

# Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z J Linington



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## **Educational Visits and Journeys Procedures (these procedures form part of the CBC Educational Visits Policy)**

It is essential that the procedures outlined below are carried out in the order in which they are given:

1. Decide on the venue for your visit and on the learning outcomes. Assess whether this activity allows you to achieve desired objectives.
2. Make a preliminary visit to the venue, discussing and asking for advice from the venue itself or someone who has already visited. If it is an adventurous activity check for LOTC (Council for Learning outside the Classroom) approval.
3. Calculate costs per pupil, complete a draft risk assessment for the group and individuals. Check for pupils with an IHP (Individual Health Plan). When informing Headteacher, include dates of intended visit with costs, numbers of pupils, staff and method of transport etc.
4. Draft a letter to parents for approval by Headteacher. Letter must request any medical issues that staff should be aware of when taking the pupils out on a visit. The letter should contain details of costs and timetables of payments, if applicable.
5. Once approved, the letter will be passed to the office for typing, ensuring there are digital copies on the SSA. Once the letter has been sent to parents, staff must advise the finance assistant to set up payments on the School Gateway.
6. At least 2 weeks before the trip (4 weeks for an "Adventurous" trip), the visit form on EVOLVE should be completed with attachments and forwarded to the EVC. This will be forwarded to the Headteacher who will submit and approve.
7. Once approval has been received from Central Bedfordshire you should begin to put together your field file, a template of which can be obtained from EVC website. This should contain group lists, contact telephone numbers, medical details, risk assessment, itinerary of visit and your plan B if a full programme cannot go ahead.
8. There should be a meeting with pupils and parents if necessary, to discuss the trip in full and the expectations of the pupils e.g. behaviour. There should also be a meeting with the staff who will be attending informing them of general organisation and their role during the visit should be organised.
9. On the day of the visit ensure the school has a copy of all the relevant details including emergency contacts and lists of pupils on the visit. A register should be passed to the front office before departure.
10. Staff attending the visit should be given a copy of the risk assessments and field file. There must be at least one field file and first aid kit per vehicle, including nominal rolls for each.
11. Residential visit/visits abroad should be planned at least 6 months in advance. This is to ensure that staff, parents and pupils are fully informed of the trip details. It also allows an appropriate time for parents to make arrangements and payments.
12. Parent volunteers on one-off school visits should not be left unsupervised with children, unless proof of DBS can be shown. Parent volunteers should be attached to a group supervisor. Parent

volunteers cannot act as group supervisors for children on visits, unless proof of relevant supervisor training can be shown.

As a school we aim to include all children on visits (day or residential), meeting the guidelines of Inclusion for all schools.

Signed \_\_\_\_\_

Chair of Governors

Date approved Sept 2020

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