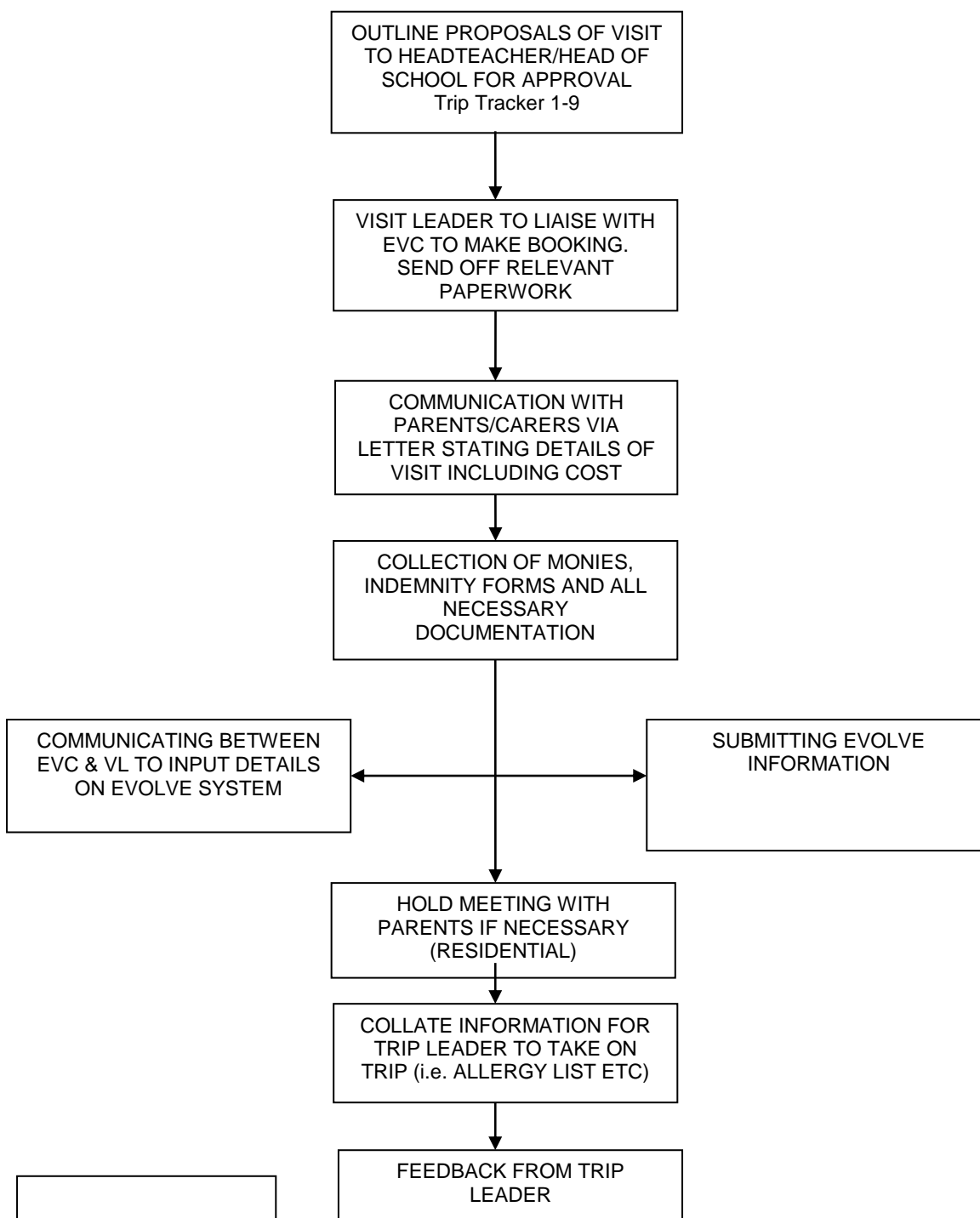
PLANNING FLOWCHART & APPROVAL TRIP TRACKER

Visit Title/Description Visit Date(s)

Venue Visit Leader

Curriculum Relevance (where applicable)

Subject/Department/Year Group/Class



EVC - Educational Visits
Co-ordinator
VI - Visit Leader

Trip Tracker

Checklist	Details	Date
1. Organiser		
2. Destination		
3. Proposal submitted to Headteacher/Head of School		
4. Dates checked (<i>specify who is responsible</i>)	From: _____ To: _____	
5. External Company? 6. HNCP	Y / N if Yes who: _____	
7. Mini bus provisionally booked		
8. Mini bus driver		
9. Trip initially approved (<i>specify who is responsible</i>)		
10. Cost per person		
11. Medical, first aid and inclusion issues have been addressed		
12. No of students		
13. Age of students		
14. Relevant Pastoral Learning Manager Approval or other member of staff (<i>specify who is responsible</i>)		
15. Name(s) of Staff		
16. Risk assessments completed with input from relevant staff/departments/providers approved by EVC and entered onto Evolve and sent to Headteacher/Head of School for authorisation.		
17. Identify children with Individual Healthcare Plans and liaise with the Medical Conditions Co-ordinator to risk assess and identify reasonable adjustments including where necessary with parents, pupils and relevant healthcare professional.		

18. Date indemnity forms issued for trips or activities that are residential, involves hazardous activities or travel abroad.		
19. All indemnity forms collected		
20. Final approval by Headteacher/Head of School		
Additional information e.g.: Coach required Train tickets required Times of Travel Foreign Currency		

In order to give enough time to process a trip, this form will need to be completed at least two weeks* prior to departure.

All fully completed indemnity forms must be returned before the day of departure or the pupil will not be allowed to attend.

*Overnight and international trips will require notice of at least one term.

Dear Parent(s)/Carer(s)

Annual Consent/Indemnity Form for School Trips and Activities

In an attempt to reduce the burden of bureaucracy for parents, carers and schools the Trust is introducing a new annual consent form to replace the multiple forms needed currently for school visits and off-site activities. This information will be requested at the beginning of every academic year so that our records are kept up to date. In order to do this we request that you complete and return the attached form as soon as possible. If at any time during the school year you realise that this detail needs amending, particularly concerning medical or contact arrangements, please contact (Mrs Hurley, Administrator) on (01325 380819) or email (office@staugustinesacademy.org.uk).

Please note the following important information before completing the form below:

- The trips and activities covered by the consent form include:-
 - Off-site sporting activities during and outside the school day.
 - Catholic Partnership activities both on and off site (secondary schools only).
 - Any visit within the UK that is not residential.
 - Any visit within the UK that is not deemed to involve adventurous activities.
 - Music/drama activities outside the school day.
- The school will still 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.

Please complete and return the attached form if:

- You are happy for your child to take part in school trips and other activities that take place off the school premises but within the UK and do not involve either residential or hazardous activities.
- You are happy for your child to be given first aid or urgent medical or surgical treatment (including anaesthetic) as considered necessary by the medical authorities present as a result of an emergency, during any of the above school trips or activities.

Whilst we are trying to reduce the volume of paperwork going out to parents involving trips, if your child is involved in a trip or activity that is residential, involves hazardous activities or travel abroad then you will be asked to provide more detailed information relative to the individual trip.

Yours sincerely

Mrs M McCollom
Head of School

Annual Consent/Indemnity Form for School Trips and Activities

Name of Pupil:.....

Year:.....

Medical Information

Please provide details of any medical condition your child has, including regular medication needs, e.g. epilepsy/asthma/inhaler, diabetic/insulin/migraines etc. Please also provide the name, address and telephone number of your GP/Medical Centre.

Medical conditions

Medication required (inc. dosage and frequency)

Allergies (including food/medication)

Dietary requirements

Does your son/daughter suffer from travel sickness? _____ if so please detail any medication taken? _____

Name, address and telephone number of G.P./Medical Centre _____

I give full permission for members of school staff to authorise emergency medical treatment in an emergency for my child and also to administer minor first aid if needed.

*Signed(Parent/Carer) Date:.....

Annual Consent / Indemnity Form

I agree that:

1. I consent to my child participating in school trips and other activities that take place off the school premises, within the UK and do not involve either residential or hazardous activities. I also agree to his/her participation in any or all of the activities involved.
2. I acknowledge the need for obedience and responsible behaviour on his/her part.
3. It is my responsibility to inform the School of any changes to the details on this form.
4. I will inform the School if I do not want my child to take part in any particular school trip or activity.
5. I will inform the School if I have any concerns regarding any medical complaint or treatment needed which may affect my child's participation in future trips.

With reference to insurance cover my son/daughter will be covered for personal accident and loss, damage and theft of personal belongings through the school journey insurance taken out by the School².

Please supply contact telephone numbers where parents/carers may be reached in the event of an emergency.

Name/relationship	Home	Work	Mobile

Please sign to acknowledge your agreement and consent. If you have any reservations or queries in connection with any educational/recreational visit please contact the School.

I hereby sign the Annual Consent/Indemnity Form to give permission for my child to take part in visits and agree to the conditions in this agreement.

Signed:..... (Parent/Carer)

Date:.....

Please return the completed form to the school office

²subject to limits and policy excess

PROCEDURE NOTE FOR INTERNATIONAL/RESIDENTIAL/DAY TRIPS

These summary guidelines should be read in-conjunction with the Off-Site Educational Visits Policy.

Teachers organising any trip must receive prior approval from (Mrs McCollom) for the trip to take place. Competent staff to lead and help with the trips will also be approved at this stage which should include one First Aid trained person.

Educational Visit Co-Ordinator's Responsibilities (EVC)

In conjunction with the Teacher organising the trip, the EVC will ensure the following action is taken:

1. A letter to be sent to parents explaining the details of the trip i.e. venue, date, times of departure and arrival back and cost.
2. When the list of pupils going on the trip has been produced, the teacher in charge of the trip will approve their attendance with advice from the Head of School/Medical Conditions Co-ordinator **before** a letter is sent to parents with information about payment details and dates when monies need to be in for.
3. A spread sheet is produced with the pupils names, forms, payment details and paperwork received which is completed each time a payment is given in (also recorded is the date and method of payment) and the paperwork. Payment cards will also be produced at this stage for parents to pay in instalments.
4. Dependant on the time available before a trip takes place, a fortnightly catch-up meeting should take place between the Teacher organising the trip and the EVC to receive up-dates on outstanding payments, indemnity forms and travel arrangements.
5. All payments are processed on Tucasi which provides each pupil with a receipt and a payment record. The system also records receipt of indemnities, passports etc. and enables reports to be produced for each trip.
6. Before each trip takes place the "EVOLVE" systems needs to be completed. The EVC will complete the required forms electronically. The Teacher who is organising the trip is required to complete these with the EVC. These are then sent to the Head of School for authorisation.
7. In the case of residential or international trips a letter is sent to parents inviting them to a meeting to discuss final details. This is arranged approximately 3 weeks before the trip is to take place. A list is given to the teacher in charge of the trip and any outstanding indemnities, European Health Insurance Cards (EHIC), Passports or payments for collection at the meeting.
8. When EHIC cards are collected the dates need to be checked to make sure they are still in date. If they are not a telephone call is carried out to parents informing them of this and the procedure they need to carry out in order to renew it. This must also be carried out on passports and a call to the countries Embassy needs to be made if there is less than 6 months left to run on the passport to ensure that this will be sufficient.

9. At least one member of the Senior Leadership Team will be designated to each international/residential trip in case of emergency.
10. Packs are produced for the designated SLT member(s) containing copies of the indemnity forms, next of kin details for the staff who are going on the trip along with a mobile phone number, spreadsheet of essential information regarding the pupils on the trip and any allergies or medication which the pupils may have. A pack is also produced for the teacher in charge containing the same information along with a copy of the School Journey Guidance and current insurance certificate.
11. Dependant on the activity taking place, an appropriate First Aid kit must be taken on all trips. The EVC should maintain a list of up-to-date First Aiders and send relevant reminders to staff, copy to the School Business Manager, when up-dates are required.
- 12 These guidelines have been produced as the Trust considers its responsibility for the safeguarding of children engaged on trips to be of paramount importance. Therefore, failure to adhere to these guidelines could lead to investigation and possible disciplinary action.