

# Ousedale School

Aspire | Believe | Achieve

## Educational Visits and Journeys Policy

Reviewed and approved by F&P Committee	June 2021
Approved by Full Governors	July 2021
Next due for review by F&P Committee	June 2023

## 1.0 Introduction

- 1.1 We believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately, planned visits are known to enhance learning and improve attainment and so form a key part of what makes Ousedale School a supportive and effective learning environment.
- 1.2 The benefits of students taking part in visits and learning outside the classroom include (but are not limited to):
- Improvements in their ability to cope with change and novelty
  - Increased critical curiosity and resilience
  - Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness
  - Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
  - Improved achievement and attainment across a range of curricular subjects. Students are active participants and not passive consumers and a wide range of learning styles can flourish.
  - Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
  - Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
  - Greater sense of personal responsibility
  - Possibilities for genuine team working including enhanced communication skills
  - Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
  - Improved awareness and knowledge of the importance and practices of sustainability.
  - Physical skill acquisition and the development of a fit and healthy lifestyle.
- 1.3 Ousedale is grateful to those staff who organise and accompany visits, particularly those which take place beyond the school day and those which require residential supervision.

## 2.0 Application

- 2.1 Any visit that leaves the school grounds, whether as part of the curriculum, during school time or outside the normal school day, is covered by this policy.
- 2.2 Ousedale School adopts the LA's document: '**Guidance for Off-site Visits and Related Activities with National Guidance & EVOLVE**' (available via EVOLVE Resources). EVOLVE is the web based planning, notification, approval, monitoring and communication system, used by Ousedale School, to which all staff have access.
- 2.3 The Local Authority's guidance links directly with National Guidance [www.oeapng.info](http://www.oeapng.info) (Outdoor Education Advisers' Panel)
- 2.4 All staff are required to plan and execute visits in line with Ousedale School policy and the subsequent links to the Milton Keynes policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.
- 2.5 The rest of this policy explains how visit approval and planning takes place at Ousedale School

### **3.0 Roles and responsibilities**

- 3.1 Visit leaders are responsible for the planning of visits but should involve both accompanying colleagues and the students in this process. Staff must make appropriate checks of any third party providers. Staff are advised to obtain outline permission for a visit, from the designated senior staff who are EVC (Educational Visits and Journeys Co-ordinator) trained, **before** beginning to plan and certainly before making any commitments.
- 3.2 Visit leaders must ensure that all planning procedures are completed fully as detailed in the Visit Leaders Job List (Appendix 3).
- 3.3 The Educational Visits and Journeys Co-ordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom. They are the first point of call for advice on visit related matters.
- 3.4 The Educational Visits and Journeys Administrator (EVA, currently Helen Anderson) will check initial final visit plans on EVOLVE before submitting them to the EVC. The EVA sets up and manages the staff accounts on EVOLVE.
- 3.5 The school's EVC must undergo training as necessary to keep up-to-date with developments in legislation and good practice every 3 years. He/she will ensure that all party leaders receive appropriate training.
- 3.6 The Headteacher delegates the responsibility for monitoring and final approval of all visits to the EVC
- 3.8 The Governors have a clear duty to ensure that the Health, Safety and welfare of students and employees are fully considered in the planning of visits and for their duration.
- 3.9 The governors delegate this responsibility via the Headteacher.

The Chair of Governors or the Vice-Chair in his absence will be given 'read-only' access to EVOLVE so that trips and journeys can be monitored. However, they are required to sign off all trips that are overseas, residential or adventurous as defined by this policy.

### **4.0 Visits during a normal lesson - staff using the local area to deliver lessons (Type 1 Visit)**

Local area visits that occur within a timetabled lesson and have no other impact on other lessons will follow the extending learning territory policy (Appendix 1).

### **5.0 Half-day, single day or evening visits within the UK excluding adventurous activities (Type 2 Visit)**

- 5.1 Trip leaders put details on EVOLVE and are approved internally by the EVC.
- 5.2 Visits should be submitted for initial approval to the EVA/EVC **via EVOLVE** at least 28 days in advance and certainly no fewer than 14 days in advance.
- 5.3 Once initial approval is received the rest of the EVOLVE process should be completed and submitted for full-trip approval.
- 5.4 EVOLVE will not allow trips to be submitted for trip approval if the following elements are not covered. It is the visit leaders' responsibility to ensure the details are correct:
- The correct ratio of 1:15 young people and the correct balance of sexes to supervise a mixed group.
  - Nominated group and deputy group leader
  - Risk assessment

- Letter informing parents / carers of the arrangements, including safe transport home, costs, necessary medical consent forms and that the school may have to change the itinerary due to unforeseen circumstances. This letter must be approved by the EVC.
- 5.5 Consent forms must be completed on the schools' online parent communication system and a system of paying in the agreed contributions by the students initiated. Parental/carer's permission for the party leader to authorise any emergency medical treatment must be obtained, along with details of any medical problems/conditions.
  - 5.6 It is the leader's responsibility to ensure that the trip is financially viable and enough time must be allowed to follow up any slow paying participants and decide well before the event if the trip can proceed. Groups may pay non-returnable deposits and this must be clearly communicated to parents/carers. If the trip is over-subscribed students will be selected by a random draw and deposits returned accordingly.
  - 5.7 The leader must ensure that all accompanying adults clearly understand their roles and functions during the trip. Any accompanying adult who is not a teacher **MUST** be accepted by the EVC and have DBS (Disclosure and Barring Service) clearance. Volunteers must not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.
  - 5.8 An exploratory visit should be made by any teacher who is to lead a group on a visit to a location which is unfamiliar to them. All trips that are with companies that the school have not previously used must obtain a reference from another school that have used the same company successfully to run one of their trips in the past. The trip leader must check the credentials of each new company to ascertain that they hold an AALA licence and/or an LOTC quality badge.
  - 5.9 Some day trips can involve Sixth Form students attending conferences and university open days. These mature students can travel independently and unaccompanied, up to 20 students, but they should if possible travel as a group. This has been covered in a letter to all parents/carers of our Sixth Formers but they must inform the Head of Sixth Form, and they must take out the appropriate insurance as recommended to their parents/carers by the school. The teacher recommending the visit can insure students through their department.
  - 5.10 The teacher recommending the visit to the students must check that they understand the risks involved in travelling safely to the venue and going into a crowded strange environment.
  - 5.11 Any evening trip conducted from the school must use coaches with allocated staff and groups of students. The party leader must ensure that the timetable of events and emergency procedures are made clearly known to all students in advance of the visit and that there is a regular checking of students during the trip. On no account can a group be allowed to travel on public transport (train/bus/tube) late at night.
  - 5.12 In the event of a late return to school/the locality, the party leader must be satisfied that all students have safely arranged for transport home. Any possible late return to the school must be notified to the Site Manager in writing and arrangements made – a front gate key may be borrowed to enable cars to be collected from site outside normal operating hours.
  - 5.13 A list of students and accompanying adults must be handed in to reception as you leave the site. Reception must be informed of your safe return as soon as practicable. Parents' contact numbers must be taken on the trip if return is expected outside of normal reception hours.

## **6.0 Adventurous activities, Trips abroad and Residential trips (type 3)**

- 6.1 Visits involving an overnight stay or adventurous activities must be put on EVOLVE and submitted to the EVC at least 10 weeks in advance.
- 6.2 Visit leaders must check if an activity provider holds either an AALA licence ([http://www.aals.org.uk/aals/provider\\_search.php](http://www.aals.org.uk/aals/provider_search.php)) and/or an LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>). If they don't hold the LOTC Quality Badge then they must complete a Provider Questionnaire (available via Evolve – Resources section).
- 6.3 Visits abroad require detailed planning to commence **one year** in advance as these trips need to be agreed in principle by the Governing board. It is expected that these trips are planned well ahead in this way so that they can be incorporated into the school calendar.
- 6.4 The Chair (or Vice-chair) of Governors, on behalf of the Governing board, will need to give final approval to all residential trips.
- 6.5 The EVC must be kept up to date with progress and follow his/her advice in the planning stages. The EVC will inform SLT of progress.
- 6.6 Checks must be made on any third party providers and permission from the EVC to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge (see above) do not require further checks. Those who do not hold this accreditation should complete and return a Provider Questionnaire, which visit leaders should scrutinise.
- 6.7 When planning any visit the trip leader and EVC will consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack.
- 6.8 The EVC will be aware of the latest news relating to the destination. If the destination is in the UK the EVC will use (<https://www.mi5.gov.uk/threat-levels>) to determine the current level of threat. If the destination is abroad the EVC will check the Foreign and Commonwealth Office (FCO) website ([www.fco.gov.uk](http://www.fco.gov.uk)) in the early stages of the visit planning, at regular intervals and immediately prior to leaving and ensure the threat of terrorism is part of any visit risk assessment. Further national guidance can be obtained at (<http://oeapng.info>).

## **7.0 Duke of Edinburgh Award**

- 7.1 Ousedale has a very active DofE group within the school. A DofE co-ordinator is employed to co-ordinate and ensures that Bronze Silver and Gold Award activities are undertaken within the appropriate safety guidelines.
- 7.2 For Duke of Edinburgh activities the Duke of Edinburgh Co-ordinator will need to submit final plans to the EVC and Chair of Governors at least 10 weeks before the departure date.
- 7.3 Ousedale is the licensed operating authority for DofE activities.

## **8.0 Staff Competence**

- 8.1 We realise that staff competence is the single most important aspect of safe visit management and so we support staff in developing this competence in the following ways:
- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role
  - Supervision by Senior staff of some educational visits
  - Support for staff to attend training courses relevant to the role of visit leader

In deciding whether any member of staff is competent to be a visit leader the EVC will take into account the following factors:

- Level of relevant experience
- Any relevant training undertaken
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the children, the venue and the activities to be undertaken

8.2 Only once the EVC is satisfied that a member of staff is competent to be a visit leader will they be allowed to lead trips/visits.

## **9.0 Emergency procedures**

9.1 A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

9.2 The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits must be familiar with this plan and it is tested at least bi- annually and following any major staffing changes.

9.3 The EVA responsible for trips and journeys will ensure that the correct emergency contact cards accompany the trip paper work for the visit leader.

9.4 When an incident overwhelms the establishment's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance may be sought from the local authority.

## **10.0 Parental Consent**

10.1 The school obtains blanket consent, for all Type 1 (local, non-residential visits), at the start of each year.

10.2 For **any** visits not covered by the extended learning territory (appendix 1), trip information will be sent home giving the parents information on the visit and including a request for information on their child's medical, dietary and emergency contact details via a consent form that also enables visit leaders staff to authorise any emergency medical treatment.

10.3 Staff may , withdraw students from trips prior to it commencing, on reasonable grounds, whose behaviour well-being and/or health and safety is a cause for concern in school. It is also the responsibility of parents/carers to collect their son/daughter from a trip due to illness/injury/health and safety reasons and inappropriate behaviour. Parents / carers and students must be told in advance of the visit procedures for dealing with misbehaviour and/or well-being and who will meet the cost.

10.4 Consent must be given on the school's online parent communication system and a system of paying in the agreed contributions by the students initiated.

## **11.0 Inclusion**

Ousedale School adopts the LA's document: '**Guidance for Off-site Visits and Related Activities with National Guidance & EVOLVE**' and therefore complies with the Equality Act 2010.

## **12.0 Charging / funding for trips/ Contingency funds**

12.1 It is the leader's responsibility to ensure that the trip is financially viable and enough time must be allowed to follow up any slow paying participants and decide well before the event if the trip can proceed.

- 12.2 Groups may pay non-returnable deposits and this must be clearly communicated to parents/carers. Communications should also make it clear that if students withdraw from trips the school will only refund what it can recoup from any trip providers and only where it does not threaten the financial viability of the trip or add to the cost of those still participating.
- 12.3 It is the trip leaders responsibility to ensure that any 'contingency funds' are included with the cost of the trip.
- 12.4 Trip leaders must fill in a 'cash reconciliation' form, provided by the finance department, and itemise each expenditure from the contingency fund. A receipt for each expenditure must be attached.
- 12.5 If during a trip a student loses, or runs out of funds, and/or a necessary purchase needs to be made by a trip leader on behalf of the student, the trip leader should contact parents/carers for approval and inform them that they will need to reimburse the school.

### 13.0 Transport

- 13.1 **Private Cars** - Transporting young people in staff cars should be avoided.
- 13.1.1 In exceptional circumstances, the EVC may permit staff to use their car if all other methods have been exhausted. Any use of private vehicles will be subject to a specific risk assessment.
- 13.1.2 In the circumstances outlined above, approved trip leaders must complete a **Private Car Form** (available via Evolve - Resources section) which is retained by the school and updated for each permitted trip.
- 13.1.3 Young people should not travel alone in a private vehicle with a member of staff.
- 13.2 **School Minibuses and Private Hire (without a driver)** - Only drivers who are eligible under the "Licensing Incidental Drivers of the School Minibus" statement (April 2006) will be approved by the Headteacher to drive the school minibus, subject to age, successful training and driving record or insurability.
- 13.2.1 If you are taking the school minibus consideration will need to be given to whether an extra driver is necessary and a risk assessment carried out on:
- length of journey
  - length of working day
  - demands of the activity to be undertaken
  - maturity of students being carried
  - driving experience of approved driver
  - if driver becomes ill, arrangements for getting relief driver to minibus group/availability of public transport.
- 13.2.2 A second minibus driver must accompany a trip which is expected to take longer than 3 hours driving time or greater than 150 miles in distance as calculated by a route planner.
- 13.2.3 It is the driver's responsibility to complete all the pre-checks on the vehicle prior to and on return from the visit and complete the minibus maintenance sheet. It is the driver's responsibility to ensure they follow the minibus protocol.
- 13.2.4 Young people must not travel alone in a vehicle with a member of staff unless parents or carers are informed and give permission.

### 13.3 Private Hire Vehicles including Coaches with drivers

13.3.1 Organisers must ascertain in advance the number of qualified drivers going on a trip.

13.3.2 Visit leaders will ensure that they receive written documentation from the bus company they are using that details that all relevant standards are being met by their drivers / vehicles. For long distance trips this includes checking that driving personnel meets the needs of the itinerary of the trip and operates within Drivers' Hours Regulations regarding rest times.

#### **14.0 Insurance**

14.1 It is vital that the party leader ensures that:-

i. all participants in the out-of-school trip are fully and appropriately insured. The insurance must include cover for possible personal liability for all adults who are responsible for students on the trip.

ii. any travel company used is duly bonded (a member of ABTA – Association of British Travel Agents, and/or SAGTA – the School and Group Travel Association). It must also have a current ATOL (Air Travel Organisers' Licensing) licence where air travel is involved.

iii. the LA's document: '**Guidance for Off-site Visits and Related Activities with National Guidance & EVOLVE**' (available via **EVOLVE Resources**) is referred to when identifying the level of insurance required in relation to specific activities.

14.2 The Finance Office will advise on appropriate insurance and its cost.

#### **15.0 Alcohol/Tobacco**

No student should be given permission to consume alcohol or tobacco during an official school visit.

#### **16.0 School Uniform**

It is expected practice for visits taking place during the school day that school uniform is worn for students in Years 7 – 11.

#### **17.0 Staff Children**

17.1 Staff with a supervisory role on a school trip i.e. are included in the adult: child ratio, are not allowed to take their children with them unless they are already students of the school. This is to ensure that there is no confusion or conflict in the legal duty of care towards the school party, nor can any adverse claim be made subsequently regarding this.

17.2 Staff accompanying a trip without any required supervisory responsibility must ask the Headteacher for permission for their children to go with them – this will take into account their ages, which should be compatible with the age range of the party, and the level of hazard presented by the trip. In the event of permission being granted, it should be understood that the full adult and child costs must be paid and that insurance for any children is the responsibility of the staff parent/carer.

#### **18.0 Monitoring and Review of Procedures**

18.1 The Headteacher is responsible, on behalf of the Governing board, for ensuring that risk assessments are carried out as specified and that all risks are acceptable.

18.2 Group leaders should complete an evaluation form after a day or residential visit on Evolve, which will be used to inform the viability and organisation of future similar trips.

18.3 This policy will be monitored and reviewed by the Governors' Finance and Premises Committee every two years.

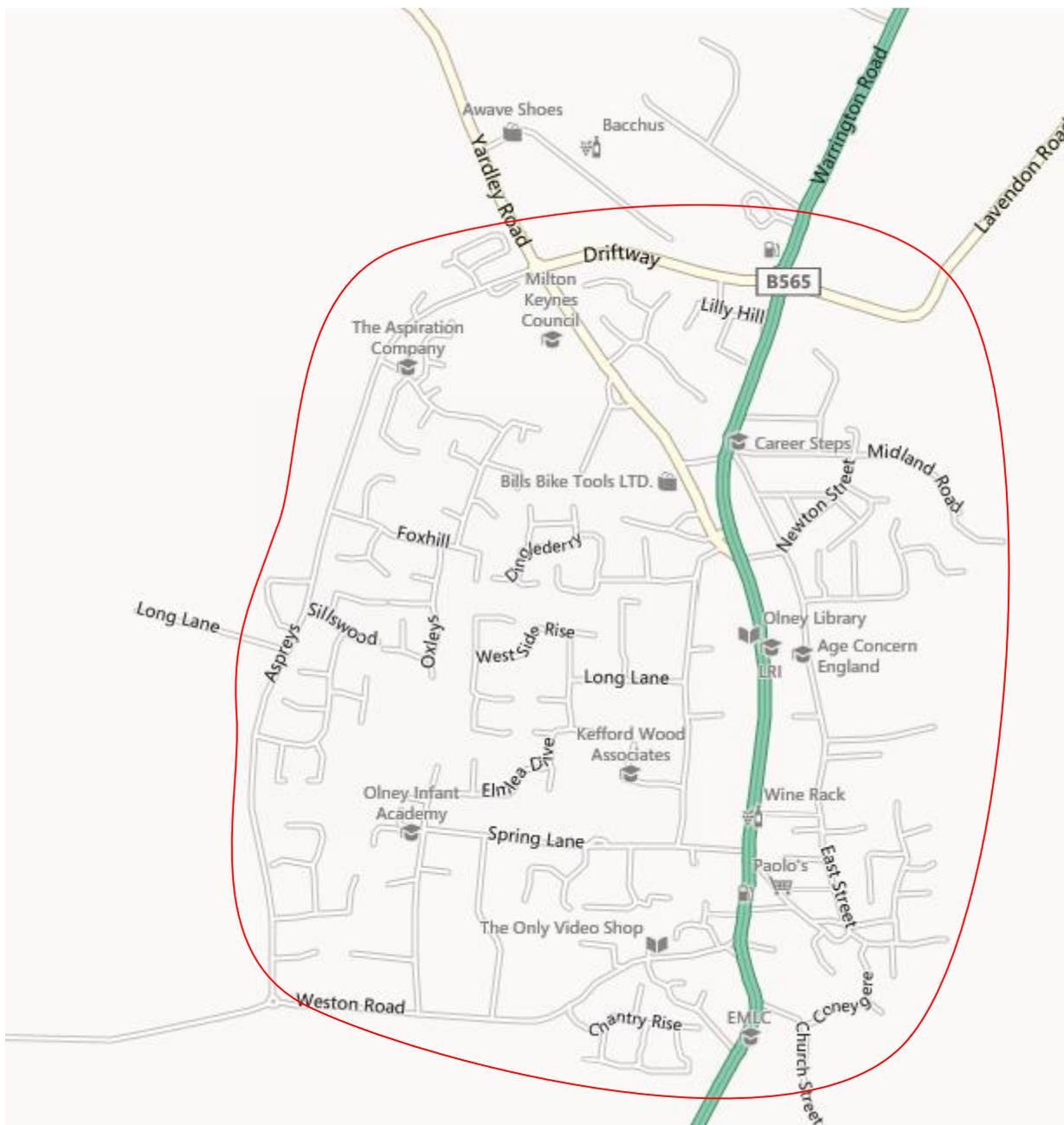
# Appendix 1 Extended Learning Territory

## Boundaries

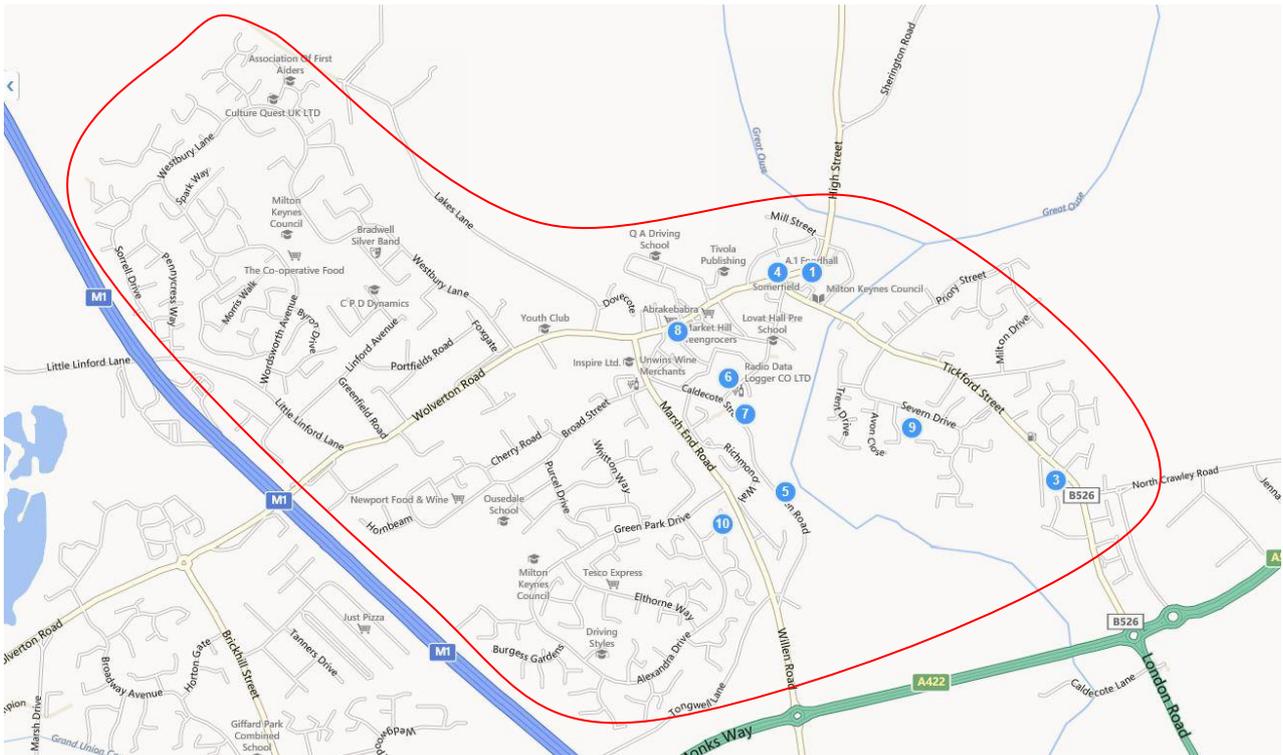
The boundaries of the territory are shown by the red line on the attached maps for Newport Pagnell and Olney respectively.

We use these areas regularly for a variety of learning activities and approved staff are allowed to operate in this area without completing the visit approval process so long as they follow the agreed standard operating procedure.

## Olney



## Newport Pagnell



## Operating Procedure

The following are potentially significant hazards within our extended territory

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc)
- River and flood plain

These are managed by a combination of the following:

- The trip leader completes a check-list available from the EVA
- The EVC must give approval to a written risk assessment pro-forma before a group leaves
- Only staff judged competent to supervise groups in this environment are approved. The concept and operating procedure of the extended learning terrain is explained to all new parents when their child joins the school.
- There should be a minimum of two adults
- Staff are familiar with the area, including any 'no go areas' and have practiced appropriate management techniques
- Students have been trained and practiced standard techniques for road crossings in a group
- Students are fully briefed on what to do if they become separated from the group
- All remotely supervised work in the extended territory is done in 'buddy' pairs as a minimum
- Student's clothing and footwear is checked for appropriateness before leaving school
- Staff carry a first aid kit

- Staff carry student medical information and emergency contact details which can be collated from a SIMS report / matron
- Staff will deposit at reception and copy to the Deputy Headteacher (Learning & Teaching) or Deputy Headteacher (Olney) an emergency contact list of all students and staff, a proposed route / area of work and an estimated time of return.
- A mobile phone is taken with each group and the office has a note of the number
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

## Appendix 2 Emergency procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency contact for any visit (during school hours this is the office).
2. This nominated emergency contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager.
3. The visit leadership team and the emergency contact will both have relevant medical and emergency contact information on all the trip participants (including staff).
4. The Emergency contact know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. The Ousedale School Guidance role specific emergency action cards are carried by:
  - a. The visit leader
  - b. The first point of contact (e.g. the office receptionist)
  - c. The designated base contact senior manager
6. This procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

## Emergency Card (Visit Leader)

**This 'card' must remain with the Visit Leader at all times on a visit**

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not likely** to attract media attention, the Visit Leader should seek advice from the Ousedale emergency contact(s) named below.

In the event of an incident that **does** involve serious injury or fatality, and/or **is likely** to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the Emergency Contact Number** to report the incident and request assistance.

### Ousedale School Emergency Contact

**1<sup>st</sup> Contact: STUART GLOVER: Home : 01933 xxxxxx Mobile: 07793 xxxxxx**

Be prepared to give: Your name and Group / Trip  
Phone number and back up phone numbers  
Exact Location  
Nature of Incident  
Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made.  
You will be given advice and asked what we can do to support you.

Then:

- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with information as to where to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the School Emergency contact;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad

Name	Contact	Office/ Home (if applicable)	Mobile
Ousedale School	Stuart Glover/ EVC	01908210203	07793 xxxxxx
Milton Keynes Council		01908 311773 (after 5.00pm) 01908 691691 (9.00am -5.00pm)	
If the visit will be outside normal school hours			
Ousedale School 1st Emergency Contact			
Ousedale School 2nd Emergency Contact			

## Emergency Card (Home Contacts)

**For visits that take place outside normal establishment hours.**

**This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.**

Ousedale School Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

**If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:**

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts that may be able to assist.

**If the incident does involve serious injury or fatality, and/or is likely to attract media attention:**

- Inform the Visit Leader that someone will phone him/her back as soon as possible;

It is the responsibility of the Home Contact to **contact the Headteacher**, who will make the decision, if the LA should be contacted.

In this instance, contact Milton Keynes Council **01908 311773** (after 5.00pm) and 01908 691691 (between 9.00am and 5.00pm) and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Office/ Home (if applicable)	Mobile
Mr Andy Burton Headteacher	01908 210203 (school) 01*** *****	
Mr Stuart Glover Deputy Headteacher	01908 210203	

Milton Keynes Council	01908 311773/ 01908 691691	
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## Appendix 3 Visit Leaders Checklist

The visit leader will ensure all the following steps are completed for any type 2 or 3 visit. This list provides the planning procedures and is not exhaustive of all elements that may apply to the content of a particular trip:

### Approval

1. Ensure the visit:
  - has clear learning outcomes
  - has activities appropriate to the group is planned to maximise benefits to the children while managing significant risks
  - is appropriately staffed complies with the school's safeguarding policy
2. Gain outline approval from the EVC to begin planning the visit and agree funding mechanism / charging policy.
3. A preliminary itinerary, costing and detailed risk assessment for the trip must be completed during the planning stage.
4. Involve students in the planning of the visit, and how it will be managed, wherever possible.

### Staffing

5. Discuss the staff involved (and their relevant experience) and the numbers of students participating to agree a staffing ratio. Ideally there should be a minimum of two staff going, and a ratio of one adult to every 15 students, taking into account the balance of sexes to supervise a mixed party and the activities involved. Please check with all relevant parties and organisations as some activities require a much higher ratio. In certain situations, only one adult may be required as long as ratios are adhered to.
6. A teacher has to be the nominated group leader and all adults must be aware of their duties/responsibilities and time schedules. Ensure all other staff, accompanying adults and students are fully briefed about their roles and responsibilities during the visit know what to do in the event of an emergency are given information they need about individual pupil needs.

### Consent

7. A letter has to be sent to parents/carers to inform them of the arrangements for the trip (especially with regard to safe transport home) and the necessary medical consent forms completed. Parents/Carers must be fully informed of all the activities to be undertaken before giving consent but the school may have to change the itinerary due to unforeseen circumstances.
8. Consent must be collected via the schools online communication system and a system of paying in the agreed contributions by the students initiated.
9. Parental permission for the party leader to authorise any emergency medical treatment must be obtained, along with details of any medical problems/conditions.

### Risk Management and Emergency Procedures

10. Obtain details of the venue / accommodation, then carry out and document a risk assessment for the trip and programme of events.

11. Risk management is on-going from the planning stage through to the completion of a trip. Consequently, the leader is responsible for reviewing the risks regularly and advising the EVC of any change to the risk profile.
12. Check that each supervisor has a copy of the emergency contact number(s) before leaving. Arrange a registration/roll call system to keep a check on the students at regular and relevant stages of the trip.
13. The programme of activities identified in the risk assessment must be adhered to. Alternative activities can only be undertaken if approved at the planning stage.
14. A list of students and accompanying adults must be handed in to reception as you leave the site. For residential trips you will probably be required to carry out a fire evacuation drill upon arrival at the centre, but must always ask for confirmation of the procedure and share this with all members of the party.
15. Emergency procedures must include what would happen in the event of illness or injury affecting the party leader.
16. Ensure the base contact back at school is fully briefed and has copies of all relevant information.
17. If the trip is abroad, involving hazardous activities or involving an accredited Tour Operator then extra organisation and actions may be necessary. Checks must be made on tour operator, transport company and host families if appropriate.
18. An inspection visit must be made by any teacher who is to lead a group abroad or on a residential visit to a location which is not familiar to them.
19. If an inspection visit takes place the group leader must complete the 'Inspection Visit' pro forma and attach a copy to the planning forms.

#### Finance and Insurance

20. Apply for insurance cover and seek advice if any additional "Top Up" insurance is needed. This can be arranged for you by the Finance Office.
21. Keep accurate records of all activities and generate a finalised accounting record at the end. Groups may pay a non-returnable deposit and this must be clearly communicated to parents/carers. It is the group leader's responsibility to ensure the visit is financially viable.

#### In School Arrangements for Visit and Return

22. Ensure that the Site Manager is informed in writing of the date and time of your return to school. If this is outside the normal operating hours of the school you must arrange for a key to be available to enter school grounds in order to collect cars from site.
24. Copies of all party members' passports must be made and held at Ousedale for the duration of the trip.
25. Reception must be informed of your safe return, as soon as practicable.
26. A detailed record of any changes to the itinerary and any medical events must be kept by the party leader and a copy given to matron and finance on the return.  
The Trip Leader should complete an evaluation form after a day or residential visit on Evolve.