



Educational Visits Policy

| Policy Creation & Review | |
|--|---|
| Author(s) | All staff with guidance from EVC & HT |
| Last review date & summary of changes | September 2022 (<i>clarifies first aider attendance, hi-vis clarification, appendix 3 introduced clarifying processes</i>) |
| Ratified by Governing Body | October 2022 |
| Previous Review Date(s) | June 2021 (<i>updated legal framework, greater clarity on approach based on staff feedback, clarity of roles & responsibilities, introduction of EVOLVE, inclusion of terrorist attack guidance</i>) January 2018 January 2014 December 2011 |
| Next Review Date | July 2025 |

Ellen Wilkinson Primary School

EDUCATIONAL VISITS POLICY

1. Introduction

At EWPS we believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose (which may include but not be limited to those supporting cultural capital), enhancing and enriching our children's learning experiences.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

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

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to: take reasonable care of their own and others' health and safety co-operate with their employer carry out activities in accordance with training and instruction inform the employer of any serious risk. This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils

2. Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outward bound and adventurous activities such as residential visits
- Overseas visits

3. Legislation and guidance

This policy meets the requirements of and refers to the following guidance

- DfE (2018) 'Charging for School Activities'
- DfE (2018) 'Health and Safety on Educational Visits'
- HSE (2011) 'School Visits and Outdoor Learning Activities'
- HSE: guidance in relation to: "Health and Safety at Work Act", "Management of Health and Safety Regulations" 1999 & "Adventure Activities Licensing Regulations" 2004,
- DFE: "Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies" - June 2013
- Our school adopts the LA guidance and uses their pro-forma when planning Educational Visits.
- National guidance for the Management of Outdoor Learning- OEAP (Outdoor Education Advisers Panel) - www.outdooreducationadvisers.co.uk

3.1 Insurance

EWPS is insured for external visits by the Local Authority Personal Accident and Travel Insurance policy which is renewed annually. A copy of the summary is taken on all visits involving transport.

4. Principles

- All children should be given the opportunity to enhance their learning through out of school visits on a regular basis.
- All activities should be available to all children irrespective of needs, ethnicity, gender or religion
- Formal visits and activities, within the local area and involving public transport or coaches, to museums, theatres and places of interest should take place at least once a quarter from Reception to Year 6.
- The younger the children the nearer the visit should be where possible.

- Informal or ad-hoc visits to local places of interest (e.g the park) for a specific purpose may take place when deemed appropriate in line with planned curriculum and must be sanctioned by the Headteacher or in their absence the Deputy Headteacher.

5. Aims of the Policy

- Enhance curricular and recreational opportunities for our pupils
- Provide a wider range of experiences for our pupils than could be provided on the school site alone
- Promote the independence of our children as learners and enable them to group and develop in new learning environments
- Ensure the safety and good conduct of all pupils when attending out of school events/visits and activities
- Promote consistency of expectation, planning and procedures
- Using the external environment to compliment the work and life of the school
- Ensure requirements of relevant legislation are met to ensure all users are safe

5. Roles and responsibilities

5.1 The Governing Body

The Governing Body is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular visits and activities.

5.2 The Headteacher

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the educational visits coordinator and communicating information regarding any planned visits to parents.
- Being part of the approval process for extra-curricular visits and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education, and arranging for training to be undertaken as necessary.
- Ensuring the relevant paperwork is completed, including risk assessments, for extra-curricular visits and activities.
- Ensuring suitable safety measures are in place prior to each visit or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extracurricular visits and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the visit or activity.

5.3 The Educational Visits Coordinator (EVC)

The Educational Visits Coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and visits
- Liaising between all appropriate parties during the planning and organising of extra-curricular activities and visits
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Appointing an appropriate member of staff to be the designated leader of the visit.
- Ensuring all adults on the visit are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- At EWPS the named EVC is Julie Baker**

5.4 Class teacher/ Visit Lead

The class teacher/visit lead is responsible for:

- Choosing a destination in conjunction with SLT
- Conducting a preliminary visit to the venue
- Writing risk assessments prior to educational visits to ensure pupil, staff and volunteer safety.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular visit or activity.

- Creating an itinerary prior to an educational visit and distributing it to parents and staff to ensure the day is well organised and safe.
- Contacting parents
- Organising volunteers
- Agreeing groups/timings
- Agreeing route and mode of travel including any alternative routes that may be needed
- Inducting volunteers
- Booking lunch
- Contacting the school on arrival at the venue and again when the group is leaving the venue.

5.5 Staff accompanying

Staff accompanying educational visits are responsible for:

- Ensuring they have read the risk assessment and follow it
- Be aware of the intended routes and any alternatives
- Ensuring the safety and wellbeing of the children in their care
- Bring to the Visit Leads attention immediately anything of concern
- Follow the directions of the Visit Lead

6. Parental Consent

- On pupils joining the school parents will be asked to provide consent for ALL school visits except those that are overnight or mean international travel. In these cases specific permission will be sought in each instance.
- The general consent also covers participation in mass events including sports competitions.
- Advance notice of all events will be supplied to parents with details of travel arrangements, timings and any voluntary contribution that may be requested (see Charging policy)

7. Planning and procedure

- When planning a formal out of school visit, staff must contact the named E.V.C. and Headteacher to ensure protocol is followed (See Appendix A)
- For all formal out of school ventures a risk assessment form must be completed at least two weeks in advance for Headteacher approval.
- In addition to the detailed risk assessment this form requires reasons for the visit, dates, times, transport arrangements, costs, number of adults required (school & parents), number of lunches etc.
- It is only if all this information is included and deemed appropriate that a visit will be authorised and arrangements made for transport, lunches & additional adults.
- The EVC keeps a spread with feedback about appropriateness of visit and issues arising so adjustments can be made in the future

See Appendix 2 for further details

7.1 Vetting providers

When considering external providers for activities, the Educational Visits Coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the Educational Visits Coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences.

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.

If an organisation does not meet the school's standards, they will not be considered

7.2 Charging

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible.

- The visit should be self-financing, unless sanctioned by the Headteacher.
- In the case of trips within London, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to.
- All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled.
- All contributions are made online via Parentmail
- Charges must not however exceed the costs of the activity.
- For further details see Charging Policy
- Inability to pay will not bar a pupil from the activity.
- For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

7.3 Risk Assessment

The Visit Lead must carry out an advance visit and amend the existing risk assessment accordingly using the approved format as to the likely difficulties and danger points.

If significant risk is involved it is unlikely that the visit will be sanctioned without careful consideration.

Significant risk may include:

- Young children on public transport
- Changes of modes of transport
- Zoos, Safari and Adventure Parks
- The Seaside, Lakes and Rivers
- Farms

Adverse weather conditions should be planned for if travel, lunch or venue is predominantly outside
See Appendices 1 & 2 for further information

7.4 Ratios

The ratio of adults to pupils on any given visit will be dependent upon the nature of visit/ age of pupils/ modes of transport. In all cases high adult to pupil ratios are recommended. Therefore, as a **minimum**:

- EYFS 1:6
- Yr 1 to 2 1:10;
- Yr 3 – 6 1:15.
- In cases of significant risk ratios will be reduced
- 1:1 support cannot be counted in group ratio size
- All visits even with small group numbers must have a minimum of 2 adults accompanying, at least 1 of which must be an employee of the school.
- All ratios should be indicated on the initial risk assessment to be approved by the Headteacher
- A trained first aider should be included in the ratios.
- A trained first aider **must** accompany a visit if a child with a known medical condition that requires ongoing support is attending.

7.5 Health and Safety

- A first aid pack must be taken on all educational visits.
- The school will endeavour to send a qualified first aider on a visit where possible but this cannot be guaranteed unless in EYFS where it is a paediatric trained first aider is a requirement.
- The school mobile telephone must also be taken.
- Where a pupil has a known medical condition that would require during the visit medication (such as an asthma pump) this must be taken with the Visit Lead and indicated on the risk assessment.
- Children coming into contact with animals must wash their hands prior to eating.
- Children must be fully supervised at all times and children in EYFS & KS1 should wear the high-vis vests or sashes during travel.
- In warmer weather we advise parents to provide their child with appropriate sun safety e.g. sun screen, hats, water and appropriate clothing. A standard clause will be included in the letter requesting permission to provide sun cream if this has not been done by the parent.

7.6 Visit Lead

A leader for each visit must be identified to be called the Visit Lead. This would normally be the senior teacher involved. In the case of visits conducted by inexperienced teachers the Head Teacher will consider sanctioning the visit or arranging for a senior member of staff to accompany.

7.7 On the Day of the Visit

All staff and volunteers must be fully briefed by the group leader or nominated person prior to the visit and have a copy of the agreed risk assessment. The briefing should include:

- Itinerary
- Groupings
- Discipline/responsibility
- Special needs/medical needs
- Emergency procedure (including in the event of a critical incident or terrorist attack)

The following must be taken on all visits:

- Any medication needed by any pupil identified on the risk assessment (e.g., asthma pumps)
- First aid kit
- Sick bags
- Tissues or equivalent
- Mobile phone
- Contact information
- Risk assessment

7.8 Codes of Conduct

- Pupils must be fully informed of expectations of behaviour, this must be in accordance with the school's behaviour policy which continues to apply during educational visits.
- However additional conduct expectations may be required depending on the mode of travel and nature of the visit.
- All children must abide by this or they may be excluded from a visit on health and safety grounds. This decision will be made by the Headteacher.

7.9 Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits.

7.10 Use of Private Cars

- Private transport can only be used for school visits if approved in advance by the Headteacher and the parents/carers of any pupils involved.
- Teachers and others who drive pupils in their own car must ensure that they have the appropriate insurance cover for carrying the pupils.
- The driver is responsible for making sure that seat belts are used at all times.
- If volunteers offer their services to transport pupils they must check the terms of their motor insurance. Parent's agreement must be sought (on consent form) for their children to be carried in other parent's cars.
- Appropriate booster seating must be used.
- The school is not responsible for loss, damage or theft of any personal items.

8. Specific Aspects

8.1 Accidents and Incidents

- In the case of accidents and injuries while on a school visit in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- The Headteacher will keep written records of any incidents, accidents and near misses.

- Media enquiries will be referred to the Headteacher or, if they are not available, the Deputy Headteacher.
- Staff will use guidance as set out in the Critical Incident Plan, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, eg a terrorist attack.
- Staff will be briefed on how to react and respond should an emergency situation occur, eg a terrorist attack.
- Pupils and staff are informed of an evacuation plan before entering visit venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
- To ensure pupils are easily identifiable, they must wear school uniform and hi viz vests.

8.2 Terrorist Threat

When visiting crowded places such as a major city, venue or event, where the risk of attack may be greater, the following aspects will be considered within planning:

- Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter;
- How to minimise waiting time at busy venues, and where to wait and gather for head counts and briefings;
- How to minimise queuing times (such as not carrying unnecessary items) to speed up search and entry;
- Ensuring that staff phones are charged and numbers shared;
- Ensuring that all leaders have all group information;
- Spacing leaders apart from each other;
- How to get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option
- Whether it would be better not to leave the site immediately with the crowd;
- How to manage an enforced group split.

Be vigilant and aware of your surroundings – know where the exits are and where you would run to;

- Be aware of the possibility of suspicious items
- When staying at any place for more than a short time, identify emergency meeting points in case the group is forced to move and becomes split;
- Avoid congregating too long around entrances to major public sites;
- Be aware of the 'StaySafe' principles: 'Run, Hide, Tell', and know what to expect if you encounter armed response officers

8.3 Missing Person Procedure

The school places pupil and staff safety as its top priority when participating in school visits.

- The visit leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The visit leader will immediately identify at least one adult to start looking for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities will be contacted. If the police are called, the visit leader will contact the Headteacher, or other available person, back at the school IMMEDIATELY and inform them of what has happened
- If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- If the missing person cannot be found, the group will return to school
- If a member of the party has gone missing and is subsequently found, the visit leader will:
 - Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
 - Review whether more registers should be conducted throughout the day.
 - Assess which venues they attend to ensure they are suitable for the group.
 - Make recommendations to the Educational Visits Coordinator to ensure similar incidents can be avoided in the future

8.4 Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with 1:1 support will be accompanied by a responsible adult during any educational visit.

9. Monitoring arrangements

9.1 Evaluating Visits

Following an educational visit, the Visit Lead will evaluate the visit of both educational value and safeguarding effectiveness. This will take place within two weeks of the visit taking place. Based on this assessment, recommendations will be made to improve future visits.

9.2 Policy review

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by the EVC and the Headteacher. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Health and Safety Policy
- Charging and Remissions Policy
- Inclusion Policy

Appendix 1 - Educational Visits Protocol

Agreeing a Visit

- All visit requests have to be approved by the Headteacher and the Educational Visit Coordinator (EVC). The EVC at Ellen Wilkinson is Julie Baker
- Ideally most visits and dates are agreed at the start of the academic year (see key dates list for deadline of requests) however there may be cases where this is not possible or additional opportunities present themselves. In these cases permission must be sought as soon as possible.
- All approval is subject to receipt of a risk assessment

What to Include In The Risk Assessment

See Appendix 2

Group Organisation & Supervision

- Adult/child ratios to be agreed with the Head teacher in advance of visit but must meet minimum requirements in this policy.
- Parents should not routinely be supervising the group with their child in unless the reason they are accompanying is solely in relation to access for a specific pupil (e.g. SEN)
- Parent volunteers to be confirmed at least one week in advance. This is done by the EVC so please ensure plenty of notice.

Safety Considerations

Identification

- Uniforms must be worn (unless specific event states otherwise)
- High vis-vests to be used where possible and must be used for EYFS & KS1

Behaviour

3 school rules and expectations still apply

- Any specific rules of visit to be clearly outlined before leaving the building (see below)
- ANY misbehaviour including pushing alarm bells or playing with vending machines may create an ban for next visit (please advise the parents of the incident on return and then speak to the Headteacher about next steps)

Communication

- School mobile MUST be taken and all adults in party to have the number

- All adults must have a copy of the risk assessment and be briefed on it before leaving the school.
- School must be contacted on arrival and prior to leaving the venue (or no later than 2.30 p.m.). This must include REALISTIC information on expected time of return to school
- The school office will then text parents and put a note on the classroom if a late return is expected.

First Aid/Medication

- First aid bag must be taken and checked before leaving
- All medication for children attending visit (including asthma pumps)
- Carrier bags and paper towels should also be taken
- If possible 2 sets should be taken in case classes have to split up (e.g. into different carriages)
- All of the above should be signed out from the main office and signed back in on return)

Transport

Walking

- Children walk in pairs
- Children must walk on side furthest from the road
- Adults to walk on side nearest road alongside the group for which they are responsible (must be at least 1 at the front and back)

At roads

- Pedestrian crossings should be used wherever possible
- Lead adult to stand in road to halt oncoming traffic, children then to walk in front of them to pre designated spot and then wait
- As each adult passes 'road adult' they replace them
- All children must leave from school and return to school (no adults are to leave on route home)
- Children to carry their own belongings including lunches
- IF THE LEVEL OF RISK ESCALATES AT ANY TIME (E.G. BOMB THREAT ETC.) RETURN IMMEDIATELY TO SCHOOL BY THE SAFEST ROUTE.

Public Transport

- NO EATING OR DRINKING WHILST TRAVELLING – THIS INCLUDES SWEETS!
- Escalators – children to travel single file holding on to handrail

Trains/tubes/DLR

- Check routes for any closures
- Inform London Underground of the route you are taking so that they can have staff ready to accompany you
- Whilst waiting for a tube/train/DLR, children should be lined up against the wall in groups
- At least 1 designated adult must stand with one foot on train and one foot on platform to prevent doors closing
- Children to get on at the SAME door as their adult and exit the same way
- Groups preferably to get on the same carriage
- Children to be seated wherever possible, if forced to stand they must be holding on
- IF THE LEVEL OF RISK ESCALATES AT ANY TIME (E.G. BOMB THREAT ETC.) RETURN IMMEDIATELY TO SCHOOL BY THE SAFEST ROUTE.

Buses

- Should not be used as a method of travelling unless no other method of transportation is available. This is because it frequently means 2 classes being split up and timings cannot be so easily assured.
- Whilst waiting for the bus, children should be lined up against the wall in groups
- Children to be seated wherever possible, if forced to stand they must be holding on
- IF THE LEVEL OF RISK ESCALATES AT ANY TIME (E.G. BOMB THREAT ETC.) RETURN IMMEDIATELY TO SCHOOL BY THE SAFEST ROUTE.

Coaches

- Although a very helpful and convenient way to travel, coach travel is very expensive (a minimum of £550!)
- Therefore only 1 coach visit will be agreed for each year group unless additional income to supplement costs can be found.
- All coaches used must be from approved suppliers with adequate insurance and safety measures such as seat belts.
- All coaches must be large enough to take to whole party including adults.

The above is an abridged version of how school visits are conducted at EWPS. Please refer to specific visit risk assessment in each case and abide by this guidance

Appendix 2 - Risk Assessment Checklist

Preparation

- Think about what you want the visit to achieve. Is it the most relevant venue to get the best learning outcomes?
- Consider travelling distance (an hour is about maximum)
- The EVC will ensure tickets are ordered in plenty of time (TFL need a minimum of 3 weeks) but check this has been done
- Check the kitchen is informed at least two weeks ahead of visit (including numbers of free packed lunches required)
- Speak to DHT & Senior Learning Mentor about which adults are to accompany as soon as HT has agreed supervision levels so arrangements can be made.
- NB: All parent volunteers must be arranged through Senior Learning Mentor so safeguarding checks are in place
- Parent volunteers to be confirmed at least one week in advance
- If you are planning to attend an outdoor event and/or eat outside and/or walk long distances what will you do if it is raining, snowing or very hot? (Dependent on time of year!)

Timings

- What time do you want to arrive at the venue & return to school?
- Check TFL's journey time
- Did this match yours when you did the journey?
- Now allow extra time as it takes longer with 60 children.
- Calculate your departure and arrival times for school and the venue (try and avoid rush hours)
- Work out times for lunch, workshops, toileting arrangements & visiting shop (if applicable). Include as a timetable in your risk assessment
- BE REALISTIC!!!

Travelling

- Confirm time you are leaving & what time accompanying adults need to be there to be briefed.
- Confirm exit route from school (it is quicker to get the office to open the back gate)
- Most journeys will involve walk to Royal Albert DLR (allow 15 minutes for this)
- Keep transport changes to a minimum
- Ensure that EVC has booked TFL tickets at least 3 weeks before date of travel (please note these will be for the route on the risk assessment!!)
- Follow risk assessment guidance provided

Arrangements at venue

- Which entrance are you using?
- Where is your muster point (for separated groups, lost children etc.) internally and EXTERNALLY (in case of a fire where groups may get separated)
- What identifies staff members (uniform/badges etc.)?
- Which parts of the location are you using (i.e. specific galleries)
- Any steps/ visits hazards?
- Sight lines?
- Where the toilets are and which ones are you going to use?
- Lunch room booked? Location?
- Any workshops (time & location), and what duration?
- Cloakroom facilities?
- If there is a shop, arrange different times for different groups to go in with adults (60 children at the same time does not work!)

On the day

- Are there copies of risk assessment for all adults?
- Who is briefing them?
- Have any groupings or attendance changed from plan?
- Who is collecting school mobile, first aid kit, sick bags etc from reception?
- Who is collecting & carrying school packed lunches?

- Have you got asthma pumps & any other medication needed?
- Have you told the office the time you need to get out the back gate?
- Check all the children have used the toilet before leaving
- Check they all have lunches
- Who is responsible for informing school on arrival & departure?

Briefing Others

When briefing additional adults remember to include:

- Purpose of the visit
- Route information & expectations of how children will be kept safe during travel
- Group and contact information
- How to recognise venue staff in case of emergency
- Muster points
- Specific risks at the venue
- Safeguarding e.g. toilets, being alone with a child, first aid, emergencies etc
- Behaviour expectations of children and what to do if there are any issues
- Conduct expectations of adults (no mobile phone use, no smoking, no favouring their own or others children etc.)
- What tasks the children will need to do/ learning outcomes want to be achieved
- ALL ADULTS MUST BE GIVEN A RISK ASSESSMENT WHICH INCLUDES CONTACT INFORMATION

Appendix 3 - School Process & Staff Responsibilities

Context

The following information outlines the process and staff responsibilities in implementing this policy

- Visit date and location to be agreed with SLT link & EVC (Julie Baker)
- Location & transport to be booked by EVC & main office & then EVC put on school diary & email kitchen
- Once this is done the EVC should inform the kitchen by email of the date if it affects lunch arrangements
- Google form to parents to be sent out via the main office using school agreed format that includes: reason, times, locations, travel arrangements, lunches, hot & cold weather arrangements, voluntary contributions and volunteers
- Drop off and collection points and times should be clear
- EVC & Main office to ensure class teachers are copied into relevant correspondence including travel tickets
- For local area trips involving no transport generic permission applies but parents should be informed this is taking place. RA should be in place and agreed even for local area visits.
- RA pre visit to be completed by lead adult & RA completed - this must be shared with EVC at least 7 working days before visit
- Number of additional volunteers required should be agreed as soon as possible and this will be coordinated through EVC who will also ensure a volunteer RA & agreement is put into place for these individuals.
- Class teachers to confirm with the kitchen the number of packed lunches required according to the RA as soon as possible and at least 1 week prior to visit
- Visit can not proceed without EVC & SLT Link agreement that sufficient control measures have been put into place
- First aid bag and school mobile phone to be collected from the main office. Hi-vis vests are also available.
- RA to be shared in advance of leaving the site with all adults supporting the visit and all should be provided with a copy. Any amendments or clarifications based on these discussions should be added to all copies & also shared with SLT or EVC before leaving the site.
- All adults are expected to read and apply & seek clarification immediately if unsure or feel additional measures are needed
- Copy of RA to be left with main office & pupil register must be completed on SiMS, paper copy of register to be taken with group leader if not included in group info