



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.

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 including 2 emergency base contacts.
- 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 and contactable.
- Well planned visits lead to successful visits.

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

- Raising achievement through organised, 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.
- Headteacher that 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 CPL, Visit Leader Training, First Aid and CPL 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 too.
- 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.
- 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, CPL and other training for Educational Visits.
- Approves all visits to recommend to the Headteacher
- Approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff in consultation with the Headteacher
- Ensures the Visit Leader is a school employee.
- Ensure approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately

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- 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 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 risk assessments and an annual 'Fit for Purpose' review of the school Policy for Educational Visits.
- Ensures all visits are in line with government advice.

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/Headteacher.
- Have a thorough up to date knowledge of the school 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.
- 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, telephone numbers of each child and staff member; any special medical requirements; consents to medical treatment, any special dietary requirements and any significant pupil circumstances.



- 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.
- Ensure the educational visit is on Arbor, either via Mr Pinkney for a paid trip or Mrs Rigg for a trip that requires no financial contribution.
- Collate and check parental consent forms for all pupils. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- Complete a Post Visit Debrief form 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's 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.
- 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 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.
- If the trip is residential then adequate supervision is to be made available throughout the night and two people must be available at all times to respond to emergencies.

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 Charging Policy. This must take into account pupils in receipt of free school meals.
- All necessary permission/consent slips must be obtained.

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- 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.
- Parents must attend a meeting at school for all residential visits (at home and internationally).

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 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'

With more hazardous or unusual visits close contact between school and the venue/provider is an important safeguard. A preliminary staff visit should be made if necessary. Visit organisers should 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
- 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

Trips that exceed £10 000 need to be approved by the Governors Finance Committee and require 2 additional quotes.

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 where possible to choose with whom they will be sharing their rooms.
- Ensure an orderly unloading of the coach and gather girls in small groups, with their group leader.
- 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 alcohol consumption by staff is to be discouraged. Two members of staff are to be available at all times 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 Debrief form should be completed, any accident/incident details recorded and the risk assessment reviewed appropriately.

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

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(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 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 included in the bulletin, on Arbor and given to the office. 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 of monies should be done through the finance office using Arbor. The cost of the trip should cover the complete cost of the visit, plus insurance, cover for staff participating and money handling fees. Any deficit for the trip will need to be taken from the department budget. **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.
- 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 (1:15), 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.
- 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

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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.

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.

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.



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) | | | |

Appendix 2

Model Trip letter (consent can be collected via Arbor and further details using a Microsoft form for easier compilation)

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 5th 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

Yours sincerely

Curriculum Leader for Geography

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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 _____

Appendix 3

Simple Educational Visit (Trip) Checklist

When organising an educational visit/trip please use the checklist below to ensure that everything has been carried out that needs to be done and in the appropriate order. All paperwork referred to is found in the shared area/staff paperwork/educational visit paperwork.

| STEP | ACTION | COMPLETED |
|------|---|-----------|
| 1 | Read the Educational Visit policy. | |
| 2 | Email Dr Casserly to check she is happy with the trip proceeding, this is not necessary if it is already on the calendar. | |
| 3 | Email Mrs Rigg a completed proposal form, this should be done as far in advance as possible. | |
| 4 | Mrs Rigg will reply telling you whether it is possible to proceed and will cc. the HOY so they are informed. | |
| 5 | Meet with Mr Pinkney to ensure that all costs are covered and payments set up. N.B. <ul style="list-style-type: none"> • Finance must be seen at least 3 days before any letter goes out so payment can be set up on Arbor. • Purchase order must be completed for the trip. • Trips should have a teacher:student ratio of no more than 1:15. • Any overnight trip must include an insurance contribution of £2 per pupil. • The trip must cover the costs of cover supervisors for all teaching staff out for the duration of the trip – current cost is £130/day. • Minibus costs must be included and availability checked with Kyle/Carol – details in paperwork. • Trips that exceed £10 000 need to be approved by the Governors Finance Committee and require 2 additional quotes. • Overall trip cost must be zero. | |

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| | | |
|----|---|--|
| 6 | Letter and risk assessment emailed and approved by Mrs Rigg before correspondence sent out to parents/guardians (examples in previous trip folders) | |
| 7 | Trip will be added to Arbor by PRG/Finance – can be used to monitor consent and payment as well as carry out correspondence with parents/guardians. | |
| 8 | Staff involved in trip added to cover book. | |
| 9 | Staff made aware of trip via bulletin. | |
| 10 | School mobile booked through office. | |
| 11 | Check that the balance is paid before the trip commences or it will come out of the department budget. | |
| 12 | Ensure office are aware of the trip and participants. | |
| 13 | Take all paperwork, school mobile and student medication on the trip. | |
| 14 | Complete a feedback form within 3 days of trip and return to Mrs Rigg via email. | |

Appendix 4

Advanced Medical Details and Consent Form (can be collected using a Microsoft form for easier compilation)

Name of Pupil: Form:

Address:
.....

Telephone:

NHS Number:.....

GP's Name:

Address:
.....

Telephone:

Medical Information

Pre-Existing Conditions/ Allergies/Dietary Requirements:

Present Medication:

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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

| 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) | | | |

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| 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? | | | | |
| | | | | |
| | | | | |

Appendix 6

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 | |

Reviewed Sept 21
Reviewed Sept 22
Reviewed Sept 23
Reviewed Oct 24