



# Educational Visits Policy

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This policy document is informed by the following:

1. NPW Health and Safety Standard Procedure – Educational Visits Guidance (SP54), September 2015
2. Health and safety: Advice on legal duties and powers, February 2014 ([www.education.gov.uk](http://www.education.gov.uk))
3. “Health and Safety: Advice for Schools” DfE guidance, June 2013 (<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>)
4. “School Trips” and “Minibus Safety”, ROSPA guidance documents ([www.rospa.com](http://www.rospa.com))
5. “Health & Safety on Educational Excursions” Scottish Government guidance document ([www.scotland.gov.uk](http://www.scotland.gov.uk))
6. “School Trips: Glenridding Beck,” and “Five Steps to Risk Assessment,” Health & Safety Executive guidance documents ([www.hse.gov.uk](http://www.hse.gov.uk))
7. “Taking Students Offsite” ATL guidance document ([www.atl.org.uk](http://www.atl.org.uk))
8. “What is Outdoor Learning?” and “Why does Outdoor Learning Matter?” Institute for Outdoor Learning guidance documents, ([www.outdoor-learning.org](http://www.outdoor-learning.org))
9. “The Drivers’ Declaration Form,” an ISBA model document by D E Ford Insurance Brokers, 2009 ([www.deford.co.uk](http://www.deford.co.uk))
10. The Outdoor Education Advisers’ Panel (OEAP) (<https://oeapng.info/>)
11. SCE Policy, Procedures and Guidance for Outdoor Education and School Off-site Visits ([https://assets.publishing.service.gov.uk/media/5a7ddb8f40f0b65d8b4e3edd/SCE\\_Outdoor\\_Ed\\_Policy\\_Guidance\\_Procedures.pdf](https://assets.publishing.service.gov.uk/media/5a7ddb8f40f0b65d8b4e3edd/SCE_Outdoor_Ed_Policy_Guidance_Procedures.pdf))



# Educational Visits at Lister

## PART 1: INFORMATION FOR PARENTS

### 1. Introduction

1.1 At Lister Community School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our students unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each educational visit is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend students' knowledge of the world. The common factor is that they all make an essential contribution to a pupil's development and education in the broadest sense of the word.

### 2. Our Educational Visits

2.1 Lister Community School places great value on educational visits for all of its students, recognising that they provide a unique opportunity to support and enhance the curriculum and to extend and support classroom-based work. We regularly take students on a wide range of educational visits in order to support and enhance the school curriculum.

2.2 The range of educational visits offered by the school is vast, including (but not limited to) colleges, universities, and other training providers, as well as historic sites, museums, galleries, and other places of interest. There are regular visits to theatre and concert venues for pupils of all levels and our sporting teams run a large programme of off-site and home fixtures. The school also offers many residential visits, with both a curricular and extra-curricular focus, and we regularly run field visits.

### 3. Information on Planned Educational Visits and Activities

3.1 You will always be notified in advance:

- If your child is going to be out of school during the normal school day in order to visit a local museum, theatre, nature reserve or historic site, or for a sporting fixture. We will always seek your permission if the visit involves an extra charge, supplying a packed lunch or if a late return to school is expected. It is school policy not to charge parents for educational visits that take place during the school day.
- We endeavour to send details of planned educational visits and activities well in advance to all parents/carers of students of the relevant year group or cohort. Parents/carers who opt for these visits are always invited into the school for a full briefing before their child departs on a visit that involves an overnight stay, either in the UK or overseas or on a day visit abroad, which is likely to involve a very early departure and/or a late return.



## 4. Consent

4.1 The Educational Visits Indemnity Form provides your consent for your child to participate in local visits, within the confines of the regular school day, without the need to obtain additional consent. Additionally, it allows accompanying Lister Community School staff to act in loco parentis in the event of a medical emergency, and includes your current contact details and any medical or other welfare details we need to know.

4.2 However, any visit that extends beyond the normal school day, involves an overnight stay, collection or dismissal from a different venue, an overseas visit, or an extra cost to you will require additional specific, individual written consent.

4.3 PLEASE NOTE: no child will be allowed to participate in any such visit without a fully completed and signed consent form, which includes details of where and how you may be contacted in case of an emergency.

## 5. Safety

5.1 Safety is our top priority. We expect you to support the school in ensuring that your child follows instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment appropriately. We reserve the right to send any student home early, at their parents/carers' expense, if they decline to follow reasonable instructions given for their own safety, (or do not adhere to the school's expectations of behaviour).

## 6. Costs and Charges

6.1 It is school policy that day visits are charged to the budget of the department organising the visit and not to the student. Costs for residential visits not for curriculum-based purposes will be charged to the student taking part. The school's Hardship Fund can sometimes provide funding support for individual students who find financial difficulty in participating in curriculum-orientated educational visits or visits which are intended to be representative (e.g. sports tours, choir visits or residential fieldwork). A discussion should take place with the Educational Visits Co-ordinator. An application form can then be given to the parents of the relevant support to apply for funding support.



## **PART 2: GUIDANCE FOR STAFF LEADING OR INVOLVED WITH EDUCATIONAL VISITS**

### **7. Introduction**

7.1 Lister Community School recognises the educational benefits to be derived by students from experiencing educational visits and being out of the school environment, either during a school day or on residential visits. We expect that every member of our staff endorses the educational value of activities outside the classroom. We encourage all staff to participate in them, and to assist with the planning and organisational arrangements. We always welcome suggestions from staff for new educational visits to suit the changing curriculum. The school is also very appreciative of the drive and willingness of staff to organise and accompany such educational visits.

### **8. Legislation Affecting School Visits**

8.1 The main duties are set out in the Health and Safety at Work Act 1974. However, litigation against Governors, Headteachers and Teachers most frequently results from a breach of 'duty of care'. The school's own educational visit policy is vital. A staff member who acts outside of these duties, either negligently or recklessly, may become personally liable.

8.2 Staff are legally bound to carry out the directives of the Headteacher in regard to school visits and Headteachers are also legally bound to insist that they be followed to the letter. School visits can cause problems as a result of either inappropriate action on the part of teachers, or much more commonly, as a result of omission - where a teacher does not lay down guidelines to cover circumstances which could have been anticipated.

8.3 Although all educational visits involve some element of risk, this can be minimised to an acceptable level by careful planning and preparation. Communication with parents in writing on all aspects of the visit is also important, as well as a need for the School to receive signed acknowledgement from them that they have read and are satisfied with the publicised plans for the visit and on all aspects of school policy relating to it.

### **9. Roles and Responsibilities**

9.1 Educational Visits Co-ordinator (EVC) The school has an appointed Educational Visits Co-ordinator (EVC). The EVC supports the Senior Leadership Team in the process of approving visits, by:

ensuring that they are spread through the different age groups and across the school year assisting staff involved with organising visits keeping records of all previous visits ensuring that risk assessments meet requirements organising training and induction for staff overseeing the organisation of emergency arrangements reviewing approval procedures and systems, monitoring practice and evaluation



## 9.2 Visit Leader

Every visit, no matter how short, must be planned in advance by the member of staff who is responsible for organising and running it. S/he will always have had experience of accompanying school visits before taking on the role of Visit Leader. The EVC provides guidance and support for all potential Visit Leaders, which covers practical advice on conducting risk assessments, emergency procedures, insurance, budgeting and action to be taken in an emergency. The Visit Leader is expected to be competent and in turn able to assess the competence of others adults supporting them.

Visit Leaders are directly responsible for pupils' behaviour whilst on the visit and for any necessary preparation (see below).

The visit Leader must demonstrate that there are appropriate arrangements for dealing with first aid emergencies for the duration visit- this includes awareness of all medical needs of students and carrying requisite medical supplies during the visit.

A visit leader must have undertaken 'Trip Lead' training and must NOT be a teacher completing their initial teacher training

## 10. Personal Liability and Insurance

10.1 The law places the Visit Leader "in loco parentis". The DfE Guidance, Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, must be read by all Visit Leaders. It explains that their responsibility is to act as any reasonable parent would do in the same circumstances. Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Lister Community School, as their employer, will always support them in the unlikely event of an accident occurring, provided they have exercised reasonable care, have not acted negligently or recklessly, and have followed school guidelines at all times.

10.2 Lister Community School has both Employers' Liability Insurance and Public Liability Insurance, as well as a group travel policy that covers visits inside the UK. The policy covers most school visits, but does not cover all adventurous activities, such as climbing or scuba diving. The Visit Leader must ensure that appropriate insurance is arranged for participants on visits abroad and any member of staff organising an adventurous or hazardous activity must check, via the School Business Manager, whether or not the activity is covered by the school's policy. The Visit Leader must ensure s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

## 11. Transport: Minibuses and Use of Personal Vehicles

11.1 No-one should drive the school minibus unless s/he has qualified as a minibus driver. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At Lister Community School, we expect every member of staff to complete a Drivers' Declaration Form before s/he drives pupils in a school minibus and to comply with the school policy on the use of minibuses, including following guidelines on checking roadworthiness and general suitability for use.

11.2 Lister Community School's policy is to discourage staff from transporting students in their private cars, and never to allow them to be transported in cars belonging to parents/helpers (unless the parents make a

private arrangement that does not involve the school). When it is unavoidable that staff use their own vehicle, they may do so only if an insurance undertaking form has been completed and held by the School Business Manager. This is a signed statement declaring that:

- the vehicle has a valid MOT certificate and is in a roadworthy condition
- the vehicle has valid road tax
- the driver's insurance covers business travel
- the driver is not taking any medication that may impair their driving ability

11.3 The School Business Manager attaches to this form, and retains, a copy of the driver's driving licence, including the paper licence if appropriate, evidence of the MOT and insurance.

## **12. Planning an Educational Visit**

12.1 Educational visits may be arranged by any Subject/Faculty, but due consideration must be given to any events already authorised on the School Diary.

12.2 Visits must only take place after a rigorous planning and risk assessment process has been completed. A basic checklist (for routine visits) and a more comprehensive checklist (for adventurous, residential and overseas visits) are included with this policy as Appendices A and B respectively. Leaders must additionally complete a trip outline (Appendix D) to add to the Evolve form.

12.3 Timing of educational visits must be discussed with the Head of Faculty, their SLT Line Manager, the School Diarist and the EVC prior to any publicity surrounding the visit being given to students.

12.4 Educational visits for all students must be planned so as not to negatively impact upon their preparations for both internal and public examinations.

12.5 Final consent will be provided by the EVC, Headteacher, or Governing Body (dependent upon the nature of the visit).

## **13. Preparing Students**

13.1 The Visit Leader will ensure that students are well prepared before the visit takes place so they understand what the visit will entail, health and safety protocols and the behaviour expected. For educational visits abroad, a meeting for students and parents will be held so that any concerns can be raised and arrangements can be discussed in more detail.

13.2 The conduct and behaviour of pupils on a school visit will be subject to all aspects of school policy, e.g. obedience to members of staff, courtesy and good manners, rules appertaining to alcohol, smoking etc.

13.3 On matters not normally covered by school policy, organisers should make any decisions in the light of their in loco parentis responsibilities, i.e. being able to justify their decisions as those which would be reasonable if made by a responsible parent.

13.4 Visit Leaders will also be aware of any pupils requiring medication during educational visits and ensure that such pupils are able to either (a) manage their own medical needs, or (b) be sufficiently cared for by the accompanying staff.





## 14. Advance Preparatory Arrangements

14.1 The amount of advance preparatory work required may vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and returning in time for school lunch. By contrast, a visit lasting a week or more to a country outside the EU, requires considerable research and preparation.

14.2 Repeat visits and shorter visits may need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms.

14.3 Appendices A and B designed to cover are designed to assist with the planning that a Visit Leader needs to undertake for both routine and non-routine visits. They are designed to be as comprehensive as possible.

## 15. Risk Assessment

15.1 All Visit Leaders at Lister Community School are expected to provide a comprehensive risk assessment on the potential hazards involved in any educational visit or activity which they are planning.

15.2 Visit leaders should consider the following when preparing their risk assessments:

- Identifying the potential hazards of the place being visited
- Identifying the potential hazards of any transport being used
- Listing the groups of people that are especially at risk from the significant hazards, including students with learning, medical or other difficulties or disabilities
- Listing existing controls or notifying where the information may be found
- Considering how s/he would cope with the hazards which are not currently identified or fully controlled
- Carrying out continual monitoring of hazards throughout the visit

15.3 Risk Assessments should be prepared and submitted using an approved Risk Assessment Pro Forma, such as EDVIS03 in Appendix C.

15.4 Additionally, guidance can be sought from the EVC who holds a number of standard risk assessment templates that cover sports fixtures, theatre and museum visits and most of our regular visits.

15.5 Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. This information should be included into the main risk assessment for the event. The Visit Leader should ask for copies at the planning stage and confirm that it will meet the requirements of Lister Community School for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances.

15.6 When planning an activity involving caving, climbing, trekking, skiing or water sports the leader of the trip must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).



15.7 All risk assessments should be completed and submitted to the EVC, via EVOLVE, a minimum of 10 working days of the planned visit. This allows time for scrutiny and amendment as required.

## 16. Supervision - Student : Staff Ratios

16.1 A guide for Student : Staff ratios for visits and off-site activities is set out below:

1:15	Years 7 upwards
1:10	All visits abroad

16.2 PLEASE NOTE: there is no fixed supervision ratio, and a number of factors must be taken into consideration when deciding on the appropriate level of supervision. It is the responsibility of the Visit Leader to ensure that appropriate student : staff ratios and sufficient supervision is maintained at all times during the visit.

## 17. Supervision - During the Visit or Activity

17.1 Primary responsibility for the safe conduct of the visit, including student behaviour, rests with the Visit Leader. Staff must collect a trip phone and first aid kit from reception in the morning on the day of departure from main reception.

17.2 S/he has sole responsibility for amending the itinerary and risk assessment in the event of unforeseen events, delay or sudden deterioration in weather conditions. S/he will liaise with any partner school or other organisation in the event of difficulties. S/he may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel, etc.
- Checking that all students wear their seat belts.
- Checking the fire exits and escape routes at each venue.
- Asking all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the Visit Leader's mobile if they are going to be allowed out in small, unsupervised groups (a school mobile is available upon request for all Visit Leaders).
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after (or reminding students to look after) valuables and medication
- Keeping an account of all expenditures. - Recording all accidents and near misses

17.3 Staff must also ensure that they are at all times throughout the visit carrying:

- Consent slips
- Trip Phone -Which holds numbers for EVC + DSL
- Mini First Aid Kit



## 18. Illness or Minor Accidents

18.1 If a student has a minor accident or becomes ill, the Visit leader, or another member of staff will take him/her to the local hospital or clinic.

18.2 If the visit is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK.

18.3 The Visit Leader will phone the student's parents/carers (or their Emergency Contact) if a child has an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

18.4 If there is an injury, dangerous occurrence (where something happens that does not result in an injury, but could have) or medical emergency on a school visit there is a legal obligation to report it (RIDDOR 2016) to both the EVC and the School Business Manager, by email in the first instance. If deemed necessary then the appropriate paperwork would need to be completed.

## 19. Emergency Procedures

19.1 In the event of a serious accident resulting in death or injury of one or more of the students and staff, the Visit Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the SLT Emergency Contact of what had happened would be the next tasks for the Visit Leader, who must give a full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he/she should say so, and ensure that follow-up communications with the school are maintained. S/he would also need to arrange (using another member of staff) for the school's insurers to be contacted as quickly as possible (together with the British Consul, if the accident happened overseas). A full record should be kept of the incident, the injuries and of the actions taken.

19.2 Depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any student who has an injury. We will use mass communication methods (e.g. email, messages on our website) for communicating with those whose children are not affected. This is in line with the school's Critical Incident procedures held by the School Business Manager.

19.3 Communication with the media should always be left to the designated member of SLT, usually the School Business Manager. The Visit Leader should refer the media to the School. If comment is unavoidable, it should be brief, factual, calm, with no attempt made to cover gaps in knowledge. Students must not talk to the media.

## 20. Delayed Return

20.1 If a visit is delayed, the Visit Leader should phone the school reception (if during the school day), or the SLT EVC lead or DSL (out of school hours), who will in turn contact all the parents via text to alert them



to the delay and the revised time of arrival. If a visit is delayed, the trip lead should encourage students to contact their parents. Where this is not possible the trip lead should contact parents using the trip phone.

## **21. On Return**

21.1 A short evaluation should be submitted after the visit (within one week of return) to the EVC commenting on both the success of the visit and on any problems encountered, referring to the following:

- Organisation of the visit
- Behaviour of students and staff
- Any unexpected / unplanned events and how they were handled
- Particular successes or outstanding students

21.2 The Visit Leader should also send a short report to the EVC about the visit, along with photographs for the website where possible.

21.3 The Visit leader must return all School property, together with a report of any lost or damaged property.

21.4 S/he should also:

- Remind all staff to delete any records of pupils' mobile telephone numbers that they may have acquired on the trip phone during the visit.

## **22. Additional Guidance**

22.1 Visit Leaders may access additional guidance on educational visit planning through the EVOLVE platform, and through NPW Standard Procedure 54 – Educational Visits Guidance.

22.1 Generic, non-specific risk assessments are available from the EVC in order to assist Visit Leaders with the risk assessment process.





# Educational Visits Checklist

## Routine Visits (EDVIS01)

This form may be used to assist in the planning of routine educational visits, but should not be considered as exhaustive or complete. For non-routine visits, such as those involving an adventurous or residential element, pro forma EDVIS02 should be used.

	Yes / No / NA	Notes
<b>School Diary</b>		
Has School Diary approval been granted?		
<b>Students</b>		
Has a register of students participating in the visit been created?		
Has a register of students been submitted to the "Bulletin"?		
Has a register of students been submitted to the EVC and School Office?		
Have arrangements been made for any students with SEND/specific medical needs? (Give details on separate sheet)		
Have students been fully briefed on all aspects of the visit (including behaviour, clothing, etc.)?		
<b>Staffing</b>		
Has the Visit Leader familiarised themselves with the School's and the LA's educational visits policies and guidance?		



Have supporting staff been made aware of their responsibilities during the visit?		
Have all staff attending the visit submitted School Diary requests and arranged cover work (if applicable)?		
<b>Safeguarding</b>		
Has the Visit Leader ensured that DBS clearances are in place for all staff accompanying the visit?		
Have suitable arrangements been made for the provision of First Aid, should it be required?		
Are staffing ratios appropriate for the group/location?		
<b>Destination</b>		
Has a pre-visit been conducted?		
Is the Visit Leader confident that the destination can provide a safe and suitable service?		
<b>Risk Assessment</b>		
Has a visit specific risk assessment been completed and approved by the EVC?		
Has the visit specific risk assessment been viewed and agreed by all staff accompanying the visit?		
Is there a contingency plan (Plan B) in the event of an incident or change in plans?		
<b>Transport</b>		
Have the credentials of any external transport/travel company been checked?		
<b>Packed lunches</b>		
Have students been informed of lunch requirements?		
Have packed lunches been ordered for all students entitled to Free School Meals?		
<b>Parental/Carer Consent</b>		

Have parents/carers been fully informed in writing of the visit?		
Has a copy of the letter to parents been provided to the EVC?		
Has parental/carers consent and contact information been obtained?		
<b>Evaluation/Follow Up</b>		
Is there a clear procedure for recording/reporting/reviewing any accidents/near misses?		
Has a member of staff been appointed to produce a publicity report on the visit?		

A copy of this checklist should be retained for your records, and uploaded to EVOLVE.





# Educational Visits Checklist

## Non-Routine Visits (EDVIS02)

This form may be used to assist in the planning of non-routine educational visits, such as those involving an adventurous or residential element. It should not be considered as exhaustive or complete.

*Text in italics indicates that the action may not be required (dependent upon the type of visit planned).*

	Yes / No / NA	Notes
<b>At least 12 MONTHS in advance</b>		
Obtain advice from the EVC, on suitable dates, precedents, etc.		
Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number and age of participants with EVC.		
Calculate the staff to student ratio.		
Prepare a draft itinerary.		
Decide mode of transport for all parts of the journey.		
Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies (the costs of the accompanying staff must be included).		
Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority (AALA).		
Obtain clear statement from the activity centre about their responsibilities for the safety of the students before making any commitment. Ask for copies of their risk assessments.		





Prepare the risk assessment(s).		
<i>Check the school's insurance cover, if the visit involves hazardous activities.</i>		
<i>Arrange appropriate additional travel insurance.</i>		
Confirm appropriate staffing levels.		
Confirm First Aid coverage with EVC.		
Ensure that all accompanying staff have an Enhanced Disclosure from the DBS.		
<i>Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.</i>		
<i>Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants).</i>		
<i>Ascertain the medical and visa requirements.</i>		
<i>Establish when the deposits are required by tour operators/airlines/activity centre, etc. and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff).</i>		
<i>Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office.</i>		
<i>If necessary, attend a First Aid and/or minibus driving course beforehand.</i>		
<b>At least 2 TERMS in advance</b>		
Write a <i>preliminary</i> letter to send to parents and carers of the target age group, outlining the learning aims and purpose of the visit, the programme and the expected maximum cost. Ask for acceptance, together with a deposit (or full payment) by a specific date. <i>Mention that parents will be invited to a briefing meeting within six weeks of departure.</i> Explain any restrictions on numbers. The letter must include details of the travel company/activity provider to be used, <i>and may include a request for passport details (if relevant).</i>		

Brief students about the visit, its dates and purpose. This may be either as a formal meeting with all students involved or as a discussion in an educational/classroom context.		
Check names of all students wishing to participate against medical records. Discuss with EVC concerns about special arrangements that may be required for handling any specific medical or SEN issues.		
Collect payment and arrange with the Finance Office to set up a unique cost centre in the school accounts for the visit.		
Arrange for the Finance Office to pay required costs.		
<b>At least 1 TERM in advance</b>		
<i>Finalise the costs with Travel Company etc.</i>		
<i>Insist that all coaches are fitted with seat belts (this may not be possible in every country).</i>		
<i>Calculate the final cost for parents and carers (including contingency to cover delays, etc.).</i>		
<i>Inform parents and carers of the medical and visa requirements. Advise parents and carers of non-British passport holders that they are responsible for ascertaining visa requirements of the country to be visited.</i>		
<i>Collect the balance from the students and hand to Finance Office for crediting to the visit account.</i>		
<i>Arrange for the Finance Office to pay the balance to the airline, hotel, Travel Company etc.</i>		
<i>Brief and prepare the students in advance.</i>		
<i>Ensure students are given plenty of advance notice if they need special equipment (e.g. for skiing).</i>		
<b>At least 6 WEEKS in advance</b>		
<i>Provide the Finance Office details of requirements for foreign currency/travellers' cheques/pre-paid foreign currency card. Agree collection arrangements.</i>		
<i>Arrange meeting with parents and carers to brief them on all aspects of the visit, including:</i>		



<ul style="list-style-type: none"> <li>- <i>The itinerary, including the meeting and collection points.</i></li> <li>- <i>Contact details for the hotels/hostels.</i></li> <li>- <i>The money, clothing, kit and equipment that the students need.</i></li> <li>- <i>The medical and visa requirements.</i></li> <li>- <i>The expected standards of behaviour, and the potential risks of irresponsible behaviour.</i></li> <li>- <i>The ground rules on consumption of alcohol, tobacco and illegal substances.</i></li> <li>- <i>Remind parents and carers that those students who ignore or flout the behaviour code risk being sent home at their parents/carers' expense. Students remain subject to school rules throughout the visit.</i></li> <li>- <i>Arrangements for handling illness and accidents, and arrangements for informing parents and carers in such circumstances.</i></li> <li>- <i>Arrangements for communicating with parents and carers in the event that the return is delayed.</i></li> <li>- <i>The need to notify the school in the event of contact with an infectious disease within four weeks of travelling.</i></li> <li>- <i>The reasons why a completed consent form is essential.</i></li> <li>- <i>The need for a copy of each student's passport.</i></li> </ul>		
Send all parents and carers a copy of the Medical Update form with specified return date.		
If appropriate, book packed lunches.		
Brief students on expectations of standards of behaviour.		
Book travelling First Aid Kit from the School Office.		
<b>At least 2 WEEKS in advance</b>		
Chase parents and carers who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within 3 working days of departure.		
<i>Obtain photocopies of each student's passport</i>		
<i>Check all tickets for accuracy. Store them in the school safe until collection.</i>		

<p>Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Visit Leader and other accompanying staff, and emergency procedures.</p>		
<p>Prepare packs for the EVC, Leadership Team Emergency Contact and for each member of accompanying staff, that contain the following information:</p> <ul style="list-style-type: none"> <li>- The itinerary (<i>including address/phone numbers of all locations where the party is staying</i>).</li> <li>- The Visit Leader's mobile number.</li> <li>- Mobile numbers of all participating staff.</li> <li>- A list of pupils, together with copies of their parental contact forms (which includes details of each student's medical conditions – drawn down from SIMS).</li> <li>- Details of any regular medication required by students.</li> <li>- <i>Copies of all passports and travel documents</i></li> <li>- Emergency contact numbers for the member of the SLT designated to be on-call.</li> <li>- Out of hours contact details for the SLT Emergency Contact.</li> <li>- <i>The address and contact details of the nearest British Consul.</i></li> <li>- A copy of the tickets, travel insurance document (including emergency contact details).</li> <li>- A copy of the risk assessment/s.</li> <li>- Location of local hospital or other appropriate medical centre.</li> <li>- <i>Copies of the serial numbers of any travellers' cheques.</i></li> </ul>		
<p><b>ON THE DAY</b></p>		
<p>Collect tickets and foreign currency from the Finance Office.</p>		
<p>Give visit information packs to designated school recipients and to other staff participants.</p>		
<p><i>Give each student the names, addresses and phone numbers of their accommodation.</i></p>		
<p>Remind students about the rendezvous, dress code, standards of behaviour, etc.</p>		
<p>Remind students of the potential risks of irresponsible behaviour</p>		

<i>Remind students to bring passports. Ask to see each passport.</i>		
Collect travelling First Aid Kit(s). Check contents.		
Collect additional medications for students (where appropriate).		
Collect packed lunches (where appropriate).		

A copy of this checklist should be retained for your records, and uploaded to EVOLVE.





# Educational Visits

## Risk Assessment Pro Forma (EDVIS03)

<b>Visit Name</b>	
<b>Visit Date</b>	
<b>Visit Leader</b>	
<b>Visit Staff</b>	

All potential hazards associated with this educational visit should be identified using the grid below. For each hazard, a brief explanation of the risk should be provided, alongside an explanation of the measures that will be taken to reduce this risk. For each identified hazard, a member of staff must be identified as responsible for ensuring adherence to the specified control measure.

The completed Risk Assessment Pro Forma **MUST** be approved by the Educational Visits Co-ordinator prior to the visit, **MUST** be shared with all attending staff, and **MUST** be discussed with students prior to the visit taking place.

The EVC holds a series of generic risk assessments which may be used to assist in completing this form. They **MUST** be adapted and amended to ensure that they are appropriate to your planned visit.

Identified Hazard	Risk	Control Measures	Person Responsible

Each hazard should be identified in a separate row. Additional rows may be added as required. The completed form should be uploaded to EVOLVE.





# Educational Visits

## Trip Outline (EDVIS04)

<b>Visit Name +Date</b>	
<b>Visit Leader</b>	
<b>Visit Location</b>	

<b>Question</b>	<b>Answer</b>
When will you depart school and what time will you return?	
How will you travel there: Details of route and timings	
What time will students be taking lunch?	
Register of students, this can be hyperlinked	
Please detail any of the special needs of any of the students you are taking; including medical needs and arrangements made	
Please provide a brief outline of the activities that students will be participating in on the trip	



Are there any special requirements/elements of the trip outside of the norm that you would like to highlight ?

A copy of this checklist should be retained for your records, and uploaded to EVOLVE.

