



# OFF-SITE ACTIVITIES & EDUCATIONAL VISITS POLICY



# Off-site Activities and Educational Visits Policy

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## **Introduction**

1.1 Ratton School provides many opportunities to enrich the curriculum for its students/pupils through off-site activities and educational visits. These include field trips, theatre trips, annual camp visit, trips abroad.

The value of off-site activities and educational visits is well recognised by the Governing body and fully supported throughout the school. Safety is recognised as important and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.

This document outlines the specific policies and procedures for Ratton School. It supplements and follows the guidance, regulations and advice contained within the following significant publications:

- East Sussex County Council Local Authority's Off-site Activities and Educational Visits: Regulations and Guidance
- The Health and Safety Executive, in conjunction with the DfES, producing their *Health and Safety: Responsibilities and Powers* statutory document (2001)
- The DfES reviewed their 1998 document *Health and Safety of Pupils on Educational Visits* and produced their supplementary guidance in August 2002:
  - *Part 1 – Standards for LEAs in Overseeing Educational Visits*
  - *Part 2 – Standards for Adventure*
  - *Part 3 – A Handbook for Group Leaders.*

## **2. Roles and Responsibilities**

2.1 The Governing Body must:

- ensure that arrangements are in place and the County Council regulations and guidance are being translated into working systems
- ensure that the Governing Body has its own systems in place to support this process: a named governor rather than a group; a signatory for the approval system; dedicated discussion and review time at meetings
- have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Governing Body and the Application For The Approval Of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Body And East Sussex County Council form signed by a nominated governor, see Appendix A.

The Head Teacher must:

- ensure that the management of visits and ventures meets the regulations and guidance offered by the County Council, DfES and others, as well as conforming to the school's/community college's own health and safety policy
- ensure that the Governing Body are kept appropriately informed and accreditation or verification of providers has been checked
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

All off-site activities and educational visits will need the approval of the Trips Committee /or Head Teacher and either the Application For The Approval Of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Body And East Sussex County Council form, see Appendix A, or the Proposed Visit Sheet To Be Sent To the Trips Committee/or Headteacher form, see Appendix B, signed by the Headteacher or EVC prior to the off-site activity taking place.

The Educational Visits Coordinator must:

- liaise with the Outdoor Education Adviser where appropriate
- be involved in educational visit management in order to ensure that the County Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- to be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- to organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit
- ensure that procedures for Criminal Records Bureau disclosures are in place as necessary
- to ensure that liaison with parents and obtaining consent are effective
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the County Council team should an emergency occur
- ensure that the establishment complies with County Council requirements for reporting incidents and accidents (including 'near misses')
- support the head of establishment in the management of and evaluation of educational visits:
- use and apply suitable record keeping practices for both children and young people and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LEA's policies and procedures
- plan and prepare for the visit and assess the risks with the EVC
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do
- obtain the Head Teacher's approval for the visit
- have enough information on the pupils taking part in order to risk assess their suitability for the visit or specific activity
- consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality
- ensure the leaders have details of the school contact
- ensure the leaders and others have details of the pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively

Parents must:

- provide the EVC with emergency contact number(s)
- sign the consent form
- give the EVC information about their child's emotional, physiological and physical health which might be relevant to the visit
- agree the arrangements for sending a pupil home early and who will meet the cost

The pupils/students must:

- not take any unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- dress and behave appropriately and responsibly
- if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

### **3. Guidance Notes for Off-site Activities and Educational Visits**

To ensure good practice and to comply with the necessary regulations it is expected that:

All group leaders will familiarise themselves with the published guidance and attend training when appropriate which is available through the Outdoor Education Adviser.

The EVC should be involved in discussing plans for any off-site activity at an early stage. All off-site visits need to be planned including local and routine visits e.g. to the church or for games matches. No non-returnable financial commitment should be agreed until all relevant approvals have been gained. The approved centre list should be consulted and if the provider for a hazardous activity is not listed, the Outdoor Education Adviser should be contacted.

Parental consent needs to be obtained and copies of the medical/dietary requirements and emergency contacts details should be taken on the visit by the group leader. A copy will need to be held by the emergency contact person for residential visits. See Appendices C and D.

An internal approval form will need to be completed when the visit is non-residential, non-hazardous and in the UK and checked by the EVC. See Appendix B.

An Application for the Approval of Residential, Hazardous and Overseas Educational Visits by Head Teacher, Governing Body And East Sussex County Council form will need to be completed when the visit is residential, and/or hazardous and/or overseas. It will need to be checked by the EVC, signed by the Head Teacher and a representative of the Governing Body and then sent in to the Outdoor Education Adviser at least six weeks before the visit. See Appendix A.

Off-site Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey, activities and down time if a residential. See Appendices E. Several example risk assessments are available for all types of transport and several frequently needed risk assessments; these are kept with the EVC and group leader, and are available on the staff public network or E-zone. External providers may have their own risk assessments that will need to be seen by the group leader. Some East Sussex external providers will have example risk assessments; these are kept on Staff public and E-zone and are held when completed by EVC & group leader.

A pre-visit is highly recommended to support the risk assessment process and should be carried out whenever possible.

If volunteers are being used for the visit, they will need to be fully briefed and a CRB check must be carried out if they are used regularly and if the visit is residential.

The parents will be informed of the type of transport used. When private cars are used various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the pupils are wearing seat belts. A current East Sussex Minibus permit is required to drive a minibus.

If the visit is mainly within school hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for.

School Journey Insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid, the pupils are taking belongings and the visit is abroad. Parents should be informed of the insurance arrangements.

The supervision ratios need to meet the requirements summarised in the table below though these are minimum ratios and the group leader must consider the pupils involved, the type of activities, the site and the experience and competency of the supervising adults.

#### **Supervision ratios and qualifications guidance for non-hazardous ventures**

Activity	Qualifications/ staffing	Ratios	Notes
<b>Local visits</b> – in the local area, close to support at the base	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required, unless in exceptional circumstances</b>	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10-15 pupils in school year 4-6 1 adult for every 15-20 pupils in school year 7 onwards	A minimum of one qualified leader is needed for every group or class. They can then be supported by other qualified leaders or responsible adults.  Leaders should reflect the gender of the group.
<b>Day visits</b> – more than 60 miles or one hour from base	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10-15 pupils in school year 4-6 1 adult for every 15-20 pupils in school year 7 onwards	
<b>Residential visit, UK or abroad, and visits abroad</b>	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10 pupils in school year 4 upwards These ratios <i>do not</i> include the centre/ residential base staff	As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2.  <b>Leaders should reflect the gender of the group.</b>

The leaders need to know that in an emergency they should:

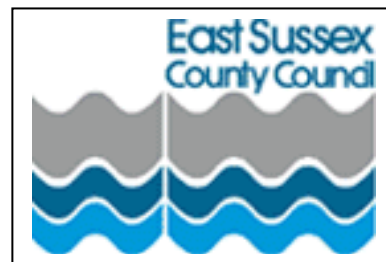
- Ensure the pupils are safe
- Contact their emergency contact person and give them the details
- Follow the procedures to be followed in the event of a serious accident/incident or fatality. See Appendix f.

3.14 It is recommended that on off-site visits there is a trained first-aider and a first-aid kit is carried.

3.15 On return from the visit, the group leader should report to the EVC and complete an evaluation report where necessary, e.g. when the visit involved an external organisation/was notable in terms of positive outcomes/gave rise to significant concerns, a copy of which should be sent to the Outdoor Education Adviser. See Appendix g.

- 3.16 All the planning of the visit could be supported by the use of a checklist. See Appendix h.
- 3.17 When students are attending external training providers/off-site organisations, the following should be in place.
- A partnership agreement between Ratton School and the external training providers/off-site organisations.
  - A risk assessment for the students' journeys for the learning experiences.
  - A Booklet for 14-19 School/Community College Students Attending Programmes at External Training Providers/Off-site Organisation which has been issued to each student.

## Appendix A



# Application For The Approval Of Residential, Hazardous And Overseas Educational Visits By Head Teacher\*, Governing Body And East Sussex County Council

\*Head Teacher or Head of Establishment or Line Manager

To be completed in all cases at least 8 weeks in advance

School/Group \_\_\_\_\_

Group Leader \_\_\_\_\_

The group Leader should complete this form as soon as possible once the preparations are complete. The Group Leader should have already received approval of the proposed visit in principle and should regularly update the Head Teacher\* on the progress of the preparations. The Group Leader should obtain parental consent. If assistance is required with completing this form, please contact the Outdoor Education Adviser.

When approval is given, one copy should be retained by the Head Teacher\* and another by the Group Leader. The Head Teacher\* should be informed of any subsequent changes in planning, organisation and staffing. The Head Teacher\* should seek approval from the school governors and East Sussex County Council, attaching a copy of **the information sheet sent to parents, the parental consent form and the risk assessment form(s)**.

If the form is used for a Duke of Edinburgh Award Venture then a copy of the form should be sent to the County Co-ordinator for the Duke of Edinburgh Award.

### 1. Purpose of visit and specific objectives:

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### 2. Places to be visited:

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### 3. Dates and times:

Date of departure: \_\_\_\_\_ Date of return \_\_\_\_\_

Time \_\_\_\_\_ Time \_\_\_\_\_

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**4. Transport arrangements:** include the name of the transport company

Fully approved 14 July 2009 9 –  
Governors Premises/Health & Safety Committee

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**5. Organising company/agency (if any):** include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name: \_\_\_\_\_ Address \_\_\_\_\_

Tel: \_\_\_\_\_ License no. if registered \_\_\_\_\_

**6. Proposed cost and financial arrangements:**

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**7. Insurance arrangements for all members of the proposed party, including voluntary helpers:** include the name of the insurance company

Insurance company \_\_\_\_\_ Policy no. \_\_\_\_\_

Address \_\_\_\_\_

**8. Accommodation to be used:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Tel: \_\_\_\_\_ Head of Centre \_\_\_\_\_

**9. Details of the programme of activities:**

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**10a) Details of any hazardous activity and associated planning, organisation and staffing:**

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**10b) Has a risk assessment been carried out?**

Yes/No *Remember to send a copy of the risk assessment(s) with this form*

**11a) Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:**

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**11b) Names, relevant qualifications and specific responsibilities of other adults accompanying the party:**

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**11c) Names, qualifications of centre staff/instructors:**

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**12. Name address and telephone number of the contact person in the home area who holds all the information about the visit or journey in case of an emergency:**

Name: \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

**13. If this is a residential course or a regular activity have CRB checks of volunteers and external staff been carried out?**

Yes/No (Please circle)

**14. Existing knowledge of places to be visited and whether a pre-visit is intended:**

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**15. Size and composition of the group:**

Age range: \_\_\_\_\_

Number of boys: \_\_\_\_\_ Number of girls: \_\_\_\_\_

Adult to pupil ratio: \_\_\_\_\_ Leader/participant ratio: \_\_\_\_\_

**16. Information on parental consent:**

Information on whether the group leaders has received all consent forms duly completed and signed (parental consent may precede or follow approval)

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*Remember to send a copy of the information sheet to parents and the parental consent form with this form.*

**17. Names of pupils with special educational needs or medical needs:**

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**18. Is this a Duke of Edinburgh Award Venture?**

Yes/no

*If yes, please send a copy of the form to County Co-ordinator for the Duke of Edinburgh Award.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Group Leader

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Head Teacher\*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Governing Body

Approval has/has not been given for the above visit.

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

East Sussex County Council – on behalf of the Director of Education and Libraries

RATTON SCHOOL (Appendix B)  
APPLICATION TO ORGANISE A TRIP/ACTIVITY

Name of organiser	
Brief description of trip/activity	
Date of trip	
Number of pupils/Year Groups	
Accompanying staff/adults (Min 1:20 ratio in UK, 1:10 ratio abroad)	
Time of departure	
Time of return	
Means of transport	
Brief details of proposed itinerary	
Mobile phone number of organiser (or school mobile)	
Signature of organiser	
Signature of T. Comfort, Educational Visits coordinator	
Financial planning form received?	
YES / NO	

FINANCIAL COSTINGS FOR RATTON SCHOOL TRIP/ACTIVITY

Please submit this form to the Finance office for checking before a cost per child is agreed in a letter home to parents. Finance office books all coaches for trips - please arrange in plenty of time!

Trip/Activity.....

Date of Trip..... Trip Leader.....

Variable Costs:

	Cost Per Student	X no of Students	Total Cost
Entrance Fees			
Bus Fares			
Air Fares			
Rail Fares			
Food			
Insurance			
Accommodation			
		<b>Total Cost A</b>	

Fixed costs:

Total Cost for Coach + Parking + Tolls	
Total for Adult Fares	
Total Adult Exps (insurance, food, accommodation )	
Other (supply, stationery, equipment, etc)	
<b>Total Cost B</b>	

TOTAL A + TOTAL B = .....

Divided by.....students = £..... per student

Your letter clearly needs to state the amount of deposit for a place on the trip, and that the deposit is non-refundable. State clearly how the balance of the trip is to be paid, and the dates of the instalments, and that a payment card will be issued once a place has been confirmed on the trip for the student. Full refund is only if the whole trip is cancelled.

Your trip must not make a loss. All payments are a voluntary contribution from the students, therefore you should aim to cover your costs without a significant surplus.

# Appendix C



## Parental Consent Form For Trips In The UK

School \_\_\_\_\_

A journey to \_\_\_\_\_ (place)

from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) 20\_\_\_\_\_

I wish my son/daughter \_\_\_\_\_ (name of child)

to be allowed to take part in the above-mentioned school journey and, having read the information sheet, agree to his/her taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the group will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the journey.

Please delete and complete the following as is appropriate.

My child is: a swimmer\*/non swimmer\*      \*Please delete as appropriate.

Please give details of any recent infectious or contagious diseases that your child has had in the last 3 months:

\_\_\_\_\_

My child has: No illness, allergy or physical disability\*      \*Delete which does not apply  
The following illness, allergy or physical disability\*

Which necessitates the following medical treatment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, Address and telephone Number of Child's Doctor:

\_\_\_\_\_

\_\_\_\_\_

I consent to any emergency medical treatment necessary during the course of the visit.

Signed: \_\_\_\_\_

Parent/Guardian

Address: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

If not available at the above, please state an alternative contact.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Consent for using images**

During our visit or venture we are likely to take pictures and videos. We would like to use these in presentations, displays or in our booklets, newsletters or publicity.

In the event of any images of my child/me being taken, I consent to them being used for educational purposes.

Yes/no \* \* Delete as appropriate

I understand that if my child is/I am easily identifiable (e.g. a close facial shot) I will be informed first.

I consent to the images being used on the website.

Yes/no\* \* Delete as appropriate

Signed \_\_\_\_\_  
Parent

(Three copies of this form are desirable, one for the parent to keep, one for the Head of Establishment and one for the group leader to take with him/her on the visit/activity/journey.)



# MEDICAL INFORMATION AND CONSENT FORM

Trip/Excursion Title	
Trip/Excursion Date	
Organiser	

This form should be completed in full by the parent or guardian.  
A separate form should be used for each child.

PLEASE COMPLETE THE SECTIONS IN BLOCK LETTERS

NAME (of child)	
ADDRESS	TEL(day)
	(night)
	(work mother)
	(work father)
POST CODE	
NAME OF PARENT/GUARDIAN	
<b>EMERGENCY CONTACT</b>	
ADDRESS	TEL(day)
	(night)
	(work)
	(other)
POST CODE	
EMERGENCY CONTACT NAME (if different from parent/guardian)	
DOCTORS NAME	
SURGERY ADDRESS	TEL
NATIONAL HEALTH NUMBER	



## Appendix E

### RISK ASSESSMENT FORM FOR OFF-SITE ACTIVITIES

*Please complete one sheet for each Risk Assessment*

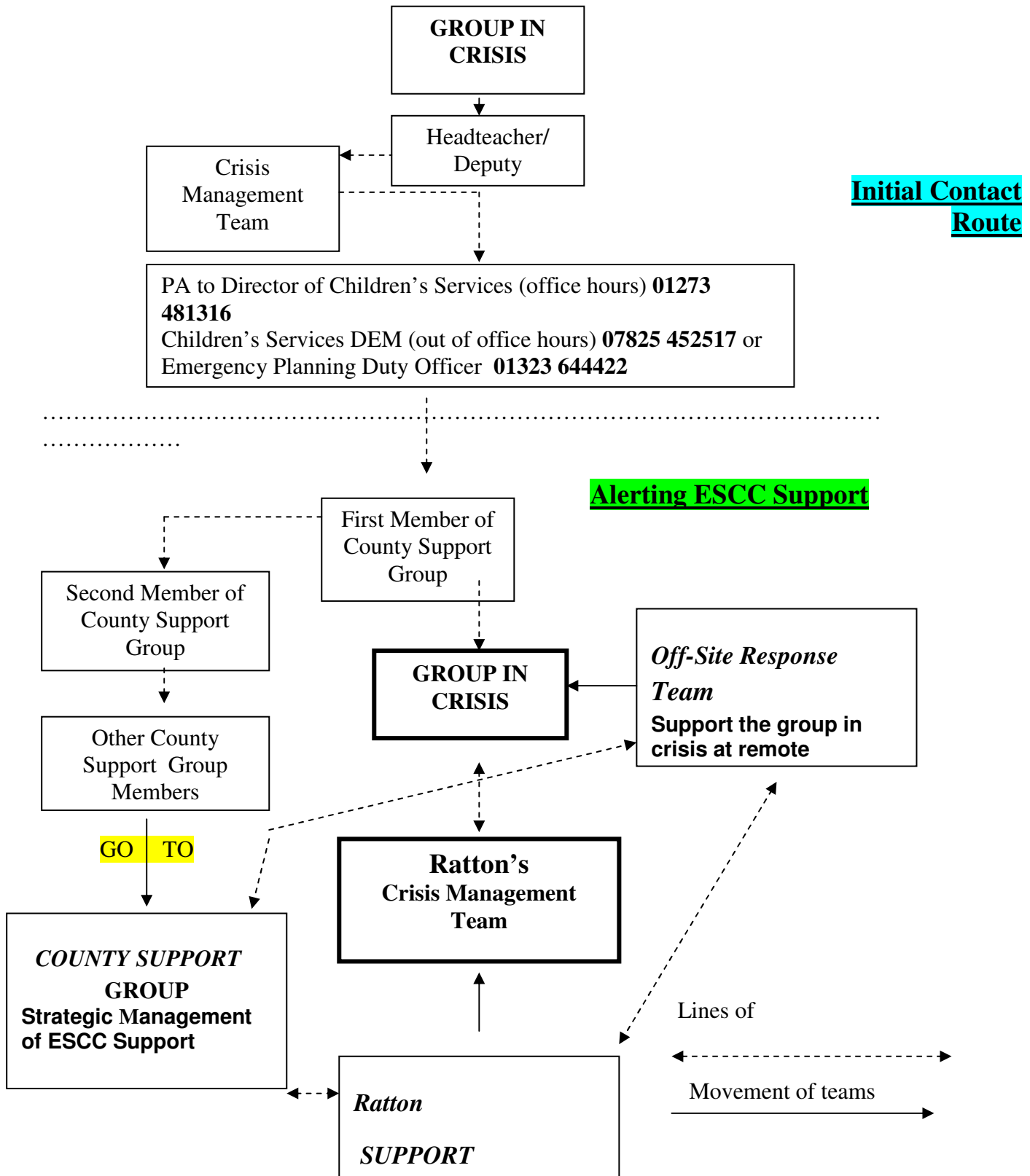
<b>Establishment</b>		<b>Department</b>	
<b>Group Leader</b>		<b>Date</b>	
<b>Location/Purpose</b>			
<b>Other Staff</b>			
<b>Group Size</b>			

<b>Description of Hazards</b>  <b>Site and environment</b>   <b>Group and individuals within it</b>   <b>Activity</b>   <b>Transport</b>
<b>Consequence of Hazard</b>  Minor injury <input type="checkbox"/> Injury <input type="checkbox"/> Over three-day absence <input type="checkbox"/> Major injury <input type="checkbox"/> Disability or Death
<b>Persons at Risk</b>


<b>Current Control Measures</b>			
Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating			
Frequency : 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>		Severity : 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	
<b>Risk (Frequency x Severity)</b>			
<b>Risk Priority Rating</b>		High(16 – 25) <input type="checkbox"/> Medium(9 – 15) <input type="checkbox"/> Low(1 – 8) <input type="checkbox"/>	
<b>Recommended Control Measures</b>			
<b>Alternative Plans (Plan ‘B’)</b>			
<b>Ongoing Risk Assessment</b> 1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required			
<b>Emergency Contacts and Procedures</b>			
<b>Revised Risk Priority Rating</b> F x S =		High (16 – 25) <input type="checkbox"/> Medium (9 – 15) <input type="checkbox"/> Low (1 – 8) <input type="checkbox"/>	
<b>Authorising Officer Comments</b>			
<b>Signature of Group Leader</b>		<b>Date</b>	
<b>Signature of Authorising Officer</b>		<b>Date</b>	




## Appendix F Off-Site Activity Alerting Flow Chart

Appendices detail the actions for consideration following a major incident focussed on property for the periods in the first 24 hours, and from 24 hours to 2 weeks, respectively.



## Quick Reference Crisis Management Flow Chart

<b>Incident Reported</b> 
Establish the facts Inform Headteacher/Deputy Headteacher Notify/request Emergency Services if appropriate

<b>Immediate Action</b> 	<b>Short Term Action</b> ( first 24 hours ) 	<b>Next Few Days and Beyond</b> 
Ensure safety of all personnel	Set up the Emergency Incident Suite	Make any necessary recovery arrangements: repairs, replacements etc
Verify the facts	Use Fax line for outgoing calls	Continue regular updates for staff, students, governors, parents
Convene the Crisis Management Team and allocate tasks – see App L	Use radios for internal communication	Start putting together a full report of the incident and actions by the school
<b>Start an Incident Log</b>	Contact specialist contractors if required	
Notify CSD. (See App B for Tel Number) Ask for help if needed (including Educational Psychologists)	Check psychological support is sufficient	
Contact other staff and governors for support as required, particularly if out of hours	Crisis Management Team meets at regular intervals	Make plans to mark the event: special assembly, memorial, plaque, etc
Make arrangements to close/open the setting or cancel activities	Issue regular updates for staff, children, young people, governors, parents via: staff meetings assemblies letters home web-site ESCC website	Evaluate the Crisis Management Plan and amend as necessary
Provide recorded message on answerphone for parents, etc	Start planning the return to normality	Formally thank those involved in supporting the Crisis

**Evaluation Of The Visit Or Off-Site Activity**

Group leaders are asked to complete a copy of this form for any educational visit or off-site activity which:

- involved an external organisation
- was notable in terms of positive outcomes
- gives rise to significant concerns

Please complete a copy of this form and forward to Tracy Comfort.

<b>Group Leader</b>	
<b>Group Members</b>	<b>Pupils:</b> <b>Age:</b> <b>Staff:</b>
<b>Dates of visit</b>	
<b>Purpose of visit</b>	
<b>Venue</b>	
<b>External Organisation Used</b>	
<b>Risk Assessments completed</b>	

**Please comment on the following features**

<b>Pre-visit arrangements with the organisation</b>	
<b>Travel arrangements</b>	
<b>Content of education programme provided</b>	
<b>Staffing and instruction</b>	
<b>Equipment</b>	
<b>Suitability of Environment</b>	
<b>Accommodation</b>	
<b>Food</b>	
<b>Evening activities</b>	
<b>Communication with the organisation during the visit</b>	
<b>Other features</b>	
<b>Additional comments and notable incidents</b>	

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

**RATTON SCHOOL**  
**STANDARD OPERATING PROCEDURES FOR TRIPS**



Objective: To outline procedure for organising a trip

Scope: Procedure for planning a trip

**THE STAGES OF THE PROCESS**

	<b>WHAT</b>	<b>HOW</b>	<b>WHEN</b>	<b>WHO</b>
1	Complete application form (with agreement of your line manager)	From EVC or Staff Public file	At the time the visit is thought about	Trip Leader
2	Final Agreement (of date and staff attending the trip)	Trips Committee	Within 5 days of receipt	EVC – leader will receive back signed copy agreement
3	Complete ESCC approval form if hazardous or residential	Form from EVC	8 weeks before trip	Trip leader – hand to EVC when completed
4	Complete all necessary risk assessments	From EVC or Staff Public file	After final agreement	Trip Leader – hand to EVC for approval
5	Financial cost of the trip and charge to students.	Liaise with Finance office	Before letter goes home to parents	Trip Leader – hand costing sheet to EVC
6	Check availability and cost of coaches	Quotes from Finance office	Needed for overall cost of trip	Trip Leader & Finance
7	Arrange cover for staff	Complete purple cover form & hand to GCo	Once the trip has been agreed	Trip Leader
8	Letter Home to parents giving info and itinerary with tear off reply slip to FINANCE office	Composed by Trip Leader Copy to EVC	After final agreement & cost agreed	Trip Leader
9	Permission form signed and medical details obtained	Separate sheet on parent letter	As above	Trip Leader
10	Return of reply slips, permission & medical forms	All documents must be returned to Finance office	Immediately – give a deadline	Finance office will compile spreadsheet
11	Arrange collection of money	All monies to finance office with forms	On-going (payment cards may be issued)	Finance office
12	Insurance for trip	Trip leader checks cover with finance office	6 weeks before trip	Trip Leader Finance office
13	Regular list of names and payments and forms	From responses to letter and regularly updated spreadsheet	On-going	Trip Leader Finance Office
14	List of emergency numbers	Telephone cascade completed – to include two	2 weeks before trip	Trip leader Copy to EVC

		nominated staff to contact at school		
15	Accounting for absence of students during trip	List of students names to WELFARE ASSISTANTS – Display list on Staffroom noticeboard	1 week before trip	Trip Leader Copy to EVC
16	Pre visit meeting with students and/or parents	Tutor time or evening meeting	2 weeks before trip	Trip leader
17	School Trips Mobile Phone	Book to take phone for emergency contact/delays. Collect from finance office	Day before	Trip Leader
18	Evaluation of Trip	Write a brief report to EVC (it will be presented to Governors)	On return, within 2 weeks	Trip Leader

## Appendix I

### Guidance about appropriate Contact with Children

A number of basic principles and good practices underpin the procedures recommended for responsible adults and volunteers on educational visits.

As a member of staff or volunteer you should:

- Avoid being on your own; work with another adult, preferably reflecting the gender of the group
- Listen sensitively to any comments or discussions made to you
- Be careful in the language you use in conversation with young people; ensure it is appropriate and unambiguous

- If a child shares information with you which raises any concerns about child protection explain to the child that you will need to share this information. Communicate carefully and ensure that whatever action(s) you are about to take is clearly understood. This is important!
- Be aware of who is the Designated Child Protection Officer for the visit and report any incidents of a child protection nature to the designated CPO.
- Report any incidents of general concern to the visit leader
- Be ready to take appropriate action
- Contact the teacher in charge of the visit in the event of any incident or emergency

When transporting children in private cars ensure that:

- Seatbelts are worn
- Children do not share seats
- The departure and collection point is the school for those visits taking place during the school day
- Vehicles travel in convoy to the appropriate destination
- The son or daughter of the parents (if they are the drivers) travel in the same car, thus no child is alone with an adult who is not their parent.
- Ensure insurance is suitable

## Appendix J

### Sun Exposure on Off-site visits

Group leaders must be aware of the potential problems associated with sun exposure and hot conditions. Planning and preparation can lessen or prevent harmful effects and group leaders should consider the following:

- Weather forecasts – these should be obtained and attention given to hot weather warnings and to the maximum advised for the exposure to the sun.
- Provision of shade – adequate shade should be available at times during the day so that the children and young people can have access to a cooler area and are not exposed to UV radiation for excessive periods.

- Liquids – an adequate supply of or access to liquids should be made available. Where the children and young people provide their own drinks, they must be monitored so that drinks are taken regularly rather than at one go.
- Clothing – the children and young people should be encouraged to wear suitable protective clothing e.g. long sleeves and appropriate headwear.
- Sun creams – sun creams and screens of a sufficiently high factor should be used: SPF5 or higher. Where the children or young people have not brought their own, hypo allergenic sun screen should be provided. To minimise the risk of cross-infection, the sun screen should be poured onto the child's hand from above in the style of a soap dispenser.
- Applying sun cream – there has been concern expressed about leaders applying sun creams to children. Whilst it is acknowledged that this is a sensitive issue there are occasions, particularly if the child has special needs, where this will need to be done. In such cases, leaders should apply the cream when another adult is present and a protocol should be established. At least one of the adults present should be CRB checked. It is not an option to leave a child unprotected.
- Programme – the day's activities may need to be designed so that excessive demands are not made during the hottest part of the day.