



Symphony Learning
TRUST

Educational Visits Policy

(using **EVOLVE**)

This policy is for schools using EVOLVE online to plan visits

Adopted by Symphony Learning Trust	Spring 2018
Updated and Revised	25 th November 2024
Next Review Due	Change of regulations

This Policy should be read in conjunction with Leicestershire Traded Services Management of Outdoor Learning, Off-site Visits and Adventurous Activities - Policy and Guidance and the local schools Behaviour Policy

Issue 5 date: 16/2/2021.

Changes to EV Policy 2016 and 2018 (Evolve)

- All visits are approved by the Head Teacher
- All residential and Adventurous visits to be completed on Evolve
- Contact details updated
- Low Risk Day Visits may be completed on Evolve at the discretion of Head Teacher



Educational Visits Policy and Procedures

This policy covers the procedures for planning and executing educational visits across the schools in the Symphony Learning Trust

Throughout the Symphony Learning Trust, we believe that outdoor learning has equal value to learning inside the classroom. The outdoor environment has unique and exciting characteristics that promote (amongst others) imagination, enjoyment, confidence, resourcefulness, cooperation and healthy living.

The national online guidance resource [OEAP National Guidance \(Guidance for the Management of Off-site visits and LOtC \(Learning Outside the Classroom\) activities\)](http://oeapng.info/) is an invaluable reference document, which should be read alongside this policy. It is available from <http://oeapng.info/>

[In addition schools should access EVOLVE for updates \(see website below\)](#)



Introduction

This policy should be read in conjunction with [OEAP National Guidance \(Guidance for the Management of Off-site visits and LOtC \(Learning Outside the Classroom\) activities\)](http://oeapng.info/) should also be read alongside this policy. It is available from: <http://oeapng.info/>

When planning activities group leaders should use EVOLVE at:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil

Off site visits are activities arranged by or on behalf of the school and which take place outside of the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences and opportunities.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils and staff at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits will usually take place within the school day.



Aims

The aims of our off site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Inspire pupils by providing high-quality experiences which bring their learning to life;

- Provide a wider range of experiences for our pupils than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities which could include:

- Literacy – theatre visits, cinema visits, visits by authors, experiences to inspire writing
- Science – use of the school grounds, visits to the planetarium, museums, seeing science used in local businesses
- Numeracy – use of shape and number trails in the local environment, seeing maths used in local businesses
- History – visits to castles, local area, local museums
- Geography – use of local area for fieldwork, village trails
- Art and design – art gallery visits, use of locality, use of nature to make art
- PE – a range of sporting fixtures, extra-curricular activities, “team” visits
- Music – extracurricular activities, theatre visits, school band performances
- Design and technology – visit to local area, links with local industry
- Computing – its use in local shops/libraries/ engineering firms etc
- RE- visits to local centres of worship e.g. synagogue, Mosque, temple
- PSHE and citizenship – visit to fire station, old people’s residential home, community centre and use of the local area

Residential Activities

Children in both Key Stages should have the opportunity to take part in residential visits. This activity is in school time and linked to the Academies’ Curriculums. Charges are made in line with the SLT Charging and Remissions Policy.

Residential visits enable children to take part in outdoor and adventurous activities as part of their PE work. These are undertaken only with the agreement of the Head Teacher and Academy Governing Body. The outdoor centres used have qualified instructors, insurances, and risk assessments. In addition, the school will undertake its own risk assessments prior to the visit.

EVOLVE posts an email to the Duty Officer (within Health and Safety at the Local Authority) for any trips that are residential, overseas or adventurous. In these cases, the Duty Officer will make a check on such things in the trip as staffing ratios, whether the risk assessments match the itinerary and comment to the school where it is felt there may be obvious errors. This check should not be regarded as a forensic review.

Authorisation of Visits

Symphony schools are required to plan Residential and Adventurous visits on EVOLVE together with planning paperwork, Risk Assessments and checklists kept in school. Planning for low risk day trips using EVOLVE is preferred, however this may be at the discretion of the Head Teacher.

The Head Teacher/Head of School is responsible for approval of all Educational Day and Residential Visits. (See Fig. 1)

The Academy Head teacher (or equivalent) will assess the experience and level of competency prior to approving the appointment of a group leader to be responsible for the running of the activity. This will be a teacher employed at the school. The group leader will nominate a deputy leader for all trips.

The Academy must name an Educational Visits Co-ordinator (this may be the Head Teacher) who has undertaken EVC training. The EVC should be involved in the planning and management of off-site visits in the following ways:

- ensuring that risk assessments are completed and checked prior to the activity taking place.
- supporting the governing body in their decisions
- assigning competent staff to lead and help with trips
- advising group leaders on staff: pupil ratio (see page 6)
- organising related staff training
- verifying that all adults accompanying visits who will be in sole charge of children have had satisfactory safeguarding checks and that any remaining adults on the visit will be closely supervised and will not be left unaccompanied with a child other than their own at any time
- liaising with the group leader prior to the activity to ensure that all medical and/or permission slips have been obtained (see the appendices of this policy).
- keep records of visits and ensure there are regular generic assessments of the risks (e.g. road crossing) where there are frequent visits to local venues (e.g. swimming baths.)

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head teacher before any commitment is made on behalf of the Academy. A comprehensive visit plan and risk assessments should be provided by the member of staff to allow for an informed decision to be made (see the appendices of this policy).

Where the activity involves an overnight stay, or a journey by air or sea, the Head teacher will seek the approval of the governing body before permitting the activity to take place (appendix ii). Should the activity be classed as an Adventurous Activity (see Fig. 2), advice should be sought from the Local Authority H&S Adviser.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that he/she is included. We may need to seek help/advice/guidance from parents or the LA (SENA) to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.



Risk Assessment and other Planning Implications

A comprehensive risk assessment is to be carried out by the group leader before the proposed visit (see the appendices of this policy). It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and health and safety. Venues providing instructor lead activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if he/she lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues should be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

A risk assessment must also cover transport to and from the venue. The coach company used on a regular basis should be LA approved.

For non-residential visits, a copy of the completed risk assessments (see the appendices of this policy) must be uploaded to EVOLVE at least a week prior to the actual activity to allow the co-ordinator to check the risk assessment and hold further discussions with the party leader if required. For residential/adventurous activity visits, this must be more than 6 weeks in advance to allow for the documents uploaded to EVOLVE to be scrutinized by the LA and any advice given to the school.

A file containing all school based paperwork and print-out of the EVOLVE paperwork will be kept in the school office. A new file will be created for each new academic year and the old file archived in the school office.

Risk assessments for all visits must take into account the following:

- Line the children up in pairs (each must have a 'buddy' or a group of three where there are odd numbers)
- Sweep of accommodation on arrival to assess safety and suitability

- An arrival briefing for all on the trip on the evacuation procedure in the accommodation (same day as arrival)
- Sweep of the accommodation/venue before leaving
- Head count on arrival and departure of all locations
- Risk assessments for residential visits must match the itinerary including controls for 'Free Time' and evening activities
- First aid at least one adult to have valid first aid certificate
- Plan 'B's' should be considered if the main planned activity proposed cannot be undertaken

Adult : Pupil Ratios

An activity (including a residential visit) should have sufficient adults taking part to provide the following minimum supervision ratios:

- Reception 1:5
- Years 1 – 3 1:6
- Years 4 – 6 1:10 to 15 children Adventurous activities 1:6

At least one adult will hold a valid first aid certificate.

Any trip will require a minimum of two adults. When possible, an extra adult will accompany the party in case of an emergency. However, these are **minimum** requirements, and may not provide adequate supervision in all cases.

The group leader will check with the Head teacher that all adults planned to supervise the visit have been subject to appropriate safeguarding checks. It may be appropriate on some visits for adults without full safeguarding checks to accompany the children (e.g. family learning days, activities which promoting community cohesion and involvement in children's learning). On these occasions, the party leader must be aware that these adults cannot count towards the provision of adequate supervision ratios and should plan wisely, in collaboration with the school diary and staff timetabling, to ensure appropriate ratios are available. Adults without DBS clearance will not be responsible for any groups of children, nor be left unattended with pupils at any time.

Teachers have a 'higher duty of care' to ensure the safety of all pupils. They will follow the instructions and guidance given by the group leader. Teaching assistants and other adults will act as supervisors, in the same way any reasonable parent would in the given circumstances. They have a 'duty of care' to the pupils on the visit and will follow the instructions and guidance given by the group leader.

Visit leaders should consider gender suitable supervision for such duties as assisting pupils in public toilets, see OEAP guidance.

Supervision levels may need altering to cover trips where there are pupils with special needs

Costings

The costing of any off site activities should include the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers (admission fees etc)

See the appendices of this policy for a sample costing sheet for an educational visit.

Transport arrangements will allow a seat for each member of the party. The school will only use coaches fitted with seat or lap belts and insist that all members of the party wear the belt when on the coach. The group leader will ensure all members of the party are wearing the seat belts appropriately prior to setting off on the journey. The group leader will ensure the driver does not move the vehicle prior to this checking process.

Where **private cars** are used for transport, the group leader is responsible for ensuring the driver presents evidence to the Head teacher that their driving licence is valid and insurance covers such journeys prior to the transport taking place (and that the vehicle is roadworthy – i.e. valid MOT). The group leader should also ensure that, other than in an emergency, there are at least two members of staff in the vehicle at all times when children are present. Parents should always be asked for permission in advance.



Communication with Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activity.

A generic local off-site activity permission slip will be completed by parents at the beginning of each academic year which gives permission for children to be taken out into the local area (see the appendices of this policy). In addition to this, group leaders should ensure that a courtesy slip is sent to parents informing them when these activities will take place.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of board and lodging for residential visits [see Charging and Remissions Policy] – which can be waived at the discretion of the Head teacher). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from any activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Educational Visits Coordinator to make a decision about the financial viability of the activity in reasonable time.

Further Health and Safety Considerations

Group leaders must ensure that all adults attending the off-site visit have read the risk assessments (it is best practice to record that such documents have been shared) and that whilst they may be accompanying their own children, the group leader is still ultimately responsible for the overall health and safety of all group members.

Group leaders must ensure that, as appropriate, risk assessments are shared with children prior to the visit (at a level appropriate to the age of the child) to enable the children to assist with managing risk and understanding how to promote their own safety.

Each adult member of the group must be provided with the group leader's number, the school number and a number of a designated emergency contact where possible. A list of mobile telephone numbers will be shared amongst the group (and kept securely).

Before leaving school, the group leader will ensure that they have a list of emergency contact numbers for all adults. All adults should have access to these numbers. Pupils' medical and consent forms will be taken on all educational visits.

It is essential that any information relating to an individual is kept securely to meet GDPR requirements and only used for the purposes of the visit.

At least one, (but preferably more than one) of the adult supervisors will be a trained first aider on all visits. The group leader is responsible for ensuring that a first aider is arranged for the visit.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Pupil Behaviour (causing concern as part of a Risk Assessment)

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of themselves and/or others, or the good name of the school, the party leader should discuss with the Head teacher the possibility of making alternative arrangement for the child. Where this is the case, the child's parents must be contacted to discuss this prior to the visit; however, all possible steps must to taken to adapt activities to help ensure that *all* pupils can be involved safely. Example behaviour policies and letters can be obtained from the OEAP website.

Visit Planning Paperwork

Group leaders use **EVOLVE** to design the visit plan for intended educational visits and this must include the following:

- risk assessments
- applications for approval of visit
- general information
- names, ages, contact details, permission forms, medical forms and other relevant details of all those going on the visit
- travel schedule and plan of activities
- accommodation plan (if applicable)
- intended arrangements for supervision
- insurance arrangement
- emergency contacts and procedures
- general communication arrangements
- medical questionnaire returns
- first aid arrangements
- costings breakdown (usually completed by the Administrative Staff)

Appendices

Appendix i Contacts (including Emergency-Line)

Appendix ii Visits Planning pack including:

Forms	Sample Letters
Authorisation Route for planning visits Form A – Checklist (Head/Governor) Form B – Medical Consent Form C – Risk Assessment template Form D – Group Leader Checklist Form E – Sample Costing Sheet	Coach company Sample trip letter to parents (day visits) Sample residential visit letter

Appendix i



Educational Visits CONTACTS

Leicestershire County Council Outdoor Education Adviser Health & Safety Advisors	Office: 0116 3055515 E-Mail: healthandsafety@leics.gov.uk
Children and Families Risk and H&S Manager	Colin Jones Office: 0116 3057552 E-mail: colin.jones@leics.gov.uk
Legal Services RPA (Symphony schools do not use LCC for Legal Services)	03300585566
Insurance queries - RPA Insurance claims – RPA (Symphony schools do not use LCC for Insurance)	03300585566 www.rpaclaimforms.co.uk
LA Emergency Contact for visits (24 hour)	Pager 07659 170195 Mobile 07786 198283 E-mail emergencymanagement@leics.gov.uk

OEAP Employer Guidance <http://oeapng.info/>

National Library www.national-library.info

LOTc www.lotc.org.uk

LOTc Quality Badge www.lotcqualitybadge.org.uk

Outdoor Education www.oeap.info

Advisers' Panel



Symphony Learning
TRUST

Educational Visits

School Based

Planning Pack

Visit to	Date(s)
Group Leader	Deputy Leader

This pack to be handed to the EVC at least a week in advance of the visit (day visits) or 6 weeks (residential visits), along with full planning completed on EVOLVE and submitted to the EVC

The pack, in conjunction with EVOLVE, has been put together to ensure that group leaders have covered all aspects of safe planning – please follow the guidance carefully

Forms		Sample Letters	
Authorisation Route for planning visits		Coach company	
Form A – Checklist (Head/Governor)		Sample trip letter to parents (day visits)	
Form B – Medical Consent		Sample residential visit letter	
Form C – Risk Assessment template			
Form D – Group Leader Checklist			
Form E – Sample Costing Sheet			



Authorisation Route for Educational Visits

Group Leader to **Gain initial outline permission** from Head teacher

Check viability of venture
Dates with school diary
Discuss with EVC
Name a deputy Group Leader

Information Gathering
Begin to complete paperwork on EVOLVE
Pre-visit Risk Assessments (Form C)
Complete initial Costs (Form E) Activities on offer
Staffing needs Discuss further with EVC
Venue Adventure Licences (if applicable)

Documentation section
Parental letters Medical consent etc. (Form B)
Parents' meetings (residential) List of pupils

Checking of systems in school
Risk Assessments Financial regulations Staffing Emergency contact
Contingency plans Cover implications
check again with school diary, Head teacher and staff members/volunteers
Complete EVOLVE documentation Complete paper copy of Form D (Leader checklist)

Gain approval from EVC by
Submitting paperwork on EVOLVE

- at least one week before the visit for day trips
- at least 7 weeks before for residential visits

↓ **If Approved by EVC**

↓ **If not Approved by EVC**

Head teacher scrutinises all paperwork in school (see appendices)
Head teacher scrutinises all planning on EVOLVE
Head teacher completes paper copy of Form A (checklist)

EVOLVE forms returned with notes as to why it is not yet approved. Go back to relevant planning stage above.
Planning to be resubmitted to EVC once corrected

↓ **if approved by Head teacher**

↓ **If not Approved by Head teacher**

Confirmed as approved by the Head teacher on EVOLVE

EVOLVE forms returned with notes as to why it is not yet approved
Go back to relevant planning stage above.
Planning to be resubmitted to EVC once corrected.
In extreme circumstances, the Head teacher will refuse for the visit to go ahead

↓ **Residential Visits approved by the Head**

↓ **Day Visits approved by the Head**

Head teacher submits the EVOLVE paperwork

Day Visit can go ahead

All paperwork to be stored in office Visits file.
Medication lists, supervision lists and contacts numbers of staff taken on trip. Check payment status with the office.
Completed appendices (A, B, C and D) to be stored on file at school along with a print out of the EVOLVE paperwork
Meeting with all staff to go through all paperwork following checklist in Appendix

↓ **If LA safety advisor gives advice**

Head teacher reviews and makes changes if necessary

Head teacher informs Chair of Governors all necessary checks and procedures have been undertaken
follows Checklist A

↓ **Head Teacher Approval given**

Residential Visit can go ahead

All paperwork to be stored in office Visits file.
Medication lists, supervision lists and contacts numbers of staff taken on trip. Check payments with the office
Completed appendices (A, B, C and D) to be stored on file at school along with a print out of the EVOLVE paperwork

Meeting with all staff to go through all paperwork following checklist on Form D



HEAD TEACHER CHECKLIST FOR APPROVING OFF-SITE ACTIVITIES

- Has the trip paperwork been completed fully on EVOLVE?
- Does the activity have a clear educational purpose?
- Is the activity appropriately suited to the age, aptitude and experience of the young persons?
- Has the planning and preparation for the trip been rigorous as advised in this document?
- Does the activity involve the use of premises which do not belong to the LA, is it a joint activity with another school, or does it involve the use of some other outside agency in the provision of accommodation or the activities? If so has the relevant part of this document been complied with fully?
- Is the leader, and are accompanying staff, suitably qualified and/or experienced in the nature of the activities undertaken?
- Does the activity involve young people working without direct supervision at any time?
- Does the programme involve specific outdoor adventurous activities where special care needs to be exercised?
- If adventurous activities are provided, is a licence issued by AALA required, and if so, have details been checked with AALA?
- Are the supervision ratios adequate for all possible circumstances?
- Has extra insurance which includes the activities to be undertaken, been obtained? NB. Participation in 'hazardous' activities should be declared to the Insurance Company.
- Have the leader and other adults established appropriate accident, emergency and contingency plans, including provision for communication with the school, both in and out of school time if it is a residential activity?
- Has the visit had the prior approval of the EVC and Head Teacher?
- Has written parental consent been obtained for all participants to engage in all of the planned activities, and medical consent been provided in writing?
- Has the Local Authority H&S Advisor contacted the Head Teacher with any queries or advice regarding the Residential visit? If so, has this been reviewed and actioned?
- Have detailed risk assessments for the visit been undertaken?

Signed _____ Head Teacher Date _____

Chair of Governing Body informed that all paperwork and checks have been undertaken

Signed _____ Chair of LGB Date _____

Form B

This form must be completed before an education visit. Parents are responsible for informing the school of any changes between completing the form and the trip taking place. Group Leaders must obtain a copy of every child's medical and take it with them on the trip.

MEDICAL CONSENT FORM for EDUCATIONAL VISITS

Please complete all shaded boxes on these forms

Name of School		Academic Year	
----------------	--	---------------	--

Name of Child	Year Group

Name of Parent(s)/Carer(s)

Please indicate **Y or N** to the following boxes:

Yes / No

I agree to my child taking part in the trip to	
--	--

Is your child suffering from any conditions requiring medical treatment or medication?*	
Are there any changes to your child's medical health in the last year that staff should be aware of? If yes, give details below	

*If your child is suffering from any conditions requiring medical treatment or medication, the school will also ask you to complete an **Administration of Medication Consent Form**.

Please outline the type of pain relief (e.g. paracetamol or ibuprofen) which may be given in the case of a short term condition (e.g. headache) in school or on a visit.	
Please outline any special dietary requirements for your child	

Yes / No

Does your child have any allergies, including to any medication?	
If yes, please give details	
When did your child last receive a tetanus injection?	

Form C

- *I understand that visits are insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I am specifically advised of this in writing by the organiser of the visit. I also understand that any extension of insurance cover is my responsibility unless advised differently by the organiser of the visit.*
- *For any visits, I will note where and when the children are to be returned and I understand that I am responsible for getting my child home safely from that place.*

<p>Signature of Parents/Carers with Legal Responsibility for the Child (please use an electronic signature where possible – we will send this back to you for signing if not)</p>	Date

Form E

- To add more rows to the risk assessment, tap the → button until the cursor sits at the end of the row, then press return key.

Symphony Learning Trust – EVOLVE Educational Visits Policy

During this activity, what could go wrong resulting in an emergency situation?			
How could this emergency situation be prevented / controlled?	Risk assessments for all visits must take into account the following: ○ Line the children up in pairs (each must have a 'buddy' or a group of three where there are odd numbers) ○ Sweep of the accommodation/venue before leaving ○ Head count on arrival and departure of all locations		
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?			
Could any non-routine changes affect the safety arrangements in place for this activity? (Weather, People, etc.) What can be done?			
Risk Assessor(s) Name(s):		Risk Assessor(s) Signature(s):	

Authorised By:		Authoriser Signature:			
Date Conducted:		Date Review Required:		Date of Last Review:	

□

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely it will happen.	High It is likely to happen.	
	Likelihood of Harm Occurring			

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.

Symphony Learning Trust – EVOLVE Educational Visits Policy



Form D Visit Checklist (group leader) before finally submitting on EVOLVE

Visit Checklist to be completed, along with EVOLVE paperwork, where feasible:

All Residential Visits /Adventurous Visits	Day Visits (may be discretionary on Evolve)
At least 6 weeks in advance	At least a week in advance

Additional Procedures. Please ensure that you have done the following (please tick):

- Spoken to Senior Leader regarding staffing
- Met with all adults to detail roles, responsibilities and agenda (also after final approval specifically regarding up to date risk assessments)
- Spoken to pupils regarding groupings/behaviour/responsibility/partners/toileting
- Risk assessments have been shared with children (at a level appropriate to the age of the children)
 - Children to be introduced to all adults (and vice versa) before the visit (or, at the very least, on site upon arrival); and, thus, children are aware of who is 'in charge'
 - Where different adults arrive for night activities, the above must be repeated.
 - Instructions to children include exactly what to do (bearing in mind differing locations) if they are lost.
- Risk assessments have been read and signed by all adults going on the trip (including the risk assessments from the provider/venue) Notified the kitchen.
- Prepared a list of any school equipment required
- Children grouped in pairs throughout the visit

Tasks to be completed/distributed/collated

Group Leader and Deputy leader	Office	EVC/Head teacher
Design Parent letters	Collate Parent letters	Form A: Checklist for Approving Visit
Form D: (this form) to be signed by leader and deputy leader	Form E: Costing sheet	EVOLVE approval or at discretion of Head Teacher
Form C: Risk Assessments	Track and chase payments	Track visits regularly on EVOLVE (if used)
Check all stages of Authorisation Route	Send out Form B: Parental and Medical Consent	Evolve will post an email to LA Duty Officer for Residential/Adventurous visits – School will be contacted if there is a query
All paperwork submitted to EVC on EVOLVE	Support Group Leader with all paperwork on EVOLVE	
Ensure that paper forms A, B, C and D are completed and kept in the school office along with all EVOLVE paperwork		

On the day of the trip, please ensure that:

- All adults have got a working mobile phone
- All adults have a contact number for the group, deputy leader, first aid staff and school based senior adult
All adults have an up-to-date copy of the groupings/supervision lists All medical forms shared with staff
- All adults supervising a small group have a first aid kit
- Ensure pupils know who their partner is
- All medication has been distributed/collected
- All adults have the LA Emergency Line number 198283 Pager 07659 170195 Mobile 07786

Signatures:

Group leader: _____ Date: _____
Deputy leader: _____ Date: _____



Sample Costing Sheet

(To be completed by Office Staff)

ORGANISING A SCHOOL VISIT - COSTING SHEET

Date of Visit

Venue

Contact at Venue (name)

Telephone Number

Lunch Area?

Maximum number of children

Adult Helpers

Coach Company

No. of Seats

Cost

£

Telephone Number

Collect from School

Visit

Collect from Venue

Times

Return to School

Entrance Fee

Venue

Risk Assessments Complete?

Insurance (37p per child - if first visit of school year - children only pay this once annually)

Supply Cover Required at School? (Yes or No)

How many pupils? (check for holiday
For how long? absences)

Photocopies (for work)

Entrance Fee

Pre-visit

Petrol

costs

£

Other items (gifts, prizes etc) Cost

£ _____

Total _____ ÷ _____ children = £ _____ per child (will collect £ _____)

-

Organising a Day Visit

GROUP LEADER TO ENSURE WITH THE OFFICE THAT THE RELEVANT COACH COMPANY HAVE HAD THIS LETTER OR AT LEAST SENT THROUGH CONFIRMATION OF SEAT-BELTS AND DBS CHECKS

Sample letter to Coach Companies



SCHOOL'S OWN LETTERHEAD

Name and address of coach company

Date as postmark

letter to coach companies for visits (safety)

Dear

In order for us to comply with new DfE and Multi-Academy Trust Risk Assessment guidelines, please could you write to me confirming the following:

1. That all your coach drivers are legally and physically fit to drive coaches when transporting our children, inasmuch as they hold the correct level of driving licence and do not suffer from any known medical condition which would prevent them from driving.
2. The coaches upon which our children are travelling are legally fit for public transport, inasmuch as they are taxed and have passed an MOT test and other appropriate safety standards.
3. That all coaches have seat belts, which work.
4. That there will be an appropriate number of drivers when travelling on long journeys, or when travelling abroad (ie. two or more drivers for continental journeys).
5. That your drivers are DBS checked and that documentary evidence is available to support this.

It will not be necessary to confirm these details more than once, irrespective of how many trips the school might undertake with your company. In absence of this written confirmation, we will be unable to use your company again.

Yours faithfully

Name of Head
Head teacher

 **Sample Educational Visit Proposal Letter – Organising a Day Visit**



Symphony Learning
TRUST

SCHOOL'S OWN LETTERHEAD

Date	Educational Visit to		Voluntary Contribution Requested by School*
Dear Parents,	Date(s) of Visit		£

Details of the visit...

✂-----

Please **complete all shaded boxes on this form**

Visit to		Name of Child	Yr Group
Date(s) of Visit			

I give permission for my child to attend the above visit				
I am prepared to make the voluntary contribution of	£	to enable the visit to be financially viable.	<input type="checkbox"/> My child is entitled to Free School Meals*	
				Yes/No
To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last 4 weeks				

<u>Signature</u> of Parents/Carers with Legal Responsibility for the Child		Date
<u>Signed</u>	Name of Parent Carer	

If your child's medical needs have changed since you last completed an Annual Medical Consent form, please arrange to update the form by contacting the school.

**If your child is entitled to Free School Meals, 50% of the voluntary contribution will be contributed through the School's Pupil Premium Grant*

Figure 1

Categories Of Activity And Levels Of Approval

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	HEAD OF SCHOOL/ACADEMY	<ul style="list-style-type: none"> <input type="checkbox"/> Sports fixtures, within the county <input type="checkbox"/> School Swimming – formal teaching in life-guarded pools <input type="checkbox"/> Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc. <input type="checkbox"/> Fieldwork in environments with no technical hazards (e.g. Bradgate Park, Swithland Woods, Leicester City Centre etc.) <input type="checkbox"/> Visits to local/city museums and Space Centre 	<ul style="list-style-type: none"> <input type="checkbox"/> Local parks, residential areas and shopping areas.
B	HEAD OF SCHOOL/ACADEMY	<ul style="list-style-type: none"> <input type="checkbox"/> Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Alton Towers, Farm Visits etc.) <input type="checkbox"/> Theme Parks and other tourist attractions <input type="checkbox"/> Seaside resorts <input type="checkbox"/> Zoos <input type="checkbox"/> Ice skating <input type="checkbox"/> Swimming in public, lifeguarded, pools <input type="checkbox"/> Walking in 'normal' country <input type="checkbox"/> London 	<ul style="list-style-type: none"> <input type="checkbox"/> Walks in 'non-remote' country Non-remote Country – enclosed farmland, fields, low land forest – not moorland or mountain (above 300m) and/or where it is possible to be more than 30 mins from a road or refuge. <input type="checkbox"/> 'Water Margin' activity
C	HEAD OF SCHOOL/ACADEMY	<ul style="list-style-type: none"> <input type="checkbox"/> Any visit/activity involving a Residential (overnight stay) element including Camping and 'school sleep overs'. <input type="checkbox"/> Any visit abroad <input type="checkbox"/> Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member (see figure 2) 	<ul style="list-style-type: none"> <input type="checkbox"/> Visits to hazardous environments <input type="checkbox"/> Overseas Expeditions <input type="checkbox"/> Any water-base activity <input type="checkbox"/> Any activity in Winter mountain conditions <input type="checkbox"/> Open Country/Remote terrain more than 30mins from a road (above 300m) <input type="checkbox"/> Near cliffs or steep terrain <input type="checkbox"/> Areas subject to extremes of weather or environmental change <input type="checkbox"/> Swimming in non-lifeguarded pools or open water

Figure 2

Adventurous Activity Categories

<p>Rock Climbing Exploration Ice Climbing Dragon Gorge Walking Wave Ghyll Scrambling White- Sea Level Traversing</p>	<p>Canoeing Hillwalking – in 'open country' Boating Fell Running Caving Skiing Pony Trekking water Rafting Off Road Cycling Improvised Rafting Off-piste Sailing Sailboarding Kite surfing Use of powered craft boats</p>	<p>Pot-holing Abseiling Skiing Windsurfing</p>	<p>Kayaking Mountaineering Mine</p>
<p>Quad biking Go-Karts Horse Riding Archery Rifle Shooting</p>	<p>Fencing <u>Remote areas:</u> Orienteering in 'remote terrain' Expeditions in 'remote terrain'</p>	<p>Fieldwork in 'remote terrain' and in water Climbing Walls High Ropes Courses</p>	<p>Dry Slope Skiing Grass Skiing Water Skiing Snorkelling Scuba Diving</p>

These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the LA Health and Safety Advisor for further advice.