



# Montgomery High School

## Educational Visits Policy

**Approved by Governors' Academic Standards Committee under the powers  
delegated by the Governing Body** **29/01/14**

**Review Period** **3 years**

1. The Governors and Headteacher of Montgomery High School will undertake to provide an educational visit in order to enhance the experiences of all students
2. The Governors and Headteacher also undertake that these visits and experiences are constructed with reference to the following:-
  - Cost – income
  - Access
  - Equal opportunities
  - Health & Safety
  - Curriculum considerations
3. All visits must meet the DCSF Safe and Sound requirements contained in the guidance document Health and Safety of Pupils on Educational Visits
4. With regard to visits, the school will undertake in general terms to notify parents of what activities children will be doing, how these activities will be supervised and by whom, how many children will each member of staff be responsible for and what safety arrangements have been made.
5. If the visit involves out door pursuits, parents will be made aware whether the provider is in possession of an AALA licence (Adventurous Activities Licensing Authority). The school will also provide parents with risk assessment information. This will take the form of:
  - a) information about whether the visit has been checked out by a member of staff on behalf of the school.
  - b) whether appropriate insurance policies are in place.
  - c) whether all staff and all students are totally and fully insured against any reasonable eventuality.
  - d) what arrangements are in place for emergency cover.
6. With some visits being higher risk than others, for example skiing, parents will be made aware in terms of:-
  - i) medical insurance
  - ii) steps have been taken with the authorities to provide safety and care for students
7. Parents will also be made aware that under all circumstances staff will behave in loco parentis and exercise reasonable care. It should be understood by parents that students are individuals who may make injudicious decisions about things which are beyond the responsibility of the staff and which the student themselves may have to take responsibility for. Parents are asked and encouraged to provide all medical information to enable their child/children to undertake the visit with appropriate support.
8. The school will check if Centres, Hotels, Hostels being used for student visits have the correct safety procedures in place and whether 24 hour staff cover is provided.
9. The school will ensure that staff leading school visits and journeys have appropriate relevant qualifications. The school will ensure that all staff are aware of emergency procedures applying to eventualities concerning students in their care.
10. There is a separate school policy for administration of medication on school visits, which is given as an Appendix (3) to this policy. A record of all medical treatment given on school visits will be maintained and returned to the School Reception Officer to be kept on file, including nil returns.

- A Government booklet called ‘Health & Safety of Pupils on Educational Visits – A Good Practice Guide’ is available for parents from the DCSF website or from DCSF Publications, PO Box 5050, Sherwood Park, Annesley, Nottinghamshire, NG15 0DJ.
- The Chair of the Governor’s Academic Standards Committee is the governor responsible for the co-ordination with the Headteacher and staff for school visits.
- Students may be denied access to visits if their behaviour is considered to be detrimental to good order, either
  - because of unacceptable behaviour on a visit
  - or lack of co-operation and/or poor attitude in school.

## 11. PROCEDURES

- 11.1 The organiser should complete a proposal form and pass it to the Headteacher/Educational Visits Coordinator (EVC). The organiser should prepare a risk assessment for any visit – even those of local area and short duration.
- 11.2 The Headteacher should consider the matter with respect to date(s), number of students, cost and staff involved, to decide if it is possible to go ahead or not on the date suggested or perhaps on an alternative date.
- 11.3 Once internally approved, approval will be sought (as appropriate) from Governors.
- 11.4 The organiser should ask the whole staff at briefing to see if there are any unforeseen clashes.
- 11.5 If no problems are raised the visit goes ahead.
- 11.6 The organiser should:
- Enter the date on the school calendar
  - Liaise with Finance/Accounts Office
  - Book transport and accommodation
  - Fill in cover forms for absent staff and pass them to the person in charge of cover, or set staff to do this
  - Write and send letters to parents with a reply slip. Copies of the letter should go to the Headteacher
- 11.7 The finance/accounts officer should:
- (a) collect money with the reply slip
  - (b) record and receipt money collected
- 11.8 The organiser should:
- (a) issue a checklist for equipment needed by students
  - (b) complete any necessary insurance documentation
  - (c) inform the kitchen of numbers affected by any visit
  - (d) check transport and accommodation
  - (e) collect equipment to be taken
  - (f) pin a student list, including the staff to be involved, to the staff room notice board

- (g) leave a file with the EVC with documentation about the visit, including emergency phone numbers and addresses
- (h) brief the Headteacher or Educational Visits Co-ordinator on plans for the visit
- (i) arrange a parents/students meeting prior to the visit to explain everything
- (j) if required, make sure there is a first aid kit

11.9 After the visit the finance office settle the accounts

11.10 All money collected for a visit must be paid into the bank.

11.11 If a float is issued for a visit, any expenditure must be itemised and checked when the visit returns. **After every school visit a summary of income and expenditure must be produced by the organiser and given to the Headteacher.** All visit accounts must be closed after the visit. Small surplus amounts will be placed in a miscellaneous fund to support Educational Visits in general.

## 12. RESIDENTIAL VISITS

12.1 Rationale and Purposes:

Staff will be acting in loco parentis and hence will be responsible for students at all times. The conduct of the visit will be left to the professional judgment of the staff on the visit, within the parameters of the visit Code of Conduct. The following guidelines are provided to help those involved:

12.2 Guidelines

The leader of the visit will need to keep accompanying staff/parents/carers aware of what is happening and the activities that the students will be undertaking. A consistent approach is needed when deciding the limits of behaviour and what students can and cannot do.

Accompanying staff need to support the member of staff taking the lead and keep that person aware of any problems or concerns related to student or staff behaviour

An emergency contact link with a colleague from school will be established prior to the visit.

Any special requirements (e.g. with regard to food, drink or medicines) will need to be established and communicated to all responsible before going on the visit. Decisions need to be made as to whether students with particular special educational needs can safely accompany the visit. There is a separate short policy for medicines on a visit (see Appendix 3).

All efforts need to be made to make sure that the students are safe on the visit and that safety regulations on transport, in the accommodation and on the visits associated with the visit are adhered to.

The safekeeping of valuables needs to be considered depending on the age of the students (e.g. money, cameras, jewellery etc.). The school, however, will not accept responsibility for lost items, including mobile phones. Parents are encouraged to insure personal items.

When students are given free time or unsupervised time outside the residential centre allowing them to be beyond the immediate supervision of staff, they should always be in groups of at least three. Students should report back to staff at pre-arranged times and locations with the frequency of reporting back determined by the students age from, as one example; every ½ hour for Yr.7 students up to 2 hours for Yr.11 students. Parents should be made aware that there will be occasions when they will be unaccompanied, if that is the case. This situation will apply on short visits to theme parks etc.

The staff rotas for patrolling occupied bedrooms should ensure that ONLY female staff go into the girls' dormitories/bedrooms and ONLY male staff go into the boys' dormitories/bedrooms. Staff should not be alone with individual students.

School rules on smoking and alcohol will apply.

Please note the following Appendices:

1. Appeals Process
2. Selection Process and Removal from an Educational Visit
3. Medicines and Educational Visits
4. Guidance to Visit Leaders in the Event of an Emergency
5. Planning Pro Formas – Residential Visits
6. Planning Pro Formas – Day Visit
7. Permission form for Educational Visits/Events of 1 day or less
8. Permission form for Residential Educational Visits
9. Risk Assessment Procedures
10. Visit Arrangements Checklist
11. Further Visit Organiser Guidance
12. Code of Conduct

**13. All visits within the UK will be accompanied by a minimum of 2 supervising staff**

**14. All international visits will be accompanied by a minimum of 4 supervising staff**

**REMOVAL FROM AN EDUCATIONAL VISIT ROSTER AND APPEAL PROCESS**

The school reserves the right to remove any student from any visit at any time prior to going on the basis that the student's behaviour/attitude is unacceptable and he/she may be a danger to themselves and/or other students and staff.

Students will be warned verbally about their behaviour, where appropriate.

The parents of a student exhibiting inappropriate behaviour after a verbal warning e.g. disruption of lessons, insolence to staff, lack of cooperation, lack of respect for school standards/values, problems with other students such as bullying and any other sort of anti social behaviour will receive a warning letter from the Educational Visits Coordinator, sanctioned by the Headteacher. This will indicate the nature of the negative behaviour warning issued. Subsequent lack of behavioural improvement could result in removal from the visit and possible loss of monies.

The school will:

- (a) ensure that all lists of students are vetted for behaviour prior to going on a visit at the point of request. This vetting will be completed by Visit Leaders in conjunction with Progress Leaders/Managers and information passed to the EVC and Deputy Headteacher
- (b) have in place an appropriate appeals process, through which parents/carers may make representation to the Headteacher (or representative) requesting reinstatement. A binding decision will be made by the Headteacher following interview/discussion with both sides – witnesses may be called.

There may be issues surrounding removal from a school visit where a student is subject to a Statement of Special Educational Needs. Following the same procedure as exclusion, students with Statements are treated in the same way as every other and may be removed from a visit roster for appropriate reasons. Students may not be removed from any visit based purely on their Statement of Need.

## SELECTION PROCESS

1. Visits may apply to particular groups
2. We will operate the school equal opportunities policy in all cases, and with regard to gender, race/ethnicity, and entitlement.
3. Certain visits may be focused on a particular group e.g. Year 7 – Paris
4. In the above cases selection is dependant on belonging to the particular group. If there are spaces, others may be invited.
5. Should visits be oversubscribed, the following process applies:
  - (a) Where group capacity exists, attempts will be made to cater for all those students requesting a place.
  - (b) No student will be prevented from participation in curriculum visits on the grounds of not being able to pay.
  - (c) A curriculum visit is defined as a compulsory aspect of the curriculum. A recreational visit will almost certainly assist the curriculum process but is not a compulsory part of the process.
  - (d) Where a travel company sets an upper limit on student numbers a public ballot will operate, after declaring a final date for applications. The ballot will be undertaken by the Visit Leader, supported by Montgomery students. The ballot will incorporate all entrants and generate a numbered waiting list. Details will be recorded and maintained by the Visit Leader and parents will be informed in writing of the ballot outcome.
  - (e) Whilst there is no specific fund to support access to visits which are not ‘compulsory aspects of the curriculum’ (see (c) above) any queries in this regard should be made in writing to the Deputy Headteacher (Guidance and Welfare) outlining the key details. The school is completely committed to providing a wide range of Educational Visit opportunities, many of which are nil or very low cost. Details are available via the ‘Educational Visits’ section of the school website.

Initial visit letters to parents will emphasise that participation is dependent upon continued good conduct. A Code of Conduct for each visit will be agreed by the Visit Leader and Headteacher. Students will sign to accept the respective visit Code of Conduct and be required to abide by this during the visit. Visit Leaders will intervene if students fail to meet the standards of conduct required during a visit.

Intervention could include:

- Reminder to restatement of expectations and standards (initial warning)
- Additional supervision
- Restricted access to activities e.g. removal of ski lift pass
- Final warning
- Removal from visit rosters during the visit and return home

Visit Leaders will communicate issues to MHS base contacts and parents and will at all times prioritise the safety of children, Appropriate supervision will be maintained.



## **MEDICINES AND EDUCATIONAL VISITS**

No medication other than that prescribed by a doctor is given in school.

However, on outings one named designated person should be responsible for holding a supply of paracetamol to be available for students in cases of headache, period pain, etc.

Parents will be requested to sign on the visit application form to say that they agree to this medication being distributed on such occasions.

Records of all medical treatment given on a visit will be maintained and returned to the school to be kept on file, including nil returns.

### **Medical Situations**

The EHIC form must be available in the event of illness but there need to be explicit instructions regarding medical incidents, language barriers, hospital consent forms, et al.

These considerations must be fully investigated before departure and details given to students/staff/parents and the hosts. There will be variation in standards/values across an international perspective. Outside Europe the EHIC will not prevail and systems must be known and identified.

**GUIDELINES IN THE EVENT OF AN EMERGENCY TO STAFF LEADING SCHOOL VISITS**

1. Visit leaders should establish an order of responsibility to indicate who will take over should the original leader be incapacitated during the visit.
2. The visit leader should have a schedule showing which members of the Senior Leadership Team are available to be contacted in the event of an emergency at any time.
3. All the visit leaders will carry a complete list of contact numbers for all children and adults on the visit roster.
4. **In the event of press involvement –**
  - a) All requests for information should be directed to the Headteacher or his/her representative, according to the schedule of the Senior Leadership Team contacts. This applies to all staff and Governors on the visit or at school. It is vital that there is only one authoritative voice, and all others should refer reporters to him/her to ensure consistency.
  - b) The group leader should contact the Headteacher or her representative immediately and brief him/her on the situation.
  - c) The Headteacher or his/her representative (and the group leader) should make it quite clear that a statement will be made at the time which allows preparation and marshalling of all necessary facts by the Headteacher, or the group leader, if more appropriate.
  - d) The Headteacher and/or designated Deputy will inform the Chair and/or Vice Chair of Governors as soon as possible.
  - e) Group leaders should make every effort to avoid contact between children and the media.
  - f) Messages home should carry the same advice to parents – that press statements should be left to the senior members of staff available, and that enquiries from reporters should be referred to him/her.
  - g) Depending on the seriousness of the emergency, it may be necessary to call a press conference. This should be done at school.
  - h) The return home, whether as scheduled or earlier, should be in as controlled environment as possible. Coaches should deliver children directly into school grounds (where possible) and away from the front of school.
  - i) It may be necessary/desirable for the Headteacher or his/her representative to visit the party's location as part of the inevitable enquiry into any emergency.
  - j) Positive aspects of the emergency should be emphasised to the press.

Visit emergencies are challenging experiences and these guidelines are designed to minimise unnecessary impacts.

## Appendix 5 – Further Organisational Guidance for Visit Leaders

These documents are designed to support the efficient and full preparation for Educational Visits in all their varieties.

These are supplementary guidance documents, which do not supersede the relevant Visit Approval forms in Appendix 6, or any other procedural arrangements including the work of the EVC and Evolve system.

Visit Approval forms (Appendix 6) must be submitted for approval well in advance of any proposed visit to enable proper preparation and a streamlined payment plan to be mapped out. This is a critical aspect of planning, especially for high cost visits where every effort must be made to ensure as broad a timeframe as possible for parental payments to be made

# School Visit Planning Progress Form – Residential Visits

The visit/event leader must ensure that the process below is followed and copies of the relevant information and documentation are kept within this file.

|               |  |
|---------------|--|
| Visit Name:   |  |
| Visit Date:   |  |
| Visit Leader: |  |

|                              |  |                              |        |
|------------------------------|--|------------------------------|--------|
| Date of Ballot (if required) |  | Entered onto School Calendar | YES/NO |
|------------------------------|--|------------------------------|--------|

|   |        |
|---|--------|
| Initial Application to Governors Approved | YES/NO |
| Final Approval from Governors             | YES/NO |

## Booking: -

**Action by: Finance/Accounts**

| <i>(Please tick)</i> | Action                         | Final Cost | Initials<br>(Finance/Accounts) | Date |
|----------------------|--------------------------------|------------|--------------------------------|------|
|                      | Visit costed by Finance Office |            |                                |      |
|                      | Visit and travel booked        |            |                                |      |

## Letters and Reply Slips: -

(Copies of letters to be kept within this file)

**Action by: Visit Leader/Admin**

| Letter No. | Approval – EVC (signed) | Approval – HT (signed) | Date issued | Date for return of reply slip | Issued via |
|------------|-------------------------|------------------------|-------------|-------------------------------|------------|
| 1.         |                         |                        |             |                               |            |
| 2.         |                         |                        |             |                               |            |
| 3.         |                         |                        |             |                               |            |
| 4.         |                         |                        |             |                               |            |
| 5.         |                         |                        |             |                               |            |

Continued/

## Final Student and Staff Numbers: -

Action by: Visit Leader

|                               |                      |                            |  |
|-------------------------------|----------------------|----------------------------|--|
| Confirmed number of students: |                      | Confirmed number of staff: |  |
| Teachers:                     |                      |                            |  |
| Associate Staff:              | AL to initial: _____ |                            |  |
| Other Adults:                 |                      |                            |  |
| Are all adults CRB checked?   | YES/NO               |                            |  |

## Cover:

Action by: Visit Leader/Staff attending

| <i>(Please tick)</i> | Action                                  | Initials<br>(Visit Leader) | Date |
|----------------------|---|----------------------------|------|
|                      | Cover Form (s) completed and signed off |                            |      |

## Risk Assessment: -

(to be completed one week before visit and a copy kept within this file)

Action by: Visit Leader

|                              |  |
|------------------------------|--|
| Due Date of Risk Assessment: |  |
|------------------------------|--|

| <i>(Please tick)</i> | Action                                 | Initials<br>(Visit Leader) | Date | Initials<br>(EVC) | Date |
|----------------------|--|----------------------------|------|-------------------|------|
|                      | Risk Assessment completed and approved |                            |      |                   |      |

## Final Sign Off: -

(to be completed three days before the visit)

|                            |  |
|----------------------------|--|
| Due Date of Final Sign Off |  |
|----------------------------|--|

Signed Visit Leader: ..... Date: .....

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

## Action Plan – Visit Leader

| <i>Please tick or mark N/A</i> | Action | Initials<br>(Visit Leader) | Date |
|--------------------------------|--------|----------------------------|------|
|--------------------------------|--------|----------------------------|------|

| Booking Information |                    |  |  |
|---------------------|--------------------|--|--|
|                     | Insurance in place |  |  |
|                     | Minibus booked     |  |  |

| Information to Parents: |  |  |  |
|-------------------------|--|--|--|
|                         | Information to parents including:supervision, departure and return details including collection of students, travel and hotel information, cost, catering arrangements, uniform requirements |  |  |
|                         | Parental permission sought   |  |  |
|                         | Parents information meeting if appropriate, Date.....  |  |  |
|                         | Parents informed re behaviour  |  |  |
|                         | Parents have been informed of insurance policy details   |  |  |
|                         | Parents asked about medical conditions for insurance purposes  |  |  |
|                         | Parental consent obtained for activities, ie swimming  |  |  |
|                         | Parents informed about financial help  |  |  |
|                         | Equipment checklist issued   |  |  |

| Student Information: |   |  |  |
|----------------------|---|--|--|
|                      | Emergency contacts for students collated                            |  |  |
|                      | SEN/Medical information collated and needs considered               |  |  |
|                      | Medical conditions insurance information collated                   |  |  |
|                      | Visit leader has liaised with Progress Managers regarding behaviour |  |  |

| Other Actions: |  |  |  |
|----------------|--|--|--|
|                | CRB checks for all adults attending – list to Personnel Manager 8 weeks before date of visit |  |  |
|                | Kitchen advised of number of students out  |  |  |
|                | Visit Leader familiar with School Visits Policy  |  |  |
|                | Qualifications of visit leaders checked appropriately  |  |  |
|                | School visit phone booked  |  |  |
|                | Briefing/information to all staff attending the visit  |  |  |
|                | Foreign currency ordered   |  |  |

| Final Visit Details: |  |  |  |
|----------------------|--|--|--|
|                      | Visit details/emergency contacts to SLT/Leaders (at least 2 days before visit date and following final sign off) |  |  |
|                      | First Aid kit  |  |  |
|                      | Collect Visit Phone  |  |  |

| Other Actions specific to this visit/event: (please list) |  |  |  |
|---|--|--|--|
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |



## School Visit Planning Progress Form – Day Visits

The visit/event leader must ensure that the process below is followed and copies of the relevant information and documentation are kept within this file.

|               |  |
|---------------|--|
| Visit Name:   |  |
| Visit Date:   |  |
| Visit Leader: |  |

|                              |  |                              |        |
|------------------------------|--|------------------------------|--------|
| Date of Ballot (if required) |  | Entered onto School Calendar | YES/NO |
|------------------------------|--|------------------------------|--------|

### Booking: -

**Action by: Finance/Accounts**

| <i>(Please tick)</i> | Action                         | Final Cost | Initials<br>(Finance/Accounts) | Date |
|----------------------|--------------------------------|------------|--------------------------------|------|
|                      | Visit costed by Finance Office |            |                                |      |
|                      | Visit and travel booked        |            |                                |      |

### Letters and Reply Slips: -

(Copies of letters to be kept within this file)

**Action by: Visit Leader/Admin**

| Letter No. | Approval – EVC<br>(signed) | Approval – HT<br>(signed) | Date issued | Date for return<br>of reply slip | Issued via |
|------------|----------------------------|---------------------------|-------------|----------------------------------|------------|
| 1.         |                            |                           |             |                                  |            |
| 2.         |                            |                           |             |                                  |            |
| 3.         |                            |                           |             |                                  |            |

Continued/

## Final Student and Staff Numbers: -

**Action by: Visit Leader**

|                               |                      |                            |  |
|-------------------------------|----------------------|----------------------------|--|
| Confirmed number of students: |                      | Confirmed number of staff: |  |
| Teachers:                     |                      |                            |  |
| Associate Staff:              |                      |                            |  |
| Other Adults:                 | AL to initial: _____ |                            |  |

## Cover:

**Action by: Visit Leader/Staff attending**

| <i>(Please tick)</i> | Action                                  | Initials<br>(Visit Leader) | Date |
|----------------------|---|----------------------------|------|
|                      | Cover Form (s) completed and signed off |                            |      |

## Risk Assessment: -

(to be completed one week before visit and a copy kept within this file)

**Action by: Visit Leader**

|                              |  |
|------------------------------|--|
| Due Date of Risk Assessment: |  |
|------------------------------|--|

| <i>(Please tick)</i> | Action                                 | Initials<br>(Visit Leader) | Date | Initials<br>(EVC) | Date |
|----------------------|--|----------------------------|------|-------------------|------|
|                      | Risk Assessment completed and approved |                            |      |                   |      |

## Final Sign Off: -

(to be completed three days before the visit)

|                            |  |
|----------------------------|--|
| Due Date of Final Sign Off |  |
|----------------------------|--|

Signed Visit Leader: ..... Date: .....

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



## Action Plan – Visit Leader

| <i>Please tick or mark N/A</i> | Action | Initials<br>(Visit Leader) | Date |
|--------------------------------|--------|----------------------------|------|
|--------------------------------|--------|----------------------------|------|

| <b>Booking Information</b> |                    |  |  |
|----------------------------|--------------------|--|--|
|                            | Insurance in place |  |  |
|                            | Minibus booked     |  |  |

| <b>Information to Parents:</b> |   |  |  |
|--------------------------------|---|--|--|
|                                | Information to parents about the visit including: supervision, departure and return details including collection of students, travel information, cost, catering arrangements, uniform requirements |  |  |
|                                | Parental permission sought  |  |  |
|                                | Parents informed re behaviour   |  |  |
|                                | Parents have been informed of insurance policy details  |  |  |
|                                | Parents informed about financial help   |  |  |
|                                | Equipment checklist issued  |  |  |

| <b>Student Information:</b> |   |  |  |
|-----------------------------|---|--|--|
|                             | Emergency contacts for students collated                            |  |  |
|                             | SEN/Medical information collated and needs considered               |  |  |
|                             | Visit leader has liaised with Progress Managers regarding behaviour |  |  |

| <b>Other Actions:</b> |   |  |  |
|-----------------------|---|--|--|
|                       | Kitchen advised of number of students out             |  |  |
|                       | Visit Leader familiar with School Visits Policy       |  |  |
|                       | Qualifications of visit leaders checked appropriately |  |  |
|                       | School visit phone booked                             |  |  |
|                       | Briefing/information to all staff attending the visit |  |  |

| <b>Final Visit Details:</b> |  |  |  |
|-----------------------------|--|--|--|
|                             | Visit details/emergency contacts to SLT/Leaders (at least 2 days before visit date and following final sign off) |  |  |
|                             | First Aid kit  |  |  |
|                             | Collect Visit Phone  |  |  |

| <b>Other Actions specific to this visit/event: (please list)</b> |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



**Application to Governors for Approval  
for an Educational or Recreational Visit of more than one day's duration**

*to be submitted to the Governors at the latest in the term prior to that in which the visit is proposed*

**Name of Visit:** \_\_\_\_\_

**Name of Teacher in Charge of Visit:** \_\_\_\_\_

|   |  |
|---|--|
| 1. Purpose of Visit   |  |
| 2. Educational or Recreational  |  |
| 3. Proposed dates and duration<br><i>Recreational visits must be taken in School holiday periods</i>  | Depart Date: _____ Approx time: _____<br>Return Date: _____ Approx time: _____ |
| 4. Places to be visited   |  |
| 5. Proposed method of travel  |  |
| a) If proposed method of travel is by minibus, what is the estimated mileage?<br>b) Please give names of intended driver(s)<br><i>(note : two drivers are required for a round visit of more than 120 miles)</i>    |  |
| 6. Estimated number of students   |  |
| 7. Students Involved  | Year Groups: _____<br>Age Range: _____<br>Gender: _____                        |
| 8. Are there any participants with disabilities or medical needs?   |  |
| 9. A) Details of any special requirements (eg. wheelchair access/signed performance)<br>B) First Aid – Please identify the member/s of staff with First Aid qualification and the expiry date of this qualification |  |
| 10. Approximate Cost per Student  |  |
| 11. Adult Supervision : What is the planned student/staff ratio?  |  |
| 12. Safeguarding: Do all planned adult staff/volunteers hold current enhanced CRB checks? If NO, are plans in place to ask them to apply for CRB checks?  |  |

**Form completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by :**

|                          |                       |
|--------------------------|-----------------------|
| <b>AL</b> _____          | <b>EVC</b> _____      |
| <b>Date:</b> _____       | <b>Date:</b> _____    |
| <b>Headteacher</b> _____ | <b>Governor</b> _____ |
| <b>Date:</b> _____       | <b>Date:</b> _____    |

## Final Details and Approval for an Educational or Recreational Visit

*to be submitted to the Governors at the latest to the meeting prior to that in which the visit is to take place*

**Name of Visit:** \_\_\_\_\_

**Name of Teacher in Charge of Visit:** \_\_\_\_\_

|  |                |                            |
|--|----------------|----------------------------|
| 1. Dates and duration  | Depart Date:   | Depart Time:               |
|  | Return Date:   | Return Time:               |
| 2. Places to be visited  |                |                            |
| 3. Method of travel <ul style="list-style-type: none"> <li>• if coach, please state name of company</li> <li>• if privately owned vehicles, please give details</li> <li>• if minibus, what is the estimated mileage?<br/>Please give names of intended driver(s)</li> <li>• if self-drive hire vehicles, please state name of hire company, type of vehicle(s)</li> </ul> |                |                            |
| 4. Students:   | No of Boys:    | No. of Girls: Year Groups: |
| 5. Are there any participants with disabilities or medical needs?  |                |                            |
| 6. Details of any special requirements (eg. wheelchair access/signed performance)  |                |                            |
| 7. Final Cost per Student  |                |                            |
| 8. Student/adult ratio:  |                |                            |
| 9. Staff/Adult Information:  |                |                            |
| Teachers:  | Support Staff: | Other Adults:              |
|  |                |                            |
| 10. Do all adults have a current enhanced CRB check? If <b>NO</b> , identify which do not: what measures have been put in place to ensure supervision of unchecked adults?   |                | YES / NO                   |
| 11. Do staff have appropriate qualifications to supervise any proposed physical activities? If <b>NO</b> , please give details of alternative arrangements made  |                | YES / NO                   |

**Form completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by :**

|  |  |
|--|--|
| <p><b>AL</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Headteacher</b> _____</p> <p><b>Date:</b> _____</p> | <p style="text-align: center;"><b>EVC</b></p> <p>_____</p> <p><b>Date:</b> _____</p> <p style="text-align: center;"><b>Governor</b></p> <p>_____</p> <p><b>Date:</b> _____</p> |
|--|--|

## RISK ASSESSMENT PROCEDURES

The risk assessment must be undertaken prior to going on any visit, including local visits or international visits, and a copy given to the Educational Visits Co-ordinator (EVC) one week before a visit/visit takes place.

Following return from the visit the organiser must complete a risk assessment and return to the EVC with any recommendations for future visits, notifying of any problems or difficulties and general observations about success. This will be kept on file and remain available for external perusal by governors, Ofsted, LA or other interested parties, including parents.

As assessment of potential risks to students and accompanying adults has to be made under Health & Safety legislation, the assessment should cover:

|                   |  |
|-------------------|--|
| potential hazards | (e.g. child getting lost)                  |
| control measures  | (e.g. constant supervision and headcounts) |
| resulting actions | (e.g. contacting police)                   |

The risk assessment should cover the following areas at least:

travel; accommodation; food; activity;  
non-supervised time, stress

The visit arrangements form must be completed and all information must be submitted via the EVC to EVOLVE for final approval **prior to the educational visit.**

The standard Risk Assessment Model and Procedures follow

### Visit Arrangements Checklist

Visit organisers will need to demonstrate that the following considerations/arrangements have been made.

1. How parental permission for the visit will be recorded Yes

2. How the parents or school can contact the party leader Yes

3. How the party leader can contact the school or parents Yes

4. Which party member has illness or type of condition that could lead to treatment. Yes

5. What is to be done in respect of illness or accident requiring medical attention. Yes

6. Details of travel – provider, route, timings, telephone numbers etc. Yes

7. How supervision is to be organised Yes

8. How pocket money is to be organised Yes

9. How parents will collect students at the end of the visit Yes

10. How and who to notify re. delayed return Yes

11. How mild or serious misbehaviour is to be dealt with Yes

12. Whether to take the school's mobile phone Yes

13. How to deal with the Press if there is a problem Yes

14. Have all adults been briefed on any significant details arising out of the risk assessment Yes

15. Is the insurance cover sufficient to cover all eventualities Yes

16. Organizers should obtain good guidance from relevant experts with regard to the specific activities (e.g. skiing, hill walking etc.) Yes

These arrangements are not prescriptive or necessarily total.

## FURTHER VISIT ORGANISER GUIDANCE

### Cash

Any cash to be taken on a visit has to be signed for and receipts **MUST** be returned for the full amount to the Finance office. Auditors require proof of expenditure for all cash paid to staff, as it is public money.

### Medical & Dietary details

All parents of participants taking part in a residential or foreign visit should fill in a medical form outlining any potential medical problems, dietary restraints, swimming capabilities and granting permission for basic first aid treatment to be administered. A standard form is available from the General Office.

### Contacts

Two weeks before the visit, the General Office will establish which member of the senior staff will be on call and prepared an up-to-date contact list for all students and staff on the visit. The visit organiser and the senior members of staff on call will hold the list.

### Press Contact

The visit organiser and other members of staff on visits must not make comments to the press under any circumstances. Any contact from a journalist must be referred to the Headteacher or the appointed member of senior staff on call.

### Cover

The visit organiser is responsible for notifying that cover is required for staff on visits during term time.

### Catering

If the visit is during normal term time, the kitchen must be informed of the numbers going out from school so that they can consider reducing the catering accordingly, in order to avoid wastage of school money.



### Code of Conduct

I agree to abide by the following guidelines:

- a) I must not drop litter e.g. on the coach, on the ferry, at sites we visit, in the hostel.
- b) I must follow all instructions given by coach drivers, ferry staff, site staff and hostel staff. These must be adhered to all times to ensure my safety.
- c) I must follow instructions given by all teaching staff at all times, without question.
- d) I am personally responsible for my belongings, including spending money.
- e) I am personally responsible for the tidiness of my room. I accept that if any member of staff considers my room to be untidy, I will resolve the problem immediately.
- f) I am not allowed to smoke cigarettes whilst on the visit.
- g) I am not allowed to consume alcohol whilst on the visit.
- h) I will maintain perfect timekeeping, meeting at designated times at all times.
- i) I will complete the work booklets given to me to the best of my ability and will hand these booklets in to the Visit Leader during the first week back at school after the half term holiday.
- j) I must use common sense, show courtesy and consideration for others at all times.
- k) I realise I am representing my school, my family and my country whilst on the visit
- l) I fully understand why I am on this visit and am determined to learn as much as possible.

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

Parent's signature \_\_\_\_\_

**NB – Individual visit Codes of Conduct may be modified to reflect particular need**

Equality and Diversity Impact Assessment

|                      |  |                     |
|----------------------|--|---------------------|
| <b>Date: 5/12/13</b> | <b>Policy/Activity: Educational Visits</b> | <b>Assessor: HT</b> |
|----------------------|--|---------------------|

| Number | Protected Characteristics  | Any Concerns Arising? | Details of Concerns                | Recommendations   |
|--------|--|-----------------------|------------------------------------|---|
| 1      | <b>Disability</b>  | ✓                     | Information accessibility          |   |
|        | Example: physical disabilities, learning difficulties or medical needs | ✓                     | Inability to access certain visits | Access arrangements will be made, designed to enable all to participate (wherever possible) |
|        | Young carer/carer  |                       |                                    |   |
| 2      | <b>Gender</b>  |                       |                                    |   |
|        | Females/Males  |                       |                                    |   |
| 3      | <b>Sexual Orientation</b>  |                       |                                    |   |
|        | Example: Gay, Lesbian  |                       |                                    |   |
| 4      | <b>Gender Reassignment</b>   |                       |                                    |   |
|        | Gender Reassignment  |                       |                                    |   |
| 5      | <b>Race/Ethnic Group</b>   |                       |                                    |   |
|        | Example: Black, Asian, Chinese, etc                                    |                       |                                    |   |
| 6      | <b>Pregnancy/Maternity</b>   |                       |                                    |   |
|        | Pregnancy or maternity/paternity                                       |                       |                                    |   |
| 7      | <b>Marriage/Civil Partnership</b>                                      |                       |                                    |   |
|        | Marriage/Civil Partnership   |                       |                                    |   |
| 8      | <b>Religion or Beliefs</b>   |                       |                                    |   |
|        | Example: Jewish, Muslim, Christian etc                                 |                       |                                    |   |
| 9      | <b>Age</b>   |                       |                                    |   |
|        | Age  |                       |                                    |   |