Educational Visits Policy

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Date	Notes

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OVERVIEW

Foxford School acknowledges the great value of educational visits and the opportunity they provide. Well managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all students, including adding cultural capital and an enrichment of their understanding of themselves, others, and the world around them.

Foxford School, as part of Castle Phoenix Trust, has formally adopted the "Outdoor Education Advisers' Panel Guidance" (OEAP) updated detailed guidance, and advise can be found at http://oeapng.info/

Castle Phoenix Trust is the employer and has overall responsibility for visits. The Trust can delegate some tasks necessary to discharge these duties, though the overall responsibility remains with the Trust.

Under statutory guidance, which came into effect on 1 March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC). The EVC is a member of the Leadership team, designated by the Head Teacher. (EVCSL).

The Trust has designated another EVC non-leadership member of staff to support the above role.

The Trust has chosen to 'buy into' the Coventry City Council Guidance and Procedures.

Types of visits: any visit that leaves the school grounds, whether as part of the curriculum or not, during school time or outside the normal school day, is covered by this policy. A school trip can be educational or recreational trip, take a single day or be residential and is organised by the school; there is no limit on the number of students involved.

There are five types of visit, each of which has its own approval and protocol:

1. **Standard visit:** these are visits other than 2. To 5.
2. **Sports fixture:** take place after school but within a 20-mile radius of the school.
3. **Overseas visit:** the group travels beyond the UK mainland.
4. **Adventurous activity**: a list of adventure activities can be found on EVOLVE.
5. **Residential visit:** the group is away overnight either in accommodation or travelling.

ROLES AND RESPONSIBILITIES

The visit leader:

- Will be specifically competent for the role in line with OEAP Guidance. This also applies to the assistant visit leader.
- Will ensure all the steps are completed according to the Visit Leader Check List which is specific to each school in the Trust.
- Should organise the trip and not anyone else on their behalf.

The Educational Visits Co-ordinator

- Will approve all school trips through the EVOLVE system.
- Communicates to staff who are planning educational visits and liaises with EVCSL where appropriate.
- Ensures paperwork is completed correctly on EVOLVE and within the timeframe detailed in the policy.
- Assists in identifying training needs.
- Assists in updating trips documents in line with OEAP guidelines.

The Educational Visits Co-ordinator (Senior Leader) EVCSL:

- Will provide first line approval of trips and will have final approval for all visits, except overseas or high risk; overseas or high-risk trips must be approved by the LA and LGB.
- Identifies training needs.
- Updates the trips policy and protocol.

The Finance Department:

- Provides financial assistance towards the cost of a trip for an individual student, particularly regarding disadvantaged students.
- Collects and maintains records of payments received from parents and administers refunds as and when appropriate.
- Pays for tickets/venue.
- Helps calculate budget/costs.
- Advises on payment dates with VL and company.
- Arranges payment plans with parents.

The Castle Phoenix Trust:

- Is responsible, under the Health and Safety at Work Act 1974, for the health and safety of any participants and the Visit Leadership team.
- Ensures appropriate training is available.
- Clearly sets out staff roles and responsibilities and provides detailed procedures for notification and of approval of trips.
- Provides clear advice on how to approve leaders.
- Ensures there is a school visits policy and protocol, including emergency procedures.
- Ensures that the visit approval process is clear, and that approval and notification procedures operate effectively.
- Ensure high quality visits and outdoor learning through support and challenge as a critical friend.
- Has the responsibility for approval of overseas trips.
- Ensures an EVC is in place.
- Ensures there is robust and effective monitoring systems in place.

VISIT PLANNING AND APPROVAL

Visit planning and approval overview

- Initial approval will be given by the EVC and Head Teacher, using the Trips Proposal Form - this is school specific.
- Learning outside the classrooms: all Learning outside the Classroom trips will follow the procedures outlined in the guidance sheet - this is school specific.
- Sports fixtures within a 20-mile radius of the school will follow the sports fixture protocol.

All the following visits need approval via the EVOLVE system at www.coventryvisits.org.uk and trips requiring LA approval will automatically be submitted to them through this system.

- **Standard**
  See visit leader check list.
- **Overseas**
  See visit leader check list - these require additional approval by Governors before any commitment is made using the Abroad Proposal Form – See Appendix 5. (Site Specific) And 28 days prior to the visit it requires Governors and LA final approval.
- **Adventurous**
  See visit leader check list – Governors' and LA final approval are required 28 days prior to the visit.
- **Residential**
  See visit leader check list – these require Governors' final approval and, if an external provider or tour operator is being used and they do not have the LOtC badge, they must complete the Provider Statement 8P at the time of the booking.

First Aid

- The Trust provides access to advice and guidance on first aid arrangements for off-site educational visits and activities.
- The Trust will ensure access is available to first aid services and facilities to staff and students taking part in educational visits and activities based on risk assessment and first aid needs analysis. An adult will be delegated as responsible for first aid for each trip.
- First aid kits are available in trip bags and for some trips a school based trained first aider will attend based on the outcome of the risk assessment.

Risk Management required for all trips

Staff should adopt the generic risk assessment for their trip, and risk assess students' medical/behaviour issues as well as identifying the aims, benefits and learning outcomes.

In considering risk, there are 3 levels of risk which visit leaders should be mindful of, as outlined by the Staff, Activity, Group, Environment and Distance (SAGED) framework:

- Generic Risk – normal risks attached to any activity out of school. These will be covered by careful completion of the Visit Leader Check List.
- Event Specific Risk – may significant hazard or risk relating to the activity?
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Refer to National Guidance:

4.3b Ratios and Effective Supervision https://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/
4.3c Risk management - https://oeapng.info/downloads/download-info/4-3c-risk-management/
3.2f AALA https://oeapng.info/downloads/download-info/3-2f-aala-licensing/
7a Adventurous Activities https://oeapng.info/downloads/download-info/7a-adventurous-activities/
4.4c https://oeapng.info/downloads/download-info/4-4c-insurance/.
4.4b First Aid https://oeapng.info/downloads/download-info/4-4b-first-aid/

Accident and Incident Reporting and Investigation

- Accidents, near misses and other incidents must be reported to the EVC on return.
- There is an accident book in the First Aid bag and the relevant section on the Visit Leader form must be completed. Such incidents and outcomes will be reviewed in order to identify learning points which will be shared as appropriate with others, including the LA as appropriate.
- The Trust will ensure the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (and any subsequent amendments) are undertaken appropriately.

Plan 'B'

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day e.g. member of staff is ill, transport fails to arrive, severe weather conditions, terrorist incident.

To avoid having to make important decisions under pressure, it is important that some advanced thinking is undertaken to mitigate against such an occurrence. This takes the form of PLAN B in the Risk Assessment.

Emergency Procedures

The Trust has Critical incident Procedures in place for visits and Guidance Notes for Major Cities/Events. There are Keeping Children Safe procedures as well as the Visit Leader's Emergency Base Card.

https://oeapng.info/downloads/download-info/4-1g-model-emergency-procedures-for-visit-leaders/

https://oeapng.info/downloads/download-info/4-1b-emergencies-and-critical-incidents-overview/

Staffing

Staffing Ratios will be a key priority in the initial approval of any proposed visit, as a guideline the ratio is 1:20 but this is a guideline only. A professional judgement must be made by the Visit Leader, EVC and Head Teacher as to the appropriate ratio for each visit.

This will be determined by:

- Type, duration, and level of activity.
- Needs of individuals within the group (SEND).
- Experience and competence of staff and accompanying adults.
- Nature of the venue and location and the weather conditions at the time of year.
- Nature of transport involved.

Volunteers

When parents or other non-teacher adults act voluntarily to assist with visits and activities, they also owe a duty of care to the children and young people taking part.

The main duties of adult volunteers are to ensure that they:

- fully understand their role within the party.
- are competent to undertake their role during the visit.
- students follow the visit leader's instructions at all times.
- have any necessary information about students and organisation.
- are aware of emergency procedures and contacts.
- inform the visit leader of any safety concerns, or the academy if for some reason the visit leader does not implement control measures necessitated by changes in circumstances.
- have sufficient information and resources to enable them to contribute to the effective and safe running of the visit, particularly student details and emergency procedures.

Parental consent

- Consent is not required from parents for students to participate in off-site activities that take place during school hours, which have no costs to parents or are a normal part their child's education, such as museum or library etc. Nevertheless, it remains good practice to inform parents that a visit or activity is to take place. Therefore, parents will be given comprehensive information by letter and Arbor that a visit or activity is to take place.
- At this time parents must be given the opportunity to update the school with any medical or emergency contact information.
- At enrolment, **a one-off consent form** will be signed by parents; this is school specific and includes in-year admissions. This form will cover all types of visits and activities where parental consent is required.
  While one-off consent can be used for virtually all visits, there are situations where consent for a specific visit may be required. These include visits abroad and some visits involving third party provision, where an Outdoor Education Centre require their own consent forms to be signed.
- In some countries proof of parental consent may be required by medical professionals prior to carrying out any treatment. Therefore, **consent forms need to be taken abroad**.

Inclusion

- No student will be excluded from participating in a school trip on the grounds of cost, if it is a mandatory part of the curriculum.
- Parents are signposted to the potential for financial support through trip letters and are advised to liaise with the finance team for support. Following a telephone call from a parent, the finance team completes the relevant form and then will liaise with the trip leader/EVC to decide what appropriate financial support to be offered/provided.
- Foxford School and The Trust are committed to providing visits and activities which are accessible to our students whatever their needs, abilities, or medical conditions.

Charging

- The Trust has a Charging and Remissions Policy which provides the basis for charging for school activities, and the circumstances under which voluntary contributions are requested from parents.
- The Trust is committed to providing the best education for all and will endeavour, within reason, and as funding resources allow, to ensure that all activities offered wholly or mainly during the

school day are available to all students, regardless of the ability to pay of their respective parents/carers.

- The Trust reserves the right, however, to request voluntary contributions from parents/carers and, in the event of insufficient funding, to cancel an activity.

Transport

- The Trust will only use reputable coach companies and will ensure that all coach companies used complete a Provider Statement which is updated yearly. Seat belts must be provided on all seats.
- Public transport: All students are briefed as to procedures on platforms at bus stops on busy streets.

School minibus

- The Trust ensures that a member of staff takes responsibility to organise the relevant MOT checks for minibuses where they are owned by the school.
- Staff are eligible to drive the minibus if they are aged over 21 years with a clean driving license. It is not compulsory for staff to drive the minibus; it is voluntary, and staff are not explicitly paid to drive the minibus.
- The Trust ensure that the vehicles are appropriately insured and maintained with sufficient breakdown cover.

Staff Cars

- The EVC and Headteacher will make the decision if staff can use their own car for a trip.
- Evidence of business insurance, a valid driving license, and a valid MOT certificate must be provided to HR Team. Parents' consent must be obtained for the child to be transported in a private car.

Insurance

- The Trust also arranges a 'blanket policy' to cover educational visits. This policy will cover all activities routinely offered by schools. If staff are considering an unusual or particularly hazardous activity please contact the Outdoor Education Advisers for clarification of insurance cover.
- For an overseas visit, insurance will be taken out with individual travel companies.

Supervision

Students must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by staff (remote supervision). The decision to allow remote supervision will be based on risk assessment and must consider factors such as:

- Prior experience of students.
- Age of students.
- Responsibility for students.
- Competence/experience of staff.
- Environment/venue/location.

Safeguarding

- The Trust is committed to the safeguarding and welfare of children and young people and compliance with its statutory obligations as set out in the most recent edition of the Department for Education (DfE) statutory guidance document Keeping Children Safe in Education (and any subsequent amendments).
- The Trust will comply with this guidance and the Trust's safeguarding and child protection policies and procedures and will ensure that their staff are aware of and comply with such guidance.

- School staff and volunteers e.g. trainee teachers will have been appropriately vetted, as necessary. Parents who volunteer on trips will be vetted as appropriate based on the risk assessment and type of trip.

Records retention

- The Trust has in place a records retention policy which is based on national guidelines from the Information and Records Management Society and guidance from its advisors.
- Records of educational visits and activities are retained in compliance with the Trust's policy on records retention on EVOLVE.

After the visit

- If necessary, a debriefing will follow each visit with the EVC coordinator, to identify what went well and what could have been done better, in order to inform future planning.
- An evaluation will be completed on EVOLVE to ascertain that learning objectives have been met.
-

Appendix 1

VISIT LEADER CHECK LIST - *Visit Leader MUST organise their own trip no one else can do this for you*

This checklist is designed as a final check on planning or as a review tool for regular visits. The relevance of some of the points and the complexity of the responses are dependent on the nature, location and times of the particular visit.

Tick	Action	Who to ask for help
	Quotes: 3 quotes for transport and trip/activity – **do not make any firm bookings at this stage**	Front office
	Proposal Forms Trip to be ready for approval on evolve: a) Abroad and adventurous 28 days prior to visit b) Residential 14 days prior to visit c) All other 7 days prior to visit	Please note: You **MUST** consider the implications of disabled students taking part in the trip. No disabled student can be discriminated against based on their disability.
	1. I have completed all relevant sections and obtained my Line Managers signature	Line Manager
	2. I have booked school mobile with Leanne Grove, 1 mobile needed for each coach going, at least 2 mobiles for major cities and abroad.	Leanne Grove
	3. I have considered cover implications.	Leanne Grove
	4. I have discussed costs and collection with Finance.	Finance
	5. I have obtained a copy of Terms and Conditions from Provider/Tour Company and attached to the Proposal Form (if appropriate) Do not take out insurance with the Tour Company.	Leanne Grove

Staffing		
	1. I am confident to lead the visit and have the specific competence to do so.	Leanne Grove / NGR
	2. I have risk assessed staff where needed (medical issues and qualifications, if appropriate)	Leanne Grove / NGR
	3. I have defined the roles and responsibilities for other attending staff to ensure effective supervision.	Leanne Grove / NGR
	4. I have appointed an Assistant VL. All members of the VL Team are sufficiently confident and competent to fulfil their designated role.	Leanne Grove / NGR
	5. I have confirmed there is sufficient leaders to ensure effective supervision and deal with incidents and emergencies.	Check ratio's with Leanne Grove / NGR
	6. I have ensured all members of the VL team and each coach leader have received all relevant information on both the visit and the groups.	Leanne Grove
	7. I have had a briefing meeting with the EVC (for Major Cities, trips abroad trips and residential)	NGR
Environment		
	1. I have considered environmental factors such as weather, temperature and water levels	Leanne Grove / NGR
	2. I have addressed Accessibility issues e.g. wheelchair access and toileting	Leanne Grove / NGR
	3. Accommodation: I have risk assessed and researched the quality of the accommodation especially rooming.	NGR
	4. It is generally recommended that a pre visit inspection take place or that you make contact with someone who has stayed at the facility recently. A plan of the sleeping accommodation and emergency exits is useful, as is a brochure, so that parents and pupils get an appreciation of the type of facilities available.	
	5. Evening/ Night arrangements: I have organised an evening/ night rota for residential trips for students to have a point of contact throughout the evening.	NGR
	6. I have obtained from the venue a Provider Statement (8P) and attached to evolve (this is only required for adventurous activities when the provider does not hold a LOtC quality badge or AALA Licence.	Leanne Grove
Visits Abroad		
	1. I have made an appointment with Alison Gallagher (terms and conditions)	Alison Gallagher
	2. I have submitted detailed information on the visit so the Governors to enable an informed decision.	Leanne Grove
	3. I have considered the chance of terrorist attack and have put into place the schools procedures emergency procedures.	Leanne Grove
	4. All required information regarding passports and health insurance has been sent to the tour operator (usually a photocopy of both) to be decided when	NGR
	5. I have consent forms for every student	NGR

Objectives		
	The session is linked to the wider curriculum outcomes and objectives through a clear transfer of learning	NGR
Letters		
	1. I have followed Foxford Community School trip letter guidance	Emma Watson Finance
	2. Must a mobile number if after school hours, major city or abroad (stress the number is only for your trip).	Leanne Grove
	3. I have given clear information to parents and young people to enable informed consent (where consent is required).	Leanne Grove
Parents		
	I have briefed parents with the following information by letter or a meeting: 1. of the consequences of any students who show inappropriate behaviour during the visit 2. clothing/Kit required 3. activity taking place	NGR
Students		
	1. Electronic **(NOT HANDWRITTEN)** list of students	
	2. I have studied specific student issues including CPOMS and amended transport accordingly, and RA any behaviour and any medical issues. **This includes what you have put in place to deal with these NOT simply a list of issues.** CPOMS info can be checked by Karen Steele.	RNO: SEND HoY: Behaviour
	3. A briefing has taken place with Susan Wiseman on medical issues/safeguarding if necessary	Susan Wiseman
	4. I have considered appropriate First Aid requirements and a First Aid and coach bag have been booked with Leanne Grove.	Leanne Grove
	5. All staff have been briefed on the nature of the group, medical issues, SEND and behaviour issues	Leanne Grove / NGR
	6. A group list has been set up in Connect ED for this trip, if out of school hours or abroad	Leanne Grove
	7. I have checked we have Parental consent forms for the students involved	Leanne Grove
	8. Code of conduct has been obtained from students/parents	Leanne Grove
	9. Students have 'react information if necessary' and have been briefed on what to do in the case of a critical incident	Leanne Grove
	10. I have ordered Free School Meals for relevant students	Canteen (Claire)
	11. List of students to Jan Clarke to run medical/emergency report	Jan Clarke
Bookings	**I have confirmed bookings with:**	
	1. The transport company (either coach, train or plane), or for the minibus	Pete Sandford (for minibus),
	2. The venue (if applicable)	
	3. The accommodation (if applicable)	

	Evolve	
	Register for each coach has been clearly identified and attached to evolve I have shown what emergency arrangements I have put into place in case of critical incident. A register is left with reception and the trip emergency contact.	Leanne Grove
	I have attached the following forms to evolve:	
	1. Trip Proposal Form	NGR/KCO
	2. Visit Leader Action Card	NGR/KCO
	3. Risk Assessment – delete what is irrelevant to your trip	NGR/KCO
	4. Student medical emergency list	NGR/KCO
	5. Itinerary or detailed letter	NGR/KCO
	6. Emergency Base Card – for after normal school hours only	NGR/KCO
	7. I have attached a Provider Statement (if appropriate)	NGR/KCO
	8. I have completed all relevant forms on evolve and have received approval.	NGR/KCO
	On the day	
	1. Leave accurate register with reception	Leanne Grove

Appendix 2

IMPORTANT INFORMATION

Complete all the details below and seek approval from your Subject/Faculty Leader, it must be completed by the Visit Leader, if not completed correctly it will be returned this will delay approval. Then pass to Nicola Green – not by email, a dialogue is needed. This will then be passed to NGR and AGA for consideration. ***You will be notified by email once approval has been given, then complete the trip forms on*** www.coventryvisits.org.uk

Trip Name				
Venue				
Date(s)	Times	Gate key required?	Subject (EVOLVE primary Purpose)	
Year Group(s)	Who is the trip being offered to?	How many students are eligible to apply?	Places available?	How many of the eligible students are PP?
Visit Leader	VL Mobile Number	School Mobile	School Mobile	
		1.	2.	
Other attending staff		Designated First Aider		
What considerations/provisions have been made for our disabled students?				
What are the transport arrangements?				
What activities are taking place?				
What are the learning and personal objectives of this visit for students? (This needs to be specifically linked to the Programme of Study. This can be copied to EVOLVE as the secondary purpose)				
Intended outcome(s) (What will be the impact on the students' learning? This can then be copied to EVOLVE.)				
What are the significant risks of this visit?				
Please attach any Booking Terms and Conditions - **Do not take out <u>any</u> insurance**				
This has been discussed with Finance Department: Yes No				
Is prepayment required?	Date to be paid by	Venue Costs	Online trip reference	
Yes No				
Transport costs	Proposed Total Cost	Cost per student	Is cash collection needed?	
			Yes No	
Notes:			Budget Code	
Finance signature:			Date:	

First aid box to be collected prior to trip from medical room/front office. Further information on student medical issues must be obtained.

Please complete cover implications and which year groups requires cover								
	Name	P1	P2	P3	1 Reg	2 Reg	P4	P5
Staffing								
What are the cover arrangements for KS4 lessons?								
Staffing								
What are the cover arrangements for KS4 lessons?								
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Staffing								
What are the cover arrangements for KS4 lessons?								

EVC use: Copies of proposal to:

Finance		Approved copy to Visit Leader	
Pastoral		Base contact if after school hours	
Reception		Canteen	
		Whole school evacuation pack	
Tasks:			
Once approved: Visit Leader and finance notified.		On School Web	
Check list emailed to VL at the same time.		School Mobile booked	
Entered onto school calendar		Diary entry	
Entered onto Attendance analysis spread sheet		Scanned	

As Visit Leader I agree to have the trip ready for approval 7 working days prior to visit or 28 days for adventurous trips. I will also complete an evaluation on EVOLVE after the visit has taken place.

Visit Leader…… Date ……

Approved by:

Line Manager…… Date ……
NGR/KCO (EVC)…… Date ……..
AGA …….. Date ……..

Appendix 3

What is a 'Grab Bag' lesson? (Proper name is the Extended Learning Environment Lesson)
This is a visit out of school, during lesson time, which can take place at short notice. It allows you to make use of the Extended Learning Environment – the environment around the school. There is a 'Grab Bag' of useful items that you need to take with you.

What is different about this?
Grab Bag lessons can take place when:

- The destination is within one of the two designated areas, one for students who are walking, and a larger area for those going by minibus.
- The visit will take place entirely within the school day.
- There are no cost to students or parents.
- There is no impact on other lessons, or such impact has already been agreed.
- There are no hazardous activities (e.g. involving water).

What are the geographical boundaries?
See the maps below. The maps are also available on the school website.
If you don't know the local area, you must familiarize yourself with your journey and destination before you first take students there, or ensure you take a member of staff who does know the area.
If travelling by minibus, consider the likely traffic conditions at the time of your visit and whether the journey can be completed in the time available.

What do I have to do to lead a Grab Bag lesson?
You will need:

- To have a request-permission form signed by AGA.
- To ensure you have the correct staff: student ratio.
- A class list, including student medical needs, with one copy to take with you and one to leave at reception.
- To check the medical needs on the class list to ensure your visit is feasible and safe for all.
- Collect a Grab Bag and a school mobile phone from Leanne Grove before you leave. If you use anything from the bag, please let Nikki know so that it can be replaced if appropriate.

Each bag will contain: 2 high vis waistcoats for group leaders, 2 waterproof ponchos, a first aid kit, a water bottle, plastic cups, Leanne Grove will also give you a school mobile phone with credit. There will be room in the bag for your folder, paper, pens etc.

How many students can I take?
Year 7 to 11, up to 15 students per member of staff.
Year 12 to 13, up to 20 students per member of staff.
You may need to arrange to have a learning or cover supervisor or a TA with you depending on your students.

What do I do with my class list?
Check the medical needs of your class, so that you understand the potential risks. Ensure they have medication with them, where appropriate.

Do I still need a risk assessment form?
A generic risk assessment form has been created for Grab Bag lessons.
It is your responsibility is to read it and ensure you follow the control measures that are given.

PROCEDURES FOR SCHOOL FIXTURE/EVENTS

- These are fixtures that take place at short notice
- There is no cost to students or parents
- There are no hazardous activities taking place
- Are within 20 miles from school
- Visits during school time, or that involve costs will need to follow the normal trip process using a Trip Proposal Form.

Tick	Action	Completed by:
	Complete the trips action on Arbor including parental consent	Visit Leader
	Book Transport	Visit Leader
	Risk Assess any Medical/Behaviour issues. If there are Email NGR and LGR concerns	Visit Leader
	ON THE DAY: Register on Arbor. Take PE Fixture pack	Visit Leader

PHOENIX TRUST INITIAL PROPOSAL FORM FOR A SCHOOL TRIP ABROAD (to be completed by the Visit Leader)

IMPORTANT INFORMATION

- Complete this form and email to Nicola Green.
- Nicola Green will pass the form to AGA and Governors for consideration and approval.
- Take no further action until you have received approval from the governors.
- You must then continue to follow the procedures in the **Visit Leader Check List**.

PLEASE DELETE ANY DETAILS THAT ARE NOT RELEVANT TO YOUR TRIP

TRIP NAME –
VISIT LOCATION –
PROPOSED DATES AND REASON FOR DATES CHOSEN (Refer to school and trips calendars)
DETAILS OF SCHOOL TRIP Who is the trip for? (year(s)/subject/club/team etc.) How many students are eligible to apply? How many of the eligible students are PP? How many spaces are available? How has the trip been publicised?
VISIT LEADER (Name and relevant training and experience relating to this trip?)
OTHER ATTENDING STAFF (Names, roles and responsibilities relating to trip and reason(s) for choosing them specifically e.g. speaks local language.) .
WHAT ARE THE INTENDED LEARNING OUTCOMES FOR THIS TRIP? (Be as specific as possible.)
PROVIDER/TOUR OPERATOR Which provider is being used and why have you chosen them?
BOOKING TERMS AND CONDITIONS (Do not take out any insurance with the company**)** Have the T&C's been seen by Emma Watson? **YES/NO** Emma's comments:
COST OF TRIP PER STUDENT –

Page Break

LETTER TO PARENTS ATTACHED **YES/NO**
DETAILED ITINERARY ATTACHED

This will need to include dates, times and details of what is to take place. This will include arrival and departure times, means of transport and duration of stay at each location. **YES/NO**

RISK ASSESSMENT: SUPERVISION Details to be included in the risk assessment

Adequate supervision is viewed as the main control measure for any activity since it reduces the likelihood of inappropriate behaviour which could lead to injury, breakage, loss of possessions etc.

- Detailed downtime and night time supervision plans are included in the itinerary? **YES/NO**

Arrangements will be in place to meet the needs of students on the trip, particularly pastoral ones. e.g. educational barriers to learning, medical concerns etc.

- The Visit leader and Assistant Leader will have a school mobile each.
- Each member of staff will have a comprehensive trip information pack.
- Staff will also be in possession of their own mobile phones.
- The ratio of competent adults to students needs to be considered:

  Number of adults =
  Number of students =
  Adult: Student ratio =

NOTE: A detailed risk assessment should be drawn up and checked by EVC ahead of first parent evening for the trip.

The first parent evening for the trip will be: Date/Time: _____

RISK ASSESSMENT: ADVENTUROUS ACTIVITIES Details to be included in the risk assessment

Is the provider approved by a regulating/governing body for the activities being accessed by the school party? **YES/NO**

If YES, who is the approving body?

If NO, give full details of the qualifications of the instructors leading the activity, the levels of supervision and what personal protective equipment is to be used.

Have the parents and students been fully informed of each activity taking place, in the letter sent to parents gauging the level of interest in the trip taking place? **YES/NO**

RISK ASSESSMENT: ACCOMODATION Details to be included in the risk assessment

- Name, address and type of venue(s) included – **YES/NO**
  - Does the venue provide appropriate accommodation for all staff and students: **YES/NO**
- Does the venue have CCTV? **YES/NO**
- Is there secured access operated by employees of venue? **YES/NO**
- Are the rooms secure with door and window locks? **YES/NO**
- Is there a safe for valuables and personal possessions? **YES/NO**
- Are there appropriate shower/toilet facilities? **YES/NO**
- Does the venue have evacuation arrangements in place for fire and terrorist/bomb alerts: **YES/NO**

RISK ASSESSMENT: DISABILITY Details to be included in the risk assessment

- Has the venue been confirmed as able to provide activities for disabled students? **YES/NO**
- Does the accommodation have: - Suitable disabled toilets and washing facilities? **YES/NO**
  - Access to rooms via ramps, lift or stair lift? **YES/NO**
  - Accessible dining facilities? **YES/NO** - Suitable emergency evacuation arrangements for disabled students **YES/NO**

RISK ASSESSMENT: TRANSPORT Details to be included in the risk assessment

Transport will be by (highlight): Coach School minibus Train Ferry Aeroplane Taxi

Name and contact details of transport providers.

Details of how the school party will deal with any layovers e.g. waiting for a connecting flight at an airport:

RISK ASSESSMENT: MEDICAL NEEDS Details to be included in the risk assessment
The visit leader will liaise with the Medical Room Supervisor regarding the medical history of students going on the trip and will contact parents/carers to confirm any medical support required for the trip.

Staff will be trained, where appropriate, to administer any prescribed medication required by a student and also advised regarding any non-prescription medication that can be provided to individual students.

TRIP APPROVED FOR FORMAL PLANNING? (If it is not approved, please outline reasons)

If an initial 'Letter of Interest' has been sent to students regarding the trip, what has been the response?

EVC DATE

Head teacher **DATE**

Sent to governors DATE

GOVERNORS APPROVED DATE

This has been discussed with Finance Department: **Yes/No**			
Is prepayment required?	Date to be paid by	Venue Costs	Online trip reference
YES/NO			
Transport costs	Proposed Total Cost	Cost per student	Is cash collection needed?
			YES/NO
Notes:			Budget Code
Finance signature:			Date:

Appendix 6

PROVIDER STATEMENT

This form is NOT required for providers that hold a valid Learning Outside the Classroom Quality Badge.

Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk
Organisers requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

PART 1: To be completed by the Visit Organiser

Name & address of Establishment (school/service)	
Email Telephone	
Type of Visit/Activity:	
Name of Visit Organiser	
Name of Provider	
Date(s) of visit	

PART 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you have been sent this form but hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need only complete Section A and the Confirmation.

SECTION A

To be completed for all types of visit

1. **Learning Outside the Classroom Quality Badge**		
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
1.2	If Yes, what is its expiry date?	
2. **Insurance**		
2.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
2.2	If Yes, what is its indemnity limit?	£ M

SECTION B

To be completed for all types of visit

3. **Health, Safety and Emergency Policies**		
3.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
3.2	Do you have accident & emergency procedures in place, with records available for inspection?	
4. **Vehicles**		
4.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in	

	the country in which they will be used and EU regulations on passenger seats and seat restraints?	

5. **Staffing**		
5.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
5.2	Are there regular opportunities for liaison between your staff and establishment staff?	
5.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
6. **Accommodation**		
6.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
6.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections are available?	
6.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
6.4	Are separate male and female sleeping accommodation and washing facilities provided?	
6.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
7. **Sub-contracting**		
7.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
7.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C
to be completed if the visit includes activities or field studies

8. **Adventure Activities Licensing Authority (AALA) Licence** to be completed if any activities are within the scope of the licensing regulations		
8.1	AALA Reference number Date of expiry.	
8.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
9. **Activity Management** to be completed about all activities		
9.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
9.2	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
9.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	

9.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
9.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
9.6	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
9.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

SECTION D
To be completed by Tour Operators

10. **Tour Operators**		
10.1	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.	
Details of any bonding (ATOL, ABTA etc)		

SECTION E – EXPEDITIONS

to be completed for overseas expeditions

11. **Expeditions**		
11.1	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?	

SECTION F – ACCREDITATION

12. **Details of any accreditations held by the Provider**

CONFIRMATION
I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed: Date:

Name:

Position in organisation:

Name of Provider:

Address of Provider:

Tel:

Email: Website:

Thank you for completing this form. Please return it to the Organiser at the establishment named above.

PROCEDURES FOR LEAD MANAGER (Nicola Green) OR STAFF RECEIVING NOTICE OF AN INCIDENT ON A SCHOOL VISIT

In the event of an accident on a school trip being reported (when being reported to school reception have crib card):

Firstly: Remain calm and reassure the caller that swift action will follow and then take down the following details:

- Confirm the number at which the caller can be contacted back on.

_____

- Nature, date and time of the incident.

_____
_____
_____
_____

- Details of injuries, hospital - has a staff member gone with the injured to the hospital? Who?

_____
_____

- Are all party members accounted for? (Ask who is missing)

_____

- Names and telephone numbers of those involved.

- _____
- _____

_____
_____

- Action taken so far. (Have parents been contacted?)

_____
_____

- Instruct that a written log of all actions and conversations are kept.
- Ask that anyone involved with the party give a short written account of the incident.
- Telephone numbers for future communication. For serious accidents where the media are involved try to identify alternative telephone numbers at 'home' and 'off-site' base, as other lines will quickly become jammed.

_____
_____
_____
_____

Under no circumstances should the name of any casualty be divulged to the media / press

Immediately notify a member of the Critical Incident Management Team: Nicola Green and Al Gallagher.
Keep a record of all communication, including times, dates and messages given and received.

Procedures for the school / establishment Critical Incident Management Team (CIMT) Al Gallagher and Nicola Green

1. The CIMT should record all of the information collected by the Lead Manager (using the same form above)
2. The CIMT should speak directly with the group leaders to determine the precise details of the incident and to determine the appropriate course of action to be taken by the group and by CIMT (including informing the ECC Press Office via the Communications Team). This could include sending an officer to the incident site.
3. Contact with parents/guardians/relatives should be agreed with the party leader.
4. The CIMT member will inform the Governors who along with Al Gallagher will co-ordinate communications and media.
5. Decisions relating to the organization of services to bring the group home may well be made by the CIMT.
6. The CIMT member will collate and prepare a detailed report, arranging a visit to the site if necessary.

Key contact numbers:

Name	Telephone	Fax Machine	Mobile
Contact details of local authority			
Allister Cook - Head of Outdoor Education Service			07943520592
Al Gallagher			
Nicola Green			
Leanne Grove			
Plas Dol y Moch outdoor education Centre		01766 762 438	0176 651 0200
Coventry and Solihull and Warwickshire Resilience Team Numbers - Not to be given out to the public			
CSW Resilience Team	02476 83 3576	02476 227 525	emergencyplanning@coventry.gov.uk
Home Office			020 7035 4848
Local Radio Station	BBC Coventry & Warwickshire	94.8, 103.7 and 104 MHz FM,	
Police	101 or 999		
Department of Education	0370 000 2288	Office hours	
Foreign & Commonwealth Office	0207 008 1500	24 hour consular assistance	If abroad, please dial =44207 008 1500
Teacher support network			

Appendix 8

SCHOOL TRIPS – KEEPING CHILDREN SAFE

The following guidance for planning visits explains how we may reduce our vulnerability while carrying on as normal as possible.

Planning
In the early stages of planning and at regular intervals check the latest threat levels and news relating to your destination: **UK** https://www.mi5.gov.uk/threat-levels **Abroad** https://fco.gov.uk
Pay particular attention when planning to the needs of SEND students and their ability to react and respond to emergency situation.
Transport
Plan your route before you leave and have an alternative route just in case.
Know which bus numbers you could take if there was a problem and where to board it.
Consider transport hubs being at risk of terrorist attack. Avoid congregating too long around entrances while waiting for transport to arrive.
Environment
There must be an on-going RA carried out throughout the visit. If circumstances change, activities should be curtailed or amended e.g. change to plan B.
Avoid congregating to long around entrances of major public sites. Consider reducing waiting times at busy venues, consider where to wait and gather for head counts.
Consider; do you need to leave the venue immediately with the crowds at the end of the visit event?
Reduce queuing time by not carrying large bags/back packs at sites where you are likely to be searched.

Hotel of Safety
Identify a Hotel of Safety near your destination. More than one if moving to different venues/areas. This will be extremely useful if transport shuts down, and mobile phones networks go down, staff would take the students there. It would be very unlikely that a hotel would turn away a group of children if there was a serious problem. Don't inform the Hotel they are your place of safety. You must make sure all staff and students know how to get there. The school will be able to ring the hotel, and establish safe communication.
Ratio
Consider increasing supervision ratios from normal arrangements. If students are allowed to spend time indirectly supervised, consider reducing the amount of time to short periods, or removing this additional freedom.
Parents
Communicate openly and outline procedures in place with parents in advance to reassure them that their child's safety is the priority and has been carefully considered by the school.
Provide contact details of visit leaders for emergency contact, and detailed itinerary.
Students - Students will be briefed on these guidelines
Printed emergency contact cards with instructions on how to react in the event of an incident will be printed.
For trips abroad, students and staff will carry photo ID cards.
In public places students should remain vigilant and alert, strenuously advice students not to walk around 'glued' to their mobile phone and must **not** use headphones as this reduces awareness of their surroundings and reduces their ability to react.
Report anything suspicious to staff especially in shopping centres, political and sports venues.
Don't leave bags unattended anywhere, this can lead to a security alert.
Brief students to follow instructions of police or security forces at all times, being mindful that they may be armed and appear more intimidating than they are used to. Officers might be extremely forceful, direct and may even point weapons directly at them and others, this is necessary until people's identities are confirmed.
Encourage students to carry additional personal medication in case of long delays.
If separated from the main group they should make their way to the established meeting point.
If an incident occurs students should get away as quickly but safely from immediate vicinity as possible, leaving baggage or other belongings behind and make their way to the Hotel of Safety. It is important that they follow this provision.

VISIT LEADER AND BASE EMERGENCY ACTION CARD

This card must carried by *all* staff accompanying a visit.

Visit Leader Emergency procedure:

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide you.

1. REMAIN CALM – Assess the situation
2. Safeguard yourself and then any other uninjured members of the group
   Make sure all other members of the part are:
   - accounted for
   - safe
   - ✓ adequately supervised
   - briefed to ensure that they understand what to do to remain safe
3. Delegate assistant leaders if possible so you can keep an overview of events and to allow 'concurrent' activity
4. Call emergency services (999 or 112) as appropriate
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
   a. Preserve life
   b. Prevent the condition worsening
   c. Promote recovery

Essential First aid:

1. Remember: DRAB – Danger – Response – Airway – Breathing
2. You need to try to find and stop any serious external bleeding
3. You need to protect the casualty form the environment – keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate emergency is contained:

Inform the school and the insurance company, details to be stored the emergency pack.
They will need the following information:

- Name and address of your school.
- What number can you be called back on
- What is the nature of the emergency?
- How many causalities there are and their status
- The total number of people in your party
- Your current location
- Whether you are staying where you are or moving – if you are moving where to?
- What time did the accident/incident happen?

Secondary Action Checklist

- Liaise with and take advice from emergency services if they have attended the scene.
- Consider the physical needs of the group and causalities in terms of shelter, refreshment, and transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they often do this for each other).
- Control communications – prevent group members from using phones or going online until approval is given.
- Keep a written log of all actions, taken, conversations held and a timescale, do not admit liability of any sort.
- Refer all press, media, parental or other enquiries to your establishment contact.
- Inform the foreign Office Consular Assistance Team if abroad.

USEFUL TELEPHONE NUMBERS:

Name	Telephone	Mobile
Visit Leader telephone number Name:		
Other attending staff: Assistant Leader Name:		
Other attending staff: Name:		
School/Establishment		
Head/Manager: Al Gallagher/Nicola Green		
2nd Contact at base: (For trips abroad)		
Insurance Policy		
Alistair Cook: Head of Outdoor Education Service		07943520592
Coventry, Solihull and ~Warwickshire 24 hour Emergency Contact Number.		
Local accommodation/hotel INCLUDING FULL ADDRESS		
Transport Company number: Name:		
British Embassy/Consulate		
School Mobile:		
School Mobile:		

Incident/Near miss log

Incident/Near miss log			
Notified by:		Date/time:	
Issue:			
Other information Provided:			
Referred to:		Date/time:	
Action Date/time:	Action notes:		

Appendix 10

PARENT/CARER CONSENT AND INFORMATION FORM FOR EDUCATIONAL VISITS AND ACTIVITIES

Name of Child: ……

Date of Birth: …… Tutor Group: …….

I give permission for my child to take part in activities or visits as organised by Foxford Community School.
School will send you information about each trip or activity before it takes place.

I give permission for my child to take part in Extended Learning Environment lessons.
Additional information can be obtained on our school website.

MEDICAL INFORMATION
Details of any medical condition that my child suffers from and medication my child should take during off-site visits:
……
My child suffers from the following allergies: ……

My child has the following food allergies: ……
My child avoids eating the following foods due to religious observance: ……
My child suffers from travel sickness. Yes No

Family doctor: …… Telephone Number……

Address: (Including Medical Centre Name) ……

EMERGENCY CONTACT DETAILS

Name of parent/carer……

Address: ……

Telephone numbers:
daytime: …… evening…… mobile: ……

Email address: ……

IT IS IMPORTANT THAT YOU READ AND SIGN THE DECLARATION OVERLEAF

Alternative emergency contact should parents/carers not be available:

Name: …… Relationship to child: ……

Address ……

Telephone numbers:
daytime: …… evening:…… mobile……

Please sign to confirm the above information ……
DECLARATION

I agree to my child attending trips/activities as organised by Foxford Community School School.

I understand that all reasonable care will be taken of my child during the visits/activities and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.

I understand that if my child seriously misbehaves or is a cause of danger to himself/herself or to others, then he/she may be sent home early from the visit/ activity. In such a situation there will be no obligation on the school/establishment to refund any money.

I agree to my son/daughter to be given first aid or urgent medical treatment during any school trip or activity.

Full name of parent/carer (PRINT): ....

SIGNED: ..... Date: .....

EXPLANATORY NOTES

This form serves several important functions:

1. It confirms your knowledge of and your agreement to your child's participation in planned visits/activities
2. It advises you that the Children, Learning and Young People's Service will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
3. It contains information about your child together with your consent to medical treatment if required.
4. It gives the supervising staff immediate information on how to contact you in an emergency.

Data protection – The Trust is committed to ensuring we hold data in accordance with legislation. To comply with General Data Protection Regulations (GDPR) effective 25 May 2018, we treat all personal data held manually and on computerised systems administrative systems with due care and confidentiality. Personal data will only be disclosed in accordance with The General Data Protection Regulation **and** in accordance with the Trust's Data Protection Policy.
Data collected is used for registration and monitoring purposes, and to ensure emergency contact information is updated.

Appendix 11

PP distribution guidelines

The following guidelines are set out in order to provide parity and fairness across the cohort of PP students in years 7 – 11 at Foxford Community School, in support of the Pupil Pledge.

Students automatically receive a contribution towards the cost of a trip and, in exceptional circumstances, can receive financial support. The maximum contribution made by the school is £100.
Financial support above these thresholds can be considered and provided at the discretion of the Tom Jordan, in charge of Pupil Premium Grant, or the HT.

All faculty leaders are able to request provision of subject specific equipment which will be considered based on educational benefits and evidence that they are used.

Subject leaders ensure that PPG students receive any bought revision guides required for GCSE courses.

Appendix 12

COACH PROVIDER STATEMENT

Part 1: To be completed by Establishment

Company Name:	
Company Address:	
Contact Details	
Telephone Number:	
Email Address:	

Documentation Required:

Documentation	**Comments**	**Received**
Current Coach Operators Licence.	Check if only licensed for UK or for international travel.	
Operators Vehicle Insurance.		
Public Liability.		
Employers Liability Insurance.		
Specific Health and Safety Risk Assessment for group travel with young people.		
Current Operator Compliance Risk Score (OCRS).	You can obtain this from the Driver and Vehicle Standards Agency (DVSA). The score is passed on data from vehicle tests and roadside inspections collected over a three-year rolling period. The scores are colour coded red (highest risk), amber or green (lowest risk).	

Part 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A or give the specific information as required.

All drivers are correctly licensed and have DBS checks.	
Drivers have received training to operate with groups of young people.	
Drivers have an emergency procedure to follow.	
Coaches are equipped with basic safety equipment (first aid and functioning torches).	
Vehicles undergo four weekly safety checks.	
Do you have external accreditation or audit – e.g. Coach Marque, Guild of British Coach Operators, BUSK Benchmark, Road Operators Safety Council (ROSCO) 'Safe Driver Awards', Freight Transport Association (FTA) audits or inspections.	We have the following:

For International driving

Confirm drivers will have experience in international travel.	
What are the procedures/support available should the coach breakdown during the visit?	
24/7 Contact details:	
Copy of Terms and Condition attached:	Yes/No