

St. Ethelbert's Catholic Primary and Nursery School



Approved by **forbessolicitors.**

Educational Visits Policy

Date of Policy/Review	September 2025/August 2027
Name of Responsible Person	Mr S. Marshall
Role of Responsible Person	Headteacher
Signature of Responsible Person	<i>S.D.Marshall</i>
Signature of Headteacher	<i>S.D.Marshall</i>
Signature of Chair of Governors	

Our vision for St Ethelbert’s Catholic Primary School and Nursery is to be ‘a school with High Expectations for All, in the Light of Christ’. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils’ needs through appropriate professional development. St Ethelbert’s will be an outstanding school.

‘Every child at St Ethelbert’s is to fulfil their academic, creative, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.’

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils’ education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our pupils’ education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as the beach, museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education](#)
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

3.2 The educational visits co-ordinator (EVC)

Mr S Marshall is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party (no less than 2 weeks before the trip)
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip

- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

<https://www.stethelbertsschool.co.uk/ste-behaviour-policy/>

4. Planning and preparation

The decision on whether or not a visit will take place will be made by Mr Simon Marshall (Headteacher) and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Weather
- Degree of Risk

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board and the Local Authority.

Once the planning form and risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability or an education, health and care (EHCP) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

5. Risk assessment

We will carry out a full risk assessment at least 1 month before the start of all trips.

This will be completed using the school's risk assessment template which can be found on our shared drive and in **appendix 2**, and approved by the headteacher/EVC. Existing risk assessments, which can be found on our shared drive or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the Headteacher.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS - At least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be take on all trips, in accordance with the school's first aid and health and safety policies. These can be found <https://www.stethelbertsschool.co.uk/ste-first-aid-policy/>
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

The daytime ratio of pupils to teacher/adults should not exceed:

1:2	Nursery class pupils
1:4	Reception class pupils
1:6	Years 1-3 pupils
1:10 – 1:15*	Years 4-6 pupils

* For visits abroad minimum staffing is 1:10

Ratios for residential visits must allow for night-time staffing rotas. For self-sufficient, self-led residential visits in remote settings, minimum staffing levels should not be less than 3 adults.

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures <https://www.stethelbertsschool.co.uk/ste-first-aid-policy/>

We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. Communication will be via letter and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

EYFS - We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times.

<https://www.stethelbertsschool.co.uk/ste-charging-and-remissions-policy/>

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential visits

The headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 6 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Review

This policy will be reviewed every 2 years by the headteacher. At every review, the policy will be shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy

- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

Appendix 1: Visit planning information – Essential

Must be completed at least one month before the trip

To be completed by the staff member proposing the educational visit, and submitted to the headteacher.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	TRIP INFORMATION
Date of Preliminary Visit	
Destination/Address of Visit	
Telephone Number of Venue	
Trip date	
Trip Departure and Return time	
Travel distance	
Length of stay	
Copy of Public Liability Certificate received from venue	
Purpose of visit / educational benefits	
Number and age of pupils	
Staff/Pupil Ratio	
Names of Staff/Volunteers	
Name of First Aider (Paediatric for EYFS)	
Transportation options	
Cost breakdown, including multiple options where available	
Resources required, including: <ul style="list-style-type: none"> ● Staffing 	

	TRIP INFORMATION
<ul style="list-style-type: none"> ● Volunteers ● Physical supplies ● Transportation 	
Accommodation options, where needed	
Insurance needed, where applicable	
Risk assessment plans and first aid provision	
Date letter/medial consent form to parents will be sent. (At least two weeks before the trip)	
Emergency Contact details	
Crisis Management Is there a contingency plan B in place? Consider arrangements for the following: <ul style="list-style-type: none"> ● Bad weather preventing activity ● Change of accommodation ● Change of transport arrangements ● Change of timetable ● Accident of pupil/staff/volunteer ● Illness amongst party requiring visit to hospital or return home ● Bad/poor behaviour of students/young people requiring return to home or visit to police/other relevant authority. 	
Contingency Arrangements	
Declarations: I have read the Educational Visits Policy and I agree to follow all guidelines therein (Group Leader) Signed: Group Leader Date: Print Name: Having seen the risk assessment and the required forms I am satisfied that all necessary procedures will be followed. Visit Approved: Yes / No Signed: Headteacher Date: Print Name:	

Appendix 2: risk assessment template - essential

Must be completed at least one month before the trip

We as a school are required by law to carry out a Risk Assessment on all our school visits whether they are day or residential visits.

In practice, Risk Assessments, which employers are **LEGALLY REQUIRED** to carry out, are usually carried out by the Group Leader. The Risk Assessment should be completed well before the visit and should be approved by the Headteacher.

The Group Leader is responsible for completing all risk assessments prior to the trip or visit. These must be completed using the school template. The assessment must include travel to and from the venue, the activities and any individual pupil concerns.

Risk Assessments should be based on the following:

1. What are the hazards?
2. Who might be affected by them?
3. What safety measures need to be in place to reduce risks to an acceptable level?
4. Can the Group Leader put the safety measures in place?
5. What steps will be taken in an emergency?

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE

Appendix 3: volunteer behaviour and code of conduct - essential

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headteacher at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the HeadTeacher's office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's code of conduct, which can be found <https://drive.google.com/drive/search?q=code%20of%20conduct>

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 4: Checklist for Educational visits - optional

This checklist is to help the Educational Visits Co-ordinator and Group Leaders to ensure:

- the health, safety and welfare of young people and staff.
- the maximum educational benefit to children and young people.
- effective management, planning, organisation and leadership.

Area of Focus	Yes/No
<p>Consultation</p> <p>Consult the Educational Visits Coordinator (EVC) and the Headteacher on the nature of the trip and complete a proposal form to seek approval for the trip.</p>	
<p>Costs</p> <p>Work out a budget for the trip and ensure that there are sufficient funds, making allowances for unforeseen developments (complete Budget form available from school Finance).</p>	
<p>Group leader</p> <p>Is there a clearly identified lead teacher, sufficiently experienced and competent to assess the risks and manage the proposed visit activity?</p> <p>If required is there a named deputy leader?</p>	
<p>Purpose</p> <p>Is there a clearly defined purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group?</p>	
<p>Location</p> <p>Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group?</p>	
<p>Preliminary Visit</p> <p>Has the party leader made a preliminary visit to the site or centre to be visited, to check arrangements and to become familiar with the facilities and house rules of site?</p> <p>Check whether the centre is licensed and insured, and ask for the list of qualified instructors and public liabilities certificate.</p>	
<p>Booking</p> <p>Ask school Finance to book the centre.</p>	
<p>Staff</p> <p>Are members of staff, instructors or adult volunteers leading activities suitably qualified and experienced, i.e. competent to do so? Have checks been made regarding instructors competencies and qualifications.</p>	

<p>Have members of staff or adult volunteers been vetted, regarding child protection, where necessary? Does staffing include male and female supervision, where necessary?</p> <p>The leader should identify staff willing to accompany the trip, and ensure appropriate ratios and a gender balance.</p> <p>Staff/Pupil Ratio</p> <p>Will the group have an acceptable staff/pupil ratio necessary for the activities proposed?</p> <p>Do plans and staffing ratios reflect the needs of people with specific needs? Are there sufficient First aiders? (At least one first aider per trip; Paediatric for EYFS)</p>	
<p>Risk Assessment (Appendix 2)</p> <p>Has the group leader assessed the risks involved in all aspects of the visit or activity including travel, the venue, relaxation time and 'cut off' points, environmental, particular ability and, recorded the significant findings (or made reference to a previous record, with amendments as necessary?)</p> <p>Check venue's risk assessment (school, educational centre, museum etc.) which should cover travel from A to B and pupils getting separated/ill.</p>	
<p>Parental Consent</p> <p>Have parents been fully informed on all aspects of the visit through written communication or where necessary meetings?</p> <p>Send a letter to parents outlining the cost and nature of the trip. Ensure that you have consent forms, signed by parents/guardians. (NB No pupil can participate in an activity without consent). Ask for details of pupils' medical needs (NB then you will need to collate two week's before trip and add latest detail immediately prior to the visit) and dietary needs.</p> <p>Keep a journey file, which contains a copy of all letters, lists and information given to parents.</p>	
<p>Equipment</p> <p>Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?</p> <p>If not, will another provider be offering additional appropriate equipment?</p> <p>Are the young people prepared for and physically capable of taking part in the proposed activity?</p> <p>Is the programme suitable for all of the participants?</p>	

<p>Organisation</p> <p>Are sufficient staff aware of dietary and medical needs of young people and staff?</p> <p>Have all relevant people within school/organisation been informed/ considered with regards to the trip?</p> <p>Have staffing implications been considered: Lesson cover? Duty cover?</p> <p>Have suitable and sufficient First Aid arrangements been made?</p> <p>Have all parental medical consent forms and medication including travel sickness pills been collated one week prior to trip?</p> <p>If relevant, have kitchen staff been informed of the visit? (minimum of one weeks' notice required)</p> <p>If required, (Free School Meals) have sandwich lunches been booked? (minimum of one weeks' notice required)</p> <p>Have special diets been considered?</p> <p>Has the trip been entered into the school calendar?</p> <p>Has the school manager been made aware of the trip in case it effects lunchtime duties?</p> <p>Has the paperwork relating to the trip been photocopied so a copy can be taken with the Group leader and a copy left in the school office?</p>	
<p>Transport</p> <p>Have you consulted with the bursar over the transport booking? Is appropriate and legal transport available? Are there suitable and sufficient qualified drivers for any planned minibus journey - Are drivers approved, licensed and insured to drive the vehicle? i.e. did they pass their driving Test before 1st January 1997, or do they need a D1 licence?</p> <p>Have departure and return times be made known to staff, young people and parents?</p> <p>Is there a contingency plan, including an alternative route, in the event of a delay or early return?</p> <p>If using a travel agency or company have appropriate checks been considered when obtaining insurance and undertaken to validate them?</p> <p>If the visit is to be self-drive has a vehicle been secured? If self-drive has the vehicle been inspected? Are details logged with relevant person/section?</p> <p>If a travel company is being used have appropriate checks been</p>	
<p>Finance and Insurance</p> <p>Has the bursar all necessary information concerning the finance of the visit?</p> <p>Have all cost implications been considered: insurance, transport, food, administration, contingencies?</p>	
<p>Approval</p>	

Have the EVC and Headteacher been given all relevant information and their approval obtained?	
<p>Briefing for pupils</p> <p>The briefing will need to include:</p> <ul style="list-style-type: none"> • Behaviour and Code of Conduct. • Appropriate clothing and equipment • Rendezvous procedures • Safety risks of jewellery • Groupings for study or supervisory purposes • Agreed procedures for use of personal music equipment and mobile telephones. • A system or recall and action in emergencies. • Potential hazards. • Relevance to prior and future learning. 	
<p>Briefing for Staff</p> <p>Has the group leader also briefed adults and voluntary helpers?</p> <p>The briefing will need to include:</p> <ul style="list-style-type: none"> • Anticipation of hazards and the nature of the programme. • Emergency plan including alternative route • Defining roles and responsibilities of staff. • Careful supervision, to cover the whole time away. • Standards of behaviour expected from young people (Behaviour policy) • Standards of behaviour expected from staff/volunteers (Code of Conduct and Confidentiality) eg no smoking • In cars/coaches/minibus all occupants should wear seatbelts at all times. Staff accompanying the trip should be dispersed throughout the coach. If more than one coach is being used, lists of children must indicate the coach upon which they are seated. • Regular checking of participants. • How much help to give to young people in their tasks. • A list of names of all in the group. • A list of medical needs in their group and arrangements made to meet these needs (including forms to record all medicines administered during the trip) • A copy of the risk assessment • Communication arrangements. • Emergency procedures. 	
<p>Emergency Contact</p> <p>Have named points of contact (eg EVC or member of SLT) been identified at home or at base in the event of an emergency, who have a full contact list of the group members, including staff and a programme of the group's activities?</p> <p>Are sufficient people aware of procedure and relevant phone numbers in the event of an emergency?</p> <p>Is there adequate time and opportunity to prepare for the visit or activity?</p> <p>Have other staff and colleagues whose work may be affected been notified of planned arrangements?</p>	
<p>Crisis Management</p> <p>Is there a contingency plan B in place? Consider arrangements for the following:</p> <ul style="list-style-type: none"> • Bad weather preventing activity • Change of accommodation 	

<ul style="list-style-type: none"> • Change of transport arrangements • Change of timetable • Accident of pupil/staff/volunteer Any accident involving a member of staff, and all accidents involving students, whether on or off the school premises, but during an school-organised activity, must be recorded in the Accident Book, as soon as the party returns to school. Serious accidents are to be reported to the Health & Safety Executive. HR will advise should the procedure be required. <p>The member of staff who has dealt with the accident or incident should prepare a detailed written statement on the sequence of events, including timings, the involvement of other members of staff and the names of any students who were witnesses. The events should not be discussed with other students' parents, or with the media. It is essential that the Headteacher is contacted /informed of the incident as soon as possible and that parents are NOT contacted directly. The Headteacher is responsible for managing parents at home, PR and media.</p> <ul style="list-style-type: none"> • Illness amongst party requiring visit to hospital or return home • Bad/poor behaviour of students/young people requiring return to home or visit to police/other relevant authority. • Are the relevant people: Governors/Headteacher/EVC/Group Leader & others familiar with current crisis management procedure? • Does the home emergency contact have all relevant emergency telephone numbers including those for Children's Services? <p>Make sure you are familiar with the emergency procedures to be adopted if an accident happens.</p> <p>Contingency Arrangements</p> <p>Please notify your SLT contact immediately of any changes to the schedule</p>	
<p>Follow up</p> <p>After the trip, evaluate the programme.</p> <p>Have arrangements been considered for appropriate follow up work and evaluation after the visit?</p> <p>Has a report been provided for the EVC or other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents?</p> <p>Have other records been completed relating to vehicles or equipment, for example?</p> <p>Have financial records been completed?</p>	