



## Educational Visits

### **Policy Statement:**

It is the policy of all at St Paul's to ensure that educational visits are offered as an enriching experience to all pupils and that their health, safety and security will be of prime importance at all times during the visit. This is in line with the Mission Statement's striving for excellence in all things.

### **Aim**

The aim of this policy is to sustain and promote a broad range of off-site Educational Visits from this School/Establishment, whilst ensuring safe practice and competent supervision.

### **Background Information:**

#### **Definition of an Educational Visit:**

Any organized, off-site visit involving pupils or young people that requires the permission and approval from the EVC (Mrs Rigg), the Head Teacher and the parents/guardians of the pupils or young people attending. A Visit may take place at any time of the year.

#### **Joint Educational Visits:**

Joint visits by establishments are entirely acceptable and offer many educational benefits. However, full application of approval and record keeping procedures (Policy and Guidance for Educational Visits) must be made by each establishment's EVC regardless of the number of pupils or young people attending.

The Visit Leader on Joint Visits must be specifically known and approved by the EVC/Head Teacher/Senior Manager/Senior Youth Worker/EVC from each participating establishment and each establishment must be satisfied, approve and record centrally in their own establishment all the arrangements agreed.

#### **Key Points for all visits:**

- All Educational Visits must have clearly identified aims and objectives.
- All Educational Visits must have an approved competent Visit Leader who is an employee of St Paul's School for Girls.
- Approval for an Educational Visit and for the designated competent Visit Leader role is made by the Head Teacher (Dr Casserly)
- All visits must provide evidence of a prepared written risk assessment.
- Visit Leaders must carry copies of all supporting documentation on the visit, eg emergency contacts, itinerary, names and group detail.
- School must retain and record all supporting documentation centrally.
- Parents must be fully informed of all arrangements
- Well planned visits lead to successful visits

We recognize that the benefits for children engaged on educational visits include:

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- Raising achievement through organized, powerful experiences and opportunities.
- Participating in challenging physical activity and encouraging healthy lifestyle
- Raising self-esteem, confidence and independence.
- Appreciating landscape diversity through exploring natural environments
- Experiencing a range of built environments, extending their cultural awareness and widening horizons.
- Being involved in teamwork and problem-solving through residential experiences
- Engaging pupils or young people and making learning 'real' and relevant.

## **Roles and Responsibilities**

### **Headteacher – Dr Casserly**

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary.
- Ensures that the Educational Visits Co-coordinator (EVC) is aware of his/her duties and that a clear line of responsibility is established.
- Head Teachers who sign approval forms for Educational Visits must in turn have evidence of recent and relevant training through either: full- day EVC training, half-day EVC top-up training or EVC twilight training delivered by the Outdoor Learning Service.
- Ensures the Educational Visits Co-coordinator (EVC) is competent, trained and is revalidated/accredited through Local Authority Top-Up courses every three years as a minimum.
- Makes sure through the Head Teacher's report, that governors are kept informed of the nature and progress/success of educational visits.
- Ensures adequate Staff CPD, Visit Leader Training, First Aid and CPD for Educational Visits
- Ensures that medical and personal/address details for all pupils or young people are updated termly or half yearly.
- Considers Insurance matters for Educational Visits and fully informs parents.
- Writes and fully informs parents regarding regular and repeated activity that is either on or off-site PE and sporting activity and fixtures or regular repeated programme of off-site Educational Visits.
- Ensures BCC policy for transporting children in cars or minibuses is adhered to.
- Parents are informed they have responsibility for transporting their own children to and from venues when transport is not provided.
- Ensure there is an updated 'charging and remissions policy' links to BCC and national guidance.
- Ensure that all staff are trained in 'run, hide, tell' and that this procedure is part of the pupil preparation for each trip.
- Ensure all visits are in line with government advice in times of the current pandemic

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- Ensure that where a residential visit is over a weekend, there is an opportunity for mass

### **Educational Visits Co-coordinator – Mrs Rigg**

- Promotes and 'Champions' Educational Visits from the School/establishment and takes a lead in policy development, monitoring, CPD and other training for Educational Visits.
- Approves all visits to recommend to the Head Teacher
- Approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff in consultation with the Head Teacher
- Ensures the Visit Leader is a BCC employee.
- Ensures compliance with requirements of Birmingham's Policy and Guidance document 'Learning Outside The Classroom'.
- Ensure approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately
- Ensures that all the procedures outlined in the School/establishment policy are followed.
- Supports and advises colleagues in planning visits.
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level.
- Ensures that a 'Collective Discussion' regarding the 'risk assessment' process prior to the visit has taken place, this ensures ownership of the 'risk assessment' by the Visit Leader and all accompanying staff
- Ensures all staff are aware of Educational visits procedures via documentation and CPD sessions, staff training and relevant meetings.
- Checks to ensure parents are kept fully informed of visit arrangements and details.
- Ensures accident and emergency procedures are in place and understood by all staff. Records of all accidents reports and near misses are held centrally in the school/establishment by the EVC. i.e the Risk Management Portfolio.
- Records of all visits are held centrally in the school/establishment by the EVC. i.e the Risk Management Portfolio for each and every visit which will include lists of all participants, risk assessments itinerary and programme information.
- Ensures appropriate staff records are collated for all Educational Visits and then stored; including checks on staff qualifications and driving details (including car insurance with business use if transporting pupils or young people in own cars).
- Review staff evaluations of trips and provide and encourage staff training and CPL
- Ensure an annual review of any generic school/establishment risk assessments and an annual 'Fit for Purpose' review of the School/establishment Policy for Educational Visits.
- Ensures all visits are in line with government advice in times of the current pandemic

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### Visit Leader, Teaching and Support Staff

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the Visit Leader by the EVC/Head Teacher.
- Have a thorough up to date knowledge of the School/establishment Educational Visits Policy and procedures.
- Understand the importance of the 'Collective Discussion' regarding the 'risk assessment' process prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff
- All staff included on a visit must have a clear understanding of accident/emergency procedures.
- Plan carefully in the light of Government advice on the current pandemic
- Ensure training on 'run, hide, tell' occurs for both accompanying staff and all pupils
- The Visit Leader must carry an Emergency Contact List of everyone going on the visit in addition to the Emergency Base Contacts. This list must include: names, addresses and telephone numbers of each child and adult; any special medical requirements; any negative consents to medical treatment; any special dietary requirements; helpers and the groups that the children will be in.
- Ensure parents are kept fully informed of visit arrangements, details and itinerary.
- Plan the visit carefully and carry out risk assessments prior to visit. Ensures that copies of these details are given to the EVC, Mrs Rigg, in the agreed time.
- It is the Visit Leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult/volunteer helpers, if possible invite them to take part in the 'Collective Discussion' to promote 'ownership'.
- Collate and check parental consent forms for all pupils or young people. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- Complete a Post Visit Evaluation Report and give this to the EVC. This should include any 'near miss' or incidents that require a review of the risk assessment and/or evaluation of outcomes against the stated aims.
- It is the Visit Leader's and support staff's responsibility to ensure children are suitably briefed at all stages of the visit. All group members must be clear of rules and behavior code. Children should be involved in the ongoing risk assessment
- The Visit Leader has responsibility for whole group and must ensure the following documentation is taken on all visits: all relevant pupil or young person medical and consent information, the risk assessment including a 'Plan B', itinerary details, emergency contact details and 'Critical Incident' emergency numbers.
- Copies of these documents must be kept by the Visit Leader, the school office, the pastoral office assistant and a copy of emergency contacts.

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- It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate.
- All staff and adult helpers should be made aware of who is responsible for first aid. The risk assessment must show evidence first aid has been considered.
- Transport for all visits must meet LA guidance/standards. The itinerary, the arrangements and drop off and collection places must be checked and agreed upon.

### **Notes on 'Risk Management' and the Planning and Preparation for Educational Visits**

Thorough preparation for a visit must be undertaken. Mrs Rigg and Dr Casserly should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims. The following must be addressed in further planning:

- Matters of supervision, Provider checks, content of the day(s) activities, first aid and transport must be considered and organised in advance.
- Parents must be advised of the details of any visit and kept fully informed. Any cost of the visit must take into account the School/establishment Charging Policy. This must take into account pupils in receipt of free school meals.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is in the area that you are visiting.
- An Emergency Contingency Plan B needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc.
- Planning support, notification forms, provider questionnaire, checklists and generic risk assessments can be accessed through resources and information on the Outdoor Learning Service website pages 'Planning Ed Visits' and EVC pages. Birmingham's Policy and Guidance document 'Learning Outside The Classroom' is located on the EVC page and is broken down into sections, which are all downloadable. The web address is [www.outdoorlearningbham.org.uk](http://www.outdoorlearningbham.org.uk)

### **How to undertake a risk assessment and who to submit it to**

In addition to the above planning, a written Risk Assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which pupils or young people, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level;
- Be passed on to Mrs Rigg for consultation and approval.
- During the visit, be kept with the Emergency Contact List and other planning and risk management documentation.
- Check if the venue and/or provider have their own risk assessments.



- Ensure a suitable 'Collective Discussion' takes place regarding the 'risk assessment' prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff. Any 'Generic' risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the group during this discussion/meeting.

**The six main considerations in undertaking risk assessments are:**

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures including 'run, hide, tell'
- Consider the impact of the current pandemic

More detailed prompts under each consideration, to help in undertaking risk assessments, may be obtained from Mrs Rigg. **With more hazardous or unusual visits close contact between school/establishment and the venue/provider is an important safeguard. A preliminary staff visit should be made if necessary. Seek advice from Mrs Rigg.**

**During the visit**

In addition to measures documented on the Risk Assessment staff should –

- Issue the 'run, hide, tell' cards to the pupils
- If traveling by coach, **EITHER** hand a copy of the emergency contact list, in a sealed envelope, to the driver (this **must** be collected from the driver as you exit the coach) **OR** ensure driver has school/establishment contact details
- Carry a class list/register. This is to be called before starting a trip and departing from any visit. In addition a head count should be done.
- Ensure adequate supervision and check children are always given suitable briefings in their group with their group leader and staff take regular head counts.
- Be prepared to make 'ongoing' professional judgments related to assessment of risks.

**Residential Activities/Overseas visits**

If the activity involves a residential component staff should –

- Where possible, prepare a rooming plan for the location of the rooms within the hotel or residential centre. Divide up the rooming in advance of the activity.
- Allow girls to choose who they will be sharing their rooms with.
- Ensure an orderly unloading of the coach and gather girls in small groups, with their group leader.
- Upon arrival at the venue, the group leader will discuss rooming arrangements with the relevant members of staff.

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- Once girls are allocated to their rooms, staff, working in pairs are to go into each room with the girls and check that everything is in good order. Report any issue to the staff on reception and check that any issue linked to general housekeeping has been dealt with in a timely manner.
- They are to provide a written note to each group of girls informing them of the location of their room within the hotel or residential centre.
- Gather the group and provide details of emergency procedures, meal arrangements, timing of activities and reinforce expectations.
- Provide details to the girls to inform them who to contact in the event of any emergency during their stay.
- Provide a list of all pupil room details to all members of staff.
- Staff are to be accessible in case of any issues.
- Adequate supervision is to be made available throughout the night –time periods and excessive alcohol consumption by staff is to be discouraged. Some members of staff are to be available to deal with any emergencies and these staff members should avoid alcohol consumption.
- All members of staff are to report any incidents to the group leader.
- Regular contact (on a daily basis) is to be made with the SLT contacts.
- Where possible, staff are to use the texting home system to keep parents updated about the trip and the activities, to include any changes to timings or delays on the return journey.

### **After the visit**

- A post visit evaluation report should be completed, any accident/incident details recorded and the risk assessment reviewed appropriately.
- Where possible encourage children and adult helpers to contribute to this report. A copy of the report should be given to the EVC.

### **Guidelines for Organisers:**

Before arranging a school trip it is essential to consult Mrs Rigg. You should also check the calendar to see what else is happening on that day and whether the students you are intending to take out have missed a lot of time already due to other activities by consulting with the HoYs. Ideally trips should be on the school calendar, arranged a year in advance. In all cases, when taking pupils out of school, parental permission must be obtained.

All girls under 12 must use a booster seat when being transported in private cars. Staff who drive mini-buses must ensure that the minibus has a Section 19 Permit (available from Health and Safety Team 464 4645). They must also have held their licence for a minimum of 2 years and have a current Minibus Driver Awareness Certificate (MIDAS).

## **1. The Character of Educational Visits**

- 1.1 Educational visits should be planned as an integral part of the curriculum and in particular the personal development programme for students.
- 1.2 The educational experiences should be suited to the ages, aptitudes and abilities of the students taking part. Visits should be well planned and

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professionally executed, and, where appropriate, should include thorough preparation, debriefing and follow-up work.

- 1.3 Activities must not involve pupils in partisan political issues or otherwise promote objectives inappropriate to the mission of the school or teachings of the Church.
- 1.4 There should be first hand knowledge of the places to be visited.
- 1.5 A risk assessment of the proposed visit **MUST** be carried out as part of pre-planning
- 1.6 Information as to staff and pupils going on the visit must be displayed in the staff room, given to the office and to Dr Casserly. Should the finishing time of the visit fall outside school hours, the Team Leader should have home and emergency contacts of all pupils and staff, and this information should be left with two of the Leadership Team whom they have arranged to call upon if required in emergencies. This includes vehicle breakdown, delay due to roads, transport or weather. This should also include expected times of return. The team leader must take the **school mobile telephone** with them and have plans of action if an emergency were to occur, including 'run, hide, tell' situations..
- 1.7 If the visit is an essential part of the National Curriculum parents can only be asked for voluntary contributions. If a student is unable to make a contribution this must be met from school fund or the trip cancelled. For additional or curriculum enhancing activities or those which take place outside school time all costs must be met by the parents. All collection and banking of monies should be done through Mr Pinkney and should cover the complete cost of the visit plus insurance and may need to include the cost of cover for staff participating. **There should be no surplus monies.**
- 1.8 No contracts should be entered into or non-returnable deposits paid until specific approval for the visit has been given. This may need to be as much as a year in advance.

## 2. Categories of Educational Visit

- 2.1 All visits, including adventurous activities to complete the EV proposal form available from Mrs Rigg or the folder in staff paperwork
- 2.2 When using external centres which are not maintained by the LA e.g. Alton Castle, you must complete '4.4f Checklist Assessing a Provider' from OEAPNG and send it to the centre/operator for signing and completion, and submit to Mrs Rigg.
- 2.3 Before undertaking overseas travel you must check passports, visas, medical expenses and insurance and vaccinations. Travel regulations should also be checked for the countries in question. If a pupil does not hold a British passport permission to travel and to return to the UK must be checked.
- 2.4 Adventurous activities include rambling, low level and coastal walks, hill walking, mountaineering, climbing, caving, water sports, camping, pony trekking, orienteering, cycling, skiing and other similar activities. Field studies which include any of the above and expeditions for the Duke of Edinburgh's award Scheme all need extensive consultation with Mrs Rigg and completion of the appropriate checklist.

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- 2.5 When taking pupils off-site for PE, the staff should ensure that the activities are risk assessed according to the PE policy and have phone contacts of parents if off-site visit is out of school hours. (see 1.6)

### **3. Approval for Educational Visits**

- 3.1 In all cases Dr Casserly's permission must be sought before a visit takes place. She will inform the Governing Body of all visits. The Governing Body will approve the overall planned programme of educational visits when it approves the school calendar.
- 3.2 All visits should be on the school calendar and therefore all forms should be completed at the beginning of the school year and submitted with the white costing form to Mrs Rigg for consideration prior to Dr Casserly's approval.
- 3.3 Duke of Edinburgh's Award Scheme expeditions: These must follow the LA guidelines (see section 8 Learning Beyond the Classroom).

#### **The Role of the Head of Year**

- 3.4 All proposed participants of a visit should be listed and shown to the Head of Year before agreement is made that individuals may go on the trip.
- 3.5 If there are two trips from the same Year group, the Head of Year should oversee the names, especially if trips are over-subscribed. In this way if a girl is not picked for the first trip she may be given the chance to go on the second and those already chosen for the first trip will be looked at last for the second trip. Therefore, more girls get the opportunity to go on a trip.
- 3.6 Heads of Year who feel certain girls should be punished or banned from a trip or an activity as a result of behaviour must seek permission from Dr Casserly as she alone holds the legal power to make this decision.
- 3.7 After this consultation Heads of Year may be allowed to inform the girl and her parents that she is not allowed on the trip due to her poor behaviour in school and the subsequent Health and Safety risks they would present. This ban would be for a maximum of one year after which further risk would be reviewed by Dr Casserly.

### **4. Adult/Pupil Ratios**

- 4.1 All educational visits must be accompanied by an appropriate number of adults, at least half of these being teachers or PIPS. Adults employed by a non-LA maintained centre cannot be included when calculating the ratio.
- 4.2 All visits must have at least two adults including one accompanying female member of staff.
- 4.3 Adults who have not undergone appropriate police checks must not be left in sole charge of children.
- 4.4 For neighbourhood visits Dr Casserly may use her discretion and modify the minimum ratio, depending on the circumstances.

### **5. Consent by Parents or Guardians**

- 5.1 Parents or guardians should be notified of intended visits well in advance. They should be informed of the activities their daughters will be undertaking, general arrangements for ensuring their daughter's safety and well-being and any cost they will be expected to bear.

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- 5.2 Parents should be informed of details in writing and in the case of residential and overseas visits an evening briefing meeting must be held to give details of:
- The code of conduct for standards of behaviour
  - Dates and times of travel and return
  - Travel and contact arrangements
  - The names of the visit leader and accompanying teachers
  - The cost
  - Cancellation agreements
  - Insurance arrangements
  - Pocket money arrangements
  - Clothing requirements
  - Types of activities to be undertaken
  - Emergency arrangements and awareness of the medical requirements of their daughter
  - Travelling arrangements
  - The right to refuse participation if the completed form is not returned should be exercised or if parents fail to attend the meeting.
- 5.3 In some cases e.g. Health & Social Care, a blanket approval may be obtained at the start of the year. It is important that parents are informed of the planned programme of visits and understand any risks involved before they give approval.

## **6. Safety in and Around Water**

- 6.1 No paddling or otherwise in sea, lakes or rivers should be allowed as an impromptu activity
- 6.2 Swimming Pool activities should follow procedures of baths and only occur in the presence of trained Lifesaver personnel.

## **7. Medical Arrangements**

- 7.1 Accompanying teachers should have knowledge of first aid appropriate to the activity being undertaken.
- 7.2 Girls should be medically fit to cope with the activities.
- 7.3 Parents or guardians should be asked to confirm their daughter's general fitness as well as provide details of any regular medication on the consent form. Visit leaders will take responsibility for ensuring regular medication is used properly. Girls with asthma must have their inhalers close to hand and this should be checked before departure. If a pupil has a Peanut Allergy, one of the adults on the visit must hold a current Epi-pen certificate and be available for that pupil as necessary.
- For children with diabetes a named adult should have the emergency kit.
- 7.4 In the event of a medical emergency the visit leader should send for help if appropriate, inform Dr Casserly and complete an Accident Form (if appropriate) on return to school. Dr Casserly will inform the parents or guardians and the appropriate area office. If the accident or illness is serious or requires hospital attention Dr Casserly must be informed immediately.

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## **8. Insurance**

- 8.1 The LA has public liability insurance which covers all school organised visits. The school has extra travel insurance cover which must be included in the cost of the visit, Mr Pinkney must be consulted about this. For overseas visits foreign travel insurance must be obtained, Mr Pinkney must be consulted about this.

## **9 Accident/Incident Procedures**

### **Prior to out of school visit**

- 9.1 If the visit is out of the school day the Teacher in Charge of visit must negotiate with two members of the Leadership Team to be prepared to be continuously available at an agreed telephone number for the duration of the out of school visit
- 9.2 These contact people must have a duplicate party list and list of contact details for all parents/guardians
- 9.3 Outline procedure regarding how information should be passed on to all the relevant responsible people and parents must be agreed.

### **Post Incidents**

There should be procedures for:

- a. Immediate action to be taken to safeguard all pupils and staff
- b. Summoning outside help from medical and emergency services
- c. Using available resources to control the incident area and the pupils who have been involved in or witnessed the incident
- d. Informing the Headteacher, Chair of Governing Body and LA of the incident and the action taken – through Leadership team contact
- e. Inform the Police or Health and Safety Executive if it is a reportable accident which results in serious injury – consult Leadership team contact
- f. Informing parents/guardians or relative
  - I. of pupils involved in the incident
  - II. of pupils who have been members of the group but not hurt or directly affected
  - III. of teachers who have been involved
- g. the release of information to the media, usually the Head or LA, not the teacher in charge
- h. protect pupils and staff from overzealous media – usually Leadership team
- i. arrange support and counselling for pupils and staff where it is necessary – Leadership team
- j. arrange for interviews and accurate recording of statements from those involved
- k. Near misses - Any near misses must be reported on the debrief form.

## **10 Debrief Form – completed within 3 days of the activity.**

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A complete review of the visit with regard to itinery, supervision and communication must be given to Mrs Rigg on your return. Any incident should be noted and will be discussed with Dr Casserly.

**11. Professional Duty**

The teacher's charge of the pupil gives rise to a professional duty to take such steps that, in the circumstances of an educational visit are reasonable to see that the child is safe and that their welfare is not threatened, i.e. at the end of the activity supervision should continue until pupils are collected.

**Educational Visit Debrief Form**

Educational Visit Debrief Form	
Trip Leader	
Trip Location	
Trip Activity	
Trip Start Date	
Trip End Date	
WWW	
EBI	
Any incidents or near misses? (details please)	
Date submitted by Trip Leader	

**Please give a copy of the debrief form to Mrs Rigg within 3 working days of the visit.**

**Appendix 1**

**EDUCATIONAL VISITS – PROPOSAL FORM**

Educational Visit Proposal Form		Educational Visit Proposal Form	
Trip Leader		Transport Costs	
Trip Objective		Entrance Costs	
Trip link to Mission Statement/Intent		Activity Costs	
Trip Location		Insurance Costs	
Trip Activity		Cover Costs	
Trip Start Date		Total Costs	
Trip Start Time		Cost per student	
Trip End Date		Compulsory Contribution?	Y/N
Trip End Time		Voluntary Contribution?	Y/N
Trip Year Group(s) Invited		If voluntary contribution, budget for remainder	
Trip Staff			
Trip Staff: Student Ratio			
Trip Transport			
Trip Student Participants (if not whole year group)			

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## Appendix 2 Model Trip letter

September 2023

Dear Parent(s)/Carers,

We are planning to take the Year 10 GCSE Geography pupils to **Margam Discovery Centre/Porthcawl** in South Wales to complete the data collection for the compulsory fieldwork element of their unit 3 skills paper. The date for the trip is Wednesday 21st June 2017. Pupils will travel by coach from school to **Porthcawl** in South Wales. The trip will be followed by two off-timetable days to write up the results of the field work in the ICT centre in school.

The trip will give pupils the chance to enhance their geographical understanding of their coasts section in their Physical paper 1 exam in June 2018. It will support their case study knowledge for examination questions and primary data collection for their skills exam which makes up 33% of their GCSE Geography grade. They will follow a structured programme on the day, which is led by our school staff. They will be reviewing coastal management schemes and looking at flood risk on the coast, linked to the physical coasts unit from the AQA examination board. Pupils will not be in school uniform for the trip, however they will need to consider appropriate clothing for the weather. They will need to check the weather in advance of the trip, wear appropriate footwear for a coastal area and bring the appropriate sun cream and or waterproof as required.

In order to confirm the arrangements for this activity, reply slips need to be returned enclosed with a voluntary contribution of £17 to cover the costs of transport, booklets, and insurance in an **envelope with your daughter's name and form** clearly stated on the front and handed in straight to the **Finance Office by Monday 5<sup>th</sup> June**. Your daughter will need to bring a packed lunch and snacks as we envision the girls returning to school at approximately 6.00pm. If your daughter is in receipt of free school meals, please indicate on the reply slip below, no contribution will be needed and a packed lunch can be ordered for her, please indicate any dietary requirements or allergies. We will travel by coaches from school at **7.30am** and are due to return to school at approximately **6.00pm**. If you would like any further information please do not hesitate to contact me at school, either by telephone or email: [jrich@stpaulgl.bham.sch.uk](mailto:jrich@stpaulgl.bham.sch.uk)

Yours sincerely

Curriculum Leader for Geography

.....  
**MARGAM TRIP June 2017 - REPLY SLIP**

Name of Pupil: \_\_\_\_\_ Form: \_\_\_\_\_

Please indicate if your daughter has any **medical conditions** (Asthma, Allergies etc) and return this reply slip to the Finance Office. I consent to my daughter taking part in the visit to **Porthcawl** on Wednesday 21st June 2017. I enclose the voluntary contribution of £17.

My daughter is in receipt of free school meals .....

I require a packed lunch from school (please indicate any allergies/dietary requirements)  
.....

**MEDICAL CONDITIONS:**.....

**EMERGENCY CONTACT DETAILS:** .....

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

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**Detailed Checklist**

**Planning**

**Plan trip at least 12 months in advance!**

1. What are the aims and objectives of the visit? Are they clear and appropriate for the proposed group?
2. Plan a meeting with Polly Rigg to discuss the details of the proposed activity and the travel company details.
3. Check charging policy. What will the overall cost per pupil be? Add Insurance costs.
4. Who will be leader and deputy leader?
5. Check calendar and cover diary for date.
6. Have you made a preliminary visit?
7. How will you travel?
8. What is the adult: pupil requirement?
9. Which members of staff will accompany the trip? How will their classes be affected?
10. Have you considered SEND?
11. Have you carried out a risk assessment?
12. Write draft letter to parents
13. Collect forms and checklists from Mrs Rigg and discuss relevant issues.
14. **COMPLETE FORMS** (as appropriate) and submit, together with draft letter, for checking by Mrs Rigg and approval by Dr Casserly. No trips will be considered unless appropriate risk assessment has been carried out and recorded (see appendix 4).

**After Approval**

1. Put information in the cover diary.
2. Write to parents asking for permission. Ensure that all trip letters have clear details to check medical conditions and medication needed during the course of the proposed activity.
3. Collect and file permission slips, taking care to highlight medical issues.
4. Update risk assessment in the light of pupils medical needs. All members of staff on the visit should have this document.
5. Plan any necessary medical appointments to discuss with health care specialists any specific medical needs e.g. diabetes, asthma, allergies.
6. What are the arrangements for those girls who are not going on the trip?
7. Work out division of labour with accompanying staff.
8. Liaise with Mr Pinkney regarding costs etc and to arrange for the school mobile phone to be available for the trip.
9. Notify the school kitchen at least one week ahead as to how dinner numbers will be affected. Girls who have free school meals are entitled to free packed lunches please order these and arrange to collect them from the kitchen on the day.

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10. List all girls who will be absent from lessons and display on the staff notice board, give one copy to the office and one to Mrs Rigg for inclusion on the weekly bulletin and one to the HOY.
11. Ensure that details of emergency numbers and contacts are with you, and that two of the Leadership group have a copy and are the link people to contact should an emergency arise out of school hours.
12. See all girls going and give clear guidelines for clothing, money, lunch and behaviour.
13. For residential visits ensure that you follow 3.4 – 3.7

### **On Day before or Day of Visit**

1. A copy of the trip letter should be given to the reception staff to ensure they are fully aware of the trip arrangements.
2. Gather pupils calmly before leaving school.
3. Collect first aid kit from the kitchen
4. Collect Mobile 'phone from finance office
5. Collect black bags for rubbish from and buckets/plastic bags in case of sickness from Mrs McGlone.
6. Confirm attendance list with the office.
7. Check that all pupils have brought the required medication. If they have not, contact must be made with their parents to seek verbal permission to take them on the trip. Ensure all required medication is kept by the pupils at all times during the activity.
8. Sit staff throughout coach (this is not only recommended but law on the European continent); make sure they know all procedures, including those in an emergency. Ensure that pupils are aware of behaviour expected and that of Health and Safety, and Risk assessment.
9. Ensure all wear seat belts and have booster seats where appropriate.
10. Register at departure and return and at regular intervals where possible.
11. Remind about behaviour and expectations during the visit.
12. Provide an information booklet for the pupils to follow to ensure they are clear about all aspects of the activity including times and details of venues and how these link to the objectives of the activity.
13. Say a prayer before you leave school and prior to leaving the venue.
14. Regular head counts should be conducted through the visit and particularly before leaving.
15. Refer to the previous guidance about residential activities on page 7.
16. Risk assessment on the visit must be continual throughout the visit.
17. Ensure regular contact is made with link SLT members of staff in school.

### **On Your Return**

Complete a feedback form and submit to Mrs Rigg within 3 days of the activity taking place.

Return first aid kit to the kitchen and mobile phone to the finance, ensuring that the mobile has been charged for future activities.

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**Advanced Medical Details and Consent Form**

Name of Pupil: ..... Form: .....

Address: .....  
.....

Telephone: .....

NHS Number:.....

GP's Name: .....

Address: .....  
.....

Telephone: .....

**Medical Information**

**Pre-Existing Conditions/ Allergies/Dietary Requirements:**

**Present Medication:**

**If your daughter needs to take medication it must be clearly marked and full, written instructions given to the group leader. If she uses an inhaler or epi-pen she must have it with her or she will not be able to go on the trip**

I give my consent for any urgent medical treatment that may arise during this visit.

Signed: ..... Date: .....

Name: .....

Emergency contact details for the duration of the visit:

Date	Name	Number(s)

Appendix 5

**Risk Assessment Template**

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Educational Visit Risk Assessment	
Date trip initially approved by DC	Date paperwork approved by PRG
Date trip initially approved by PRG	
Emergency contact 1	
Emergency contact 2	
Trip Leader	
Trip Objective	
Trip link to Mission Statement/Intent	
Trip Location	
Trip Activity	
Trip Start Date	
Trip Start Time	
Trip End Date	
Trip End Time	
Trip Year Group(s) Invited	
Trip Staff	
Trip Staff: Student Ratio	
Trip Transport	
Trip Student Participants (if not whole year group)	

Hazard Prompts	Hazard	Risk	Level of Risk	Control Measures
Are there any related to the type of group?				
Are there any related to staffing?				
Are there any related to the venue/location/environment?				
Are there any related to the environment?				
Are there any related to the equipment?				
Are there any related to the travel?				
Are there any related to emergency procedures?				



**This information is to be provided to all staff in a teacher led briefing in advance of all trips.**

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# Stay Safe

Recent events in the UK and around the world remind us all of the terrorist threat we face, which in the UK is considered as 'SEVERE', meaning an attack is highly likely. Police and security agencies are working tirelessly to protect the public but it is also important that communities remain vigilant and aware of how to protect themselves if the need arises.

The four minute film, Stay Safe: Firearms and Weapons Attack sets out three key steps for keeping safe. The film is accompanied by an online information leaflet.

The film and leaflet advise that if you are caught up in an incident to 'run, hide and tell' - guidance which can be applied to many places and situations.

## **RUN**



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

## **HIDE**



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

## **TELL**



Tell the police by calling 999.

<http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

## **Film Transcript**

Thankfully, firearms and weapons attacks in the UK are very rare, but tragic events from around the world remind us of the need to always be prepared.

This film gives advice about what to do in the unlikely event of a firearms attack, either in your workplace or elsewhere. You should see this as an opportunity to plan how you would respond to such a threat and stay safe.

### **Mark Rowley:**

*"Stay Safe is a film that's based on proven advice and it has already been seen by over 100,000 people across the country in training and briefing sessions with the private sector. The threat level is currently set at level 'severe', that means an attack is highly likely, indeed it has been at that level for over a year and for that reason we have doubled our efforts by, for example, making an arrest a day.*

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*“Everyone is aware of the terrorist challenges across the world and there have been some awful attacks. It is our view that this advice should be rolled out to the public so that in the tragic event that anyone gets caught up in a marauding firearms or weapons attack, they are better informed now, better advised on how to protect themselves. It can never cater for every possible eventuality and if someone acts on instinct and perhaps decides to fight because they have no choice, then of course we’d never criticise them for that”.*

If you hear gunshots, the best option is to evacuate but only do so if it won't put you in greater danger.

First, consider your route.

Act quickly and quietly, leaving your belongings behind.

Insist others come with you, but don't let their indecision slow you down.

Once you've identified a safe route, run.

Consider your route as you leave:

- Will it place you in the line of fire?
- Is it safer to wait for the attacker to move away before you continue?
- If you can't move to safety, hide.

When finding a hiding place, consider your exits and escape routes. Avoid dead ends and bottlenecks.

- Try to find places with reinforced walls
- Try to lock yourself in a room and move away from the door.
- Be as quiet as possible.
- Switch your mobile phone to silent, and switch off vibrate.
- Don't shout for help or do anything that will give away your hiding place.

The best hiding place with protection from gunfire, will have a substantial physical barrier between you and the attacker.

- If you're able to evacuate, get as far away from the danger area as possible.
- Try to stop others from entering, but only if this won't put you in danger

Call the police.

Dial 999 and tell them clearly, the location of you and the attackers, descriptions of the attackers, their clothing and weapons, information about casualties and building access. Include anything else you think is important.

When the police arrive, they will be armed.

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- They may be dressed differently, depending on their function.
- Their first task will be to deal with the immediate threat to prevent further casualties.
- This may take a long time.
- The police may be unable to distinguish you from the attacker.
- They may treat you firmly.
- Do everything they tell you to do.
- Don't make any sudden movements or gestures that may be perceived as a threat.
- Stay calm, don't shout or wave.
- Keep your hands visible at all times so they can see you are unarmed.
- The armed police may ask for details about the building, the attackers, hostages, and casualties.

Only once it is safe to do so will you be evacuated to safety.

Firearms and weapons attacks are very rare; having a plan will help you stay safe and could save your life.

**As well as the teacher briefing, pupils will all be provided with copies of the information card providing advice on how to deal with a critical incident.**



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