

# Acorn Trust Educational Visits Policy



Date Written: Spring 16
Review date: Spring 19
Chairs signature:

### **Mission Statement**

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

### **Safeguarding Statement**

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors

# 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 pupil's 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 acceptable levels, for the health and safety of pupils, staff and volunteers 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'. Further advice will be sought from competent persons where necessary. Copies of these guidance documents are available on the national guidance web site 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.

1.4 The following links provide a wealth of information for conducting visits and are the source of information embedded into this policy

National guidance: <http://oeapng.info>

DfE guidance and legal framework: <http://oeapng.info/category/legal-framework-2/>

HSE advice on duties and powers: [DfE Health & Safety: Advice on Legal Duties and Powers](#)

## 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~~**Promote** the independence of our pupils as learners, and enable them to grow and develop in new learning environments.

The visits are 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. These are some examples of the types of visits carried out at by our Trust.

- English – theatre and library visits;
- Science – visits to botanical gardens, ponds, museums, coastal areas;
- Mathematics – use of shape and number trails in the local environment, museums;
- History – castle visits, local museums;
- Geography – use of the locality for fieldwork
- Art and Design – art gallery visits, use of the locality for drawing, sculpture and photography;
- PE – a range of sporting fixtures, extra-curricular activities outdoor and adventurous challenges ;
- Music – extra-curricular activities, concerts, recording studios;
- Design and Technology – visits to local factories or design ~~centres~~**centers**, museums;
- Modern Foreign Languages – local language events;
- ICT – its use in local shops/libraries/colleges;
- RE – visits to local places of worship
- PSHE and Citizenship – visits to the fire station, 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 and vehicle checks, and that the letter from the coach company assures us their drivers too have had satisfactory DBS checks;
- ~~ensure~~ 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 pupils, do not necessarily need DBS checks completing. The Headteacher's discretion under these circumstances is used;
- ensure the group leader has obtained all necessary consent and medical forms
- support the Headteacher and Local Advisory Board in their decisions on approval and pass all visits to the Headteacher for formal approval
- ensure that ~~all~~ visits are ~~recorded~~ ~~and~~ ~~recorded~~ ~~and~~ paperwork stored in the Trip Folder.
- 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 Head 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;
- check to ensure sufficient staff and helpers of the right experience are DBS checked (as detailed above) and briefed throughout the visit and if volunteering have read the volunteer code of conduct and the 1 page guide in this policy;
- ensure that volunteers do not use their own personal mobile phones whilst on a trip and are to be reminded of this before embarking.
- undertake, record and review risk assessments to reduce risks (site specific, general and dynamic risk assessments)
- 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 that the details of the visit and risk assessments are passed 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 / Pastoral Manager

School Business Manager will:

- Ensure all documentation including the Trip Tracker (**Appendix 2**), risk assessments and indemnity forms are completed/reviewed within the specified time to ensure EVC is able to comply with Trust policies.
- ensure that Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed;
- ensure appropriate transport arrangements are in place i.e. reputable coach company, driver insurance, following specific legal requirements;

- 4.4** Where staff are proposing to arrange an off-site activity, they must first seek and obtain the initial approval of the Headteacher 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, the forms should be completed for submission to the EVC and on to the Headteacher.

4.5 Governors will be informed of **all** visits through the termly Headteacher report but delegate formal approval of visits to the Headteacher. They will also get monitoring reports of visits.

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 Headteacher will approve the visit. Advice may be sought from the EVC where required. The Headteacher and EVC must sign the trip risk assessment and trip checklists to confirm the visit is approved.

The risk assessment should:

- Identify 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 and other venues such as museums, farms eteetc. will have their own risk assessments, written confirmation of these risk assessments must be obtained andobtained 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 e.g. LOtC Quality Badge, AALA Licence, Adventure mark. 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 school or 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 young people to be supervised;
  - The ability of the young people (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”:
- Nursery/Pre-school 1:3
  - Reception 1: 4
  - School years 1 - 3, 1:6
  - School years 4 - 6, 1:15 non residential, 1 : 10 if residential

- School years 7 onwards, 1:15/20 non residential, 1: 10 if residential
- 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 but this is not compulsory and the other may be a responsible and competent adult.
- 5.9** 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.
- 5.10** The Visit Leader will double-check with the EVC 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's discretion under these circumstances will be used.
- 5.11** Where a volunteer is a parent (or otherwise in a close relationship to a young person taking part in the visit) they will not be assigned as a volunteer that gives them direct duties for their own child. Volunteers read the volunteer code of conduct.
- 5.12** A copy of the completed risk assessments which are completed will be given to the Head, Educational Visits Coordinator and all adults supervising the trip and will be available to parents and Directors/Governors.

- 5.13** 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.
- 5.14** 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.
- 5.15** 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. A proforma is provided.
- 5.16** 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** No member of staff will be allowed to be alone with a child in a car unless a full risk assessment has been carried out.
- 6.3** Where staff cars are used for transport, the EVC and Headteacher are responsible for ensuring:
- suitability of driver;
  - parents written agreement;
  - appropriate licence, insurance, roadworthy and child restraints for vehicle;
- 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.

**Commented [B1]:** This was on the EVCs checklist, not HT.

## **7 Charges**

**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.

The Trust's Charging and Remission Policy will be followed for all trips

## **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 Headteacher /Pastoral Manager will meet with them in order to assess the risks). Parents/Carers will be required to complete the Consent Form on enrolment and annually thereafter at school. Verbal consent may be given if written consent is not forthcoming. This must be noted on the risk assessment or class list with a date and time of consent.

**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 Trust's 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 Headteacher 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 pupils 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. Only school mobiles must be taken on the trip. These can be used to contact the emergency number and taking photos of the trip.
- 9.2 Before a group embarks on the visit, the Head and emergency contact should have access to 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 Visit Leader must take whatever steps are necessary to ensure their safety. This involves taking note and action 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 the possibility of excluding that child from the activity.

- 9.5** Pupils 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.
- 9.6** If possible, at least one First Aider is required on a trip unless the Visit Leader has written confirmation that the venue has a qualified first aider who can administer first aid to the general public.

## **10 Visit documentation**

**10.1** The documentation for educational visits must include the following where applicable to the visit. The required documents are stored in the Trip Folder where they can be accessed by the Head and EVC. Paper copies should be taken on the visit by the Visit Leader including:

- risk assessments;
- 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;
- accommodation plan, where relevant;
- contingency plan details;
- intended arrangements for supervision;
- emergency contacts and procedures;
- general communications information;
- guidance for the emergency contact and Head of School;
- first-aid arrangements;
- accident report forms.

## Appendix 1

### 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.  
Checklist for every Visit
- Visit has been authorised by the Headteacher
- Visit Leader 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
- 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.

**Educational visit request form****This form must be completed and signed before any bookings take place**

Year:	No of students:  Guidance Ratio N 1:3 R 1:4 Y1toY3 1:6 Y4 toY6 1:10 residential /1:15 non residential	No of adults: _____ <b>Names</b>	
Date of visit:		Class teacher in charge of visit:  Name of First Aider:	
Visit to			
Special considerations that will need to be catered for: ie medical needs			
Reason for visit including proposed visit outcomes:			
Is a pack lunch required – <b>Y/N</b> Is an early lunch required – <b>Y(state time)/N</b> Have you cancelled normal activities eg. Swimming, clubs, volunteers – <b>Y/N/NA</b>			
Admission cost: Additional Sessions:                      Cost per pupil:		Venue Booked	
Free places :                      Total Cost _____		By	
		Date	
Mode of transport /size			
Pick up time:		Return time:	
Transport Company and Total Cost		Transport Booked	
Transport cost per Child		By	
		Date	

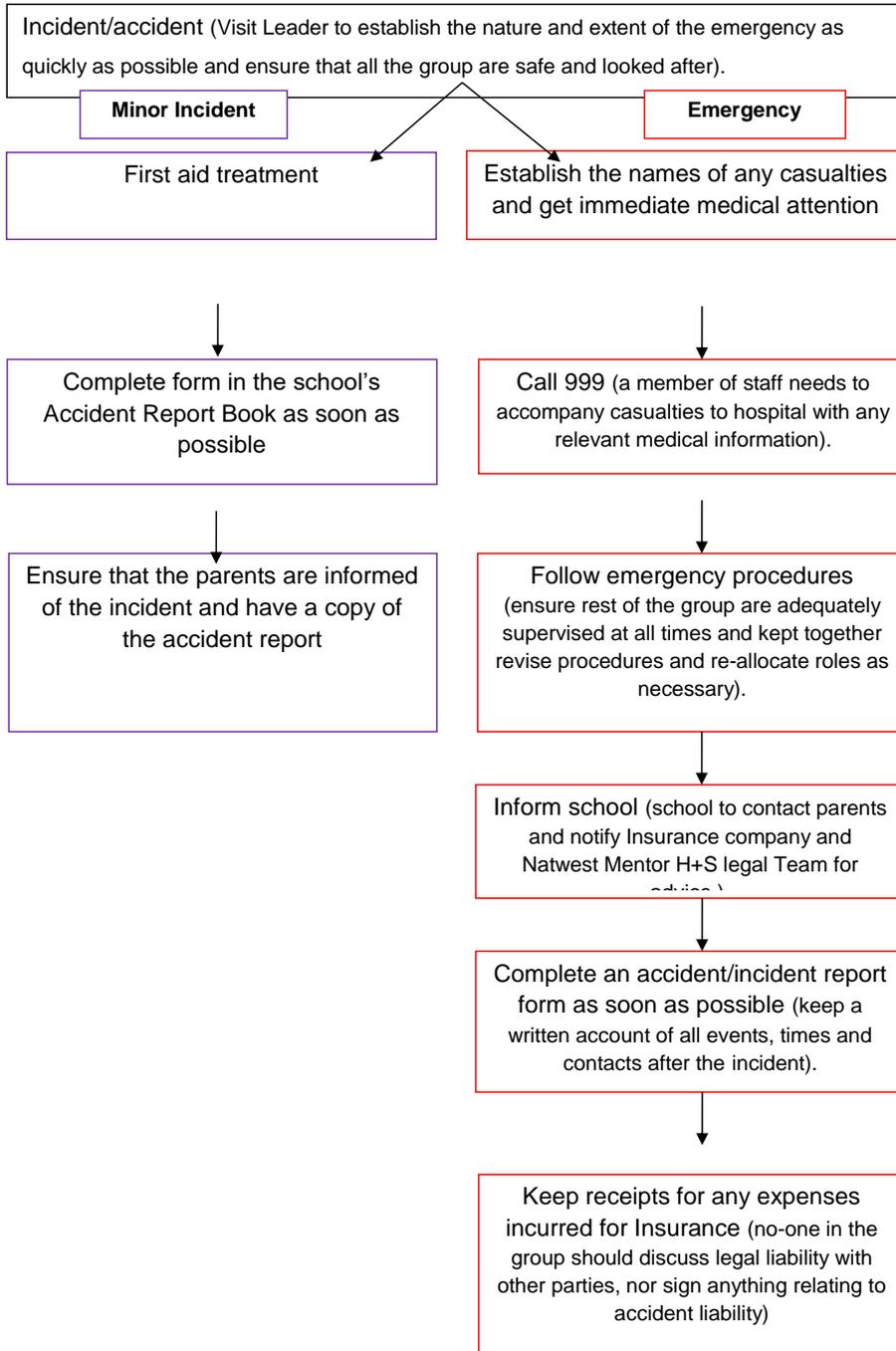
Total cost per child (inc transport/admission):			
Proposed charge per child:			
Consent given for class to attend by Headteacher			
Signed:		date:	
Letters Sent	Tick List prepared	Kitchen informed	Risk Assessment Rcd

## Acorn Trust Trip Checklist



	Action	Done
<b>Prior to trip</b>		
1.	<b>Visit Leader</b> enquires about suitability, cost and availability of trip and cost of transport.	
2.	<b>Visit Leader</b> to complete Educational Visit Request Form in full. Pass to <b>EVC</b> to check who will pass onto <b>Headteacher</b> to obtain approval in principal	
3.	<b>Visit Leader</b> to arrange transportation (through the office, make sure all details are provided and date of trip is put on the school calendar).	
4.	<b>Visit Leader</b> to book venue/activity and confirm all costs to the <b>EVC</b>	
5.	<b>Visit Leader</b> to plan a preliminary visit, if necessary, to check venue suitable for group/activities (consider if there are any further hazards for children with additional needs).	
6.	Visit Leader to complete full risk assessment for journey and place of trip including plan Bs if necessary (check if venue has own risk assessment in place to use). Copy to be passed to <b>EVC</b> to review with <b>Headteacher</b> .	
7.	<b>Headteacher</b> to confirm that the staff and parent helpers are available for the trip according to adult child ratio. ( <b>Minimum ratios – Reception 1:4, Years 1-3 1:6, Years 4-6 1:10-1:15</b> ). Volunteers must have read a copy of the Volunteers code of conduct.	
8.	<b>Visit Leader</b> to plan a schedule for the day for staff and parent helpers including timetable, groupings and contact numbers. Copy to be given to <b>EVC</b> .	
9.	<b>Visit Leader</b> to confirm to kitchen staff of the lunch time arrangements at least one week before.	
10.	<b>School Office</b> to send out trip letter to parents/carers, with request for voluntary contribution if required. <b>School Office</b> to manage consent forms and monies. Weekly updates to be provided to class teacher and <b>EVC</b> .	
11.	<b>Day before Trip – Visit Leader</b> to ensure all children have consent to participate and any monies owed have been paid.	
<b>On day of trip</b>		
12.	<b>Visit Leader</b> to collect together forms needed, first aid kit, children's inhalers and medication, buckets, school mobiles, wristbands, bottle of water, wet wipes and tissues etc.	
13.	<b>Visit Leader</b> to brief staff and parent helpers, ensure all clear on roles and responsibilities and also that the children are fully aware of the code of conduct.	
14.	<b>All staff</b> to continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary.	
15.	<b>Visit Leader</b> to complete an evaluation form after the trip and pass to <b>EVC</b> .	

## Emergency Procedure on Trips



## Evaluation of the visit

Party leaders are asked to complete a copy of this form for any educational visit  
This must be held by the EVC for future reference.

<b>School</b>	
<b>Party leader</b>	
<b>Dates of visit</b>	
<b>Purpose of visit</b>	
<b>Venue(s) visited</b>	

Please comment on the following :

<b>Pre visit arrangements</b>	
<b>Travel arrangements</b>	
<b>Content of education programme provided</b>	
<b>Staffing and instruction</b>	
<b>Equipment</b>	
<b>Suitability of Environment</b>	
<b>Accommodation</b>	

<b>Food</b>	
<b>Evening Activities (where appropriate)</b>	
<b>Communication with the organisation during the visit</b>	
<b>Other features (e.g. amendments to Risk Assessments)</b>	
<b>Additional comments and notable incidents (please attached supplementary sheets where necessary)</b>	

## PROCEDURE NOTE FOR INTERNATIONAL/RESIDENTIAL/DAY TRIPS

**Commented [B2]:** Not sure if this really just repeats what has been previously mentioned or is in the checklists

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

Teachers organising any trip must receive prior approval from the Head 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 Headteacher/ EVC/Pastoral manager **before** a letter is sent to parents with information about payment details and dates when monies need to be in for.
3. A class list 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 are recorded each pupil is provided with a receipt and a payment record.
6. Before each trip takes place the forms need completing on share point and externally approved where necessary. 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 Headteacher 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. At least one member of the Senior Leadership Team will be designated to each international/residential trip in case of emergency and the visit will be approved by an external advisor.
9. 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.
10. 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.
11. 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

## EDUCATIONAL VISIT GUIDELINES FOR VOLUNTEER ASSISTANTS

A very big thank you for offering to help with today's visit.

Our programme of Educational visits are designed to enhance our pupil's learning whilst supporting their curriculum area of study.

We feel sure you will enjoy your day however, should you need any help with anything, please feel free to ask. Staff who know the children and school procedures very well will be happy to assist you.

Following school policy is essential to ensuring a safe and effective visit. Please take a few moments to read the following guidelines to help familiarise you with some of our procedures and practices:

### **Pupil Responsibility:**

The classteacher has **full responsibility** for the children at all times and is grateful for your assistance.

A comprehensive plan of the visit and detail of your role is enclosed for your information. Please note that it is not school policy to place children in the same group as their Parent whilst out on an educational visit.

### **First Aid:**

Every visit is equipped with a first aid kit and a member of staff trained to administer first aid.

### **Due to the risk of pupil allergies, volunteers are respectfully asked not to:**

- **administer first aid or medication**
- **apply sun cream to pupils**
- **offer food stuffs/beverages of any kind**

If a child has an accident however slight or is feeling unwell, please report it to the class teacher immediately.

**Health & Safety:** Please be aware of anything that could cause an accident and report any concerns to the class teacher.

**Discipline:** Pupils should stay on task whilst you are with them. Any silly behaviour should be reported to the class teacher.

**Confidentiality:** It is absolutely essential that any information you may hear about children, or their families is treated with the utmost confidence and must not be discussed outside school. If however, a child tells you about someone who has harmed or abused them then you **must** share this with the Head Teacher and no one else.

**Mobile Phones:** When accompanying children out of school on a trip/visit, personal mobile phones/other electronic devices must not be used (in line with safeguarding procedures). School mobile phones / devices only should be used to take photographs and for emergency contact. If emergency contact with volunteers/supply staff is required, this must be made through the school office (BHM: 01942 672614 / WLM: 01942 702967) who will pass the message on via a school mobile phone.

**May I take this opportunity once again to thank you very much for your assistance - the Governors, Staff and children gratefully appreciate it.**

