

Banovallum School Horncastle



Educational Visits Policy

Approved By: Curriculum & Achievement Committee

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1 – Aims and responsibilities

1.1: Purpose and Value of Educational Visits

Each educational visit should aim to address some of the following objectives:

- enhance the curriculum;
- raise achievement by boosting self-esteem and motivation;
- develop key skills;
- develop social education and Citizenship;
- promote health and fitness;
- help students form and maintain relationships;
- enable students to respond positively to opportunities, challenges and responsibilities.

1.2: Curriculum Considerations

Organisers should consider whether curriculum planning incorporates these features:

Progression - Activities are based on a foundation of skills, knowledge and understanding which may be extended in a progressive manner.

Relevance - Activities are relevant to the needs of individual students.

Differentiation - Planning takes into account the different abilities of group participants.

Participation - Students are involved in planning, implementing and evaluating their work.

Recording Achievement - Students' achievements are acknowledged.

1.3: Responsibilities

Governing bodies should ensure that:

- visits have specific objectives;
- plans comply with current policy;
- they are informed of visits including travel outside the UK.

The Head teacher should ensure that:

- an Educational Visits Co-ordinator (EVC) is appointed to oversee the policy and processes of planning and organising trips;
- the party leader is competent and suitably qualified;
- trips are of educational value;
- the ratio of supervisors to students complies with current policy;
- a contingency plan for any delay, including late returns, is provided;
- all serious incidents, accidents and 'near accidents' are investigated;
- in the event of a serious incident, after consultation with the Chair of Governors, the Head teacher will issue a statement and remain the only point of contact for the Media.

The EVC should:

- support the Head teacher and Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure risk assessments meet requirements;
- organise training and induction, where appropriate;
- ensure parents are informed and give written consent;
- organise emergency arrangements;
- keep records of visits, accident or incident reports;
- review systems and monitor practice.

The party leader should:

- obtain the prior agreement and approval of the EVC before any off-site visit;
- follow current policies, including Child Protection;

- undertake and complete the planning and preparation of the visit;
- undertake a complete and comprehensive risk assessment;
- re-evaluate the risk assessment once the students have been selected or paid for the trip;
- ensure that all teachers/staff/helpers and students are fully briefed;
- ensure that the ratio of adults to students is appropriate for the activity;
- ensure that parents are fully informed of the trip details in a letter and, on residential trips abroad, in a meeting;
- ensure that written consent is received for all students with a medical form;
- ensure that an itinerary and contact numbers for the party leader is left with the EVC and the School Office;
- ensure that emergency contact information is left in school with the EVC and given to all members of staff on the visit;
- ensure adequate First Aid provision. Ideally, at least 1 member of staff on the trip should be qualified or competent in First Aid procedures and a First Aid box should be taken;
- ensure that the school is informed of safe arrival and any incidents during the trip.

It is recommended that a copy of this guidance is taken on trips for reference by the Party Leader. This is essential for all trips abroad.

Students should:

- not take unnecessary risks;
- follow the instructions of the party leader and other supervisors, including those at the venue of the visit;
- dress and behave appropriately and responsibly;
- if abroad, be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and inform the party leader/staff about it.

Any students whose behaviour may be considered a danger to themselves or to the group may be stopped from going on the visit and the curricular aims of these students should be fulfilled in other ways, wherever possible. It is good practice for parents to receive a code of conduct for students on residential visits and trips abroad, which may need to be adapted to meet the requirements of the specific trip.

2 - Planning Visits

2.1: Consideration for Party Leaders

- What are the aims and educational objectives of the visit?
- Where does it fit into students' curriculum needs?
- Is the aim being achieved in the most efficient and effective way?
- Could the same activity take place as effectively on the school site or nearby?
- What are the skills required of staff?
- What relevant skills are required of the Provider?
- Does the venue offer value for money?

2.2: Reconnaissance

Where appropriate, party leaders should undertake an exploratory visit wherever possible to evaluate the suitability and potential of the venue and to assess potential areas of risk. For such visits, the school will pay travel expenses and consideration given to the party leader having time off during the school week, if appropriate. Any such visits should be discussed with the EVC before they are booked.

If a visit is not possible, the party leader must ensure that:

- the venue is suitable to meet the aims and objectives of the visit;
- the venue can cater for the needs of staff and students;
- the potential risks have been assessed;
- emergency procedures are clear;
- insurance details are provided;
- the facilities and equipment are provided;
- appropriate supervision arrangements are in place.

This needs to be kept by the party leader and in a copy passed to the EVC, as part of the risk assessment. Venues that have been used on previous occasions should be re-assessed every 3 years. No commitment should be made until the organisers and EVC are satisfied that there is good safety provision.

2.3: School Procedures

When planning a visit, party leaders must:

- read this Guidance
- complete the appropriate form: Permission for non-residential visits (**Appendix A**) or Permission for residential & hazardous visits (**Appendix B**). A draft version of this should be completed at **least 3 months** before visits abroad. For all other visits, this should be at least 4 weeks before.
- normal school rules apply regarding **mobile phones** unless otherwise stated on the letter to parents.

Once the EVC has given approval, the party leader can then complete detailed planning for the visit.

This will include: -

- transport
- insurance
- plan of activities
- reconnaissance visit (if possible)
- risk assessment
- letter to parents.

No letters should be sent out to parents until the visit has been approved by the EVC.

The originals of all forms will be retained by the School Administrator and copies provided to those involved. All forms must be kept for 3 years.

2.4: Risk Assessments

Educational visits cannot be entirely risk free. The aim therefore, must always be to contain risks to acceptable levels. This is achievable so long as organisers give careful consideration to the following factors, whilst completing a Risk Assessment (**Appendix D**):

- the type of activity and the level at which it is being undertaken;
- the location; routes and modes of transport;
- the competence, experience and qualifications of the supervisory staff;
- the group members' age, competence, fitness and temperament;
- the ratio of competent, experienced and qualified supervisory staff to students;
- the quality and suitability of the available equipment;
- seasonal conditions, weather and timing.

Additional consideration will need to be given to all of the above factors for any participant identified as having Special Educational Needs.

An essential element of outdoor pursuits is that they should exercise children's sense of adventure. This must not be achieved by putting them at unacceptable physical or psychological risk. In assessing risk, organisers should always consider the objectives of the exercise and ensure that risks to the participants are the minimum necessary to achieve those objectives. Safety is the prime consideration; it should not be compromised in order to meet educational or other objectives

On all visits, especially when the risk is high, consideration should be given to procedures for dealing with party members who become separated from the group, including regular head counts, pre-arranged meeting places and times.

Risk should be assessed by the organiser when planning an activity. It should also be an ongoing process undertaken by accompanying staff (in liaison with activity centre staff if applicable) throughout the visit. Activities should not proceed or continue if risks are assessed to be, or become too high. Staff should ensure as far as possible that third parties involved have also carried out risk assessments.

Accidents/incidents on education visits frequently occur during "free time". Very careful consideration should be given to ages, abilities and aptitudes before allowing pupils a certain freedom of movement. Supervision at such times may be less formal but there should be no unsupervised time during a visit. During such "structured free time", pupils should be made aware of:

- the need to stay in groups of at least 2/3
- geographical limits
- meeting times and places
- the code of conduct expected
- the location(s) of members of staff
- actions required in case of emergency

Where agencies or companies are being used, eg PGL, it is good practice for the party leader to request written information about the company's risk assessment and health and safety guidelines. This may be a summary but should also include any significant hazards. This should be retained in School.

2.5: Costing and Charging

Where trips are an essential part of the National Curriculum, they should be provided free of charge. Parents can be asked for a voluntary contribution and should be made aware that if there are insufficient voluntary contributions to fund the trip, it may be cancelled.

For other trips, the cost of transport, accommodation, contingencies and entrance fees should be covered in the charge for students. In the case of residential or overseas trips during term time, the cost of supply teachers required to fill in for staff on the trip may also be included in the cost. Additional funds should be budgeted for when planning the costs of all trips and visits to support potential emergency or contingency plans. If the contingency is not spent, this sum must be reimbursed. Party leaders should see the Finance Officer to make arrangements for this.

No child eligible for a visit in school time should be excluded by reason of inability to pay the cost. In situations where parents may need financial assistance, the party leader should consult with the EVC who may make funds available in certain circumstances.

It is the responsibility of the party leader to arrange payment details with the finance office. Initially, this will include the completion of an Income and Expenditure sheet with the Finance Office. This must be done before permission for the trip has been granted. See flowchart (**Appendix D**). All funds must be treated as income and accounted for through the school budget. All money for trips and visits must be handled by the Finance Office, who will keep records of payments. Students must be made aware of the procedure for payment. The preferred method is by Parent Pay.

When parents are required to pay a non-refundable deposit, this must be clearly stated in the information letter to parents. The deposit and consent will be via parent pay. In the event of a parent cancelling and formally requesting a refund of this deposit it is the responsibility of the school to provide proof as to why it's non-refundable.

3 - Supervision

3.1: Staff/Student Ratios

Visits are categorised based on potential risk levels, outlined below:

Category A

Visits and journeys with risks similar to that of everyday life, e.g. Historic sites, museums, local walk, theatre, fieldwork in the locality.

Category B

Outdoor/Adventure Activities in more remote areas having an element of risk, e.g; Walks below 600m altitude; Activities in countryside environments; Any visit with a residential element within the UK; Specialised activities require National Governing Body (NGB) qualification for leaders/instructors.

Category C

All activities in, on, close to water; All visits abroad; All recognised hazardous activities; Any school-led activity within the scope of Adventure Activities Licensing Authority; Activities with significant Health & Safety concerns; Activity leaders require recognised NGB qualifications.

The recommended ratios are outlined in the following table:

Category A	Category B	Category C	All trips abroad
2:35	2:25	2:20	2:15
1:15 thereafter	1:12 thereafter	1:8 thereafter	1:8 thereafter
3:50	3:37	3:28	3:23
4:65	4:49	4:36	4:31
5:80	5:61	5:44	5:39
6:95	6:73	6:52	6:47
	7:85	7:60	
		8:68	

With mixed groups of students, there should always be both male and female members of staff. In situations where it is not possible to have mixed staff for part of the visit, the EVC and parents should always be informed.

The recommended ratio may vary according to the age, ability and gender of the group. Other factors may include:

- the sex, age and ability of group

- pupils with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of journey
- type of any accommodation
- requirements and behaviour of pupils
- competence and behaviour of pupils
- First Aid cover

The party leader should be suitably qualified, which may mean a teacher with training qualifications in the proposed discipline, or, if the teacher is accompanying students to an activity centre, be suitably experienced. If a young or inexperienced teacher wants to take a trip, it is recommended that a more experienced teacher goes too, for support.

Voluntary helpers, parents or Learning Support Assistants, may be used to assist on a trip and must be given a clearly defined role. DBS checks are required for all residential trip helpers or those with three contacts within a month.

Teaching Assistants, voluntary helpers and parents do count in the ratio for visits. At least a week prior to any visit, the party leader should meet with staff and supervisors to make clear roles and responsibilities.

3.2: Remote Supervision

The party leader remains responsible for students, even when not in direct contact with them and a strategy must be agreed for periods of remote supervision. Parents must be informed of any periods of remote supervision. These might include:

- Sixth Formers/ Year 11 students making their own way to and from a venue;
- periods of relaxation on residential trips or overseas visits;
- students walking on Duke of Edinburgh expeditions.

During remote supervision, the party leader must ensure that students are aware of the rules and are adequately equipped to be on their own in a group.

Students should have:

- emergency contact numbers
- money
- maps/plans
- location of telephones and appropriate coins
- knowledge of how to summon help
- knowledge of out of bounds areas or activities
- a rendezvous point
- clear instructions

Students should never be in groups smaller than 3.

When remote supervision takes place, students must have acquired the skills, experience and ability to be left without direct supervision. In the case of adventurous activities, like the Duke of Edinburgh Award, the withdrawal of direct supervision should be a 3-stage process: -

- accompanying the group
- shadowing the group
- checking regularly at agreed locations.

3.3: Loco Parentis

“Loco Parentis” – the law expects teachers to take the same care that reasonable parents should take. What does “reasonable” mean in this legal context? If you apply the following three points to a given situation, you will be doing essentially what the law would do and are unlikely to make an unwitting mistake.

- 1: Think as a parent might think in similar circumstances.
- 2: Consider this: If, despite all your care, an accident happens, would you be able to convince a group of professional colleagues whose judgement you respect that what you are proposing to do is reasonable.
- 3: If still in doubt – DON'T – at least until you have further advice or information.

4 – Preparing students and informing parents

4.1: Selecting Participants

The following criteria should be considered:

- the aim of the visit;
- the class or group for whom the visit is planned;
- the number of available places;
- the individual needs of the pupils, taking account of age, experience, ability and interest.

If there is any doubt about the health of a student, a qualified medical practitioner should be consulted and written permission obtained before the student is accepted for the trip.

If children not on the school roll attend a visit (children of adult helpers or from another school), the school needs to make sure that responsibility and insurance for the children, is clearly understood.

Every effort should be made to ensure that visits and trips are accessible to all those who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex or religion.

4.2: Information to Students

The party leader should decide how information is provided but must ensure that students understand key safety information.

Students should understand:

- the aims and objectives of the visit;
- relevant foreign culture and customs;
- how to avoid specific danger;
- what standard of behaviour is expected from students;
- who is responsible for the group;
- appropriate and inappropriate personal and social conduct (code of conduct);
- what not to bring back, either within the UK or from abroad, eg knives;
- rendezvous and emergency procedures.

4.3: Consent Forms

Students must have written consent from their parents before going out of school for any trip or activity, including during lessons, at least 7 days in advance.

All consent/medical forms must be kept in school and copies kept by the party leader. For regular activities, these can be completed at the start of the term or season and parents should simply be informed of relevant dates throughout the year.

Parents should be informed in writing of any off-site activity or visit, unless it is a regular part of the curriculum which parents have already been informed about through the school prospectus or a letter. Seeking annual consent for routine visits may be appropriate in some curriculum areas and this is up to the individual departments to decide.

The initial letter to parents about visits or trips should contain the following: -

- aims and objectives of the trip;
- where and when it will take place;
- proposed programme of events, including any potentially hazardous activity;
- travel arrangements, including any outside agencies to be used;
- cost of trip and any payment schedule;
- special clothing or equipment required;
- insurance cover provided. (You may want to include an invitation to seek additional cover if parents deem it necessary);
- code of conduct expected of students;
- a statement as to whether the payment for the trip is a voluntary contribution;
- a named contact able to provide further information.

A letter template is available at [P:\Trips and Visits\Letter template.docx](#) (Appendix D).

Particularly for trips abroad, the consent form should ask parents to agree to their child receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, it may be that the child is withdrawn from the visit - given the additional responsibility this would entail for the group leader.

4.4: Parents' Meetings

Before residential visits or trips abroad, parents should be encouraged to attend a briefing meeting, where written details of the proposed visit should also be provided. Information regarding students' health and safety should be given:

- dates
- times of departure and return
- location for collection
- size of group and level of supervision
- remote supervision should be made clear
- accommodation details with security and supervisory arrangements on site
- procedures for students who become ill
- students' contact with parents during visit (party leader is to phone school or EVC to confirm safe arrival)
- names of party leader and other staff
- standards of behaviour expected (some party leaders may require parents to sign a code of conduct).
- clothing and equipment to be taken
- what students should not bring back
- details of school insurance and any other taken out (luggage, accident, medical cover)
- money
- details on the cost

- contact name, address and telephone number of accommodation/venue or, on exchange visits, details of host families
- emergency procedure for contacting parents
- information to be given by parents and what they will be asked to give consent for.

5 – Travel and insurance

5.1: Hiring Transport

The party leader must give careful thought to planning transport. Factors to be considered include:

- safety
- competence and training of the driver (valid licence)
- number of driving hours required for journey
- type of journey
- traffic conditions
- insurance cover
- arrangements in case of breakdown/emergency
- stopping points on long journeys for toilet and refreshments
- supervision

5.2: Safety

- All minibuses and coaches must be fitted with a seatbelt for each passenger;
- The party leader is responsible for ensuring that coaches and buses are hired from a reputable company;
- Every adult on the coach must have a list of students and contact details to hand in case of emergency. It is also recommended that adults sit both at the front and back of the coach;
- Students should always know the location of adults in case of emergency;
- Clear guidelines in lengths of stops should be communicated to students;
- Students must be counted before departing after any stops. Head counts can be done by the party leader or another delegated teacher.

5.3: Private Cars

Teachers and others who drive pupils in their own car must ensure their passengers' safety and that they have appropriate licence and insurance cover for carrying pupils. Staff must be aware of their legal responsibility for the safety of students in their cars. Parents' agreement should be given on the written consent form, for their children to be carried in cars. Adults should not be in a position where they are alone with a student.

5.4: Minibuses and Permits

- Only staff with the relevant categories on their driving license may drive the mini-bus.

5.5: Insurance

The school currently purchases its insurance independently for school visits and trips via Zurich. When working with outside agencies, party leaders should seek confirmation that providers have public liability, product and third party insurance cover, on recognised, adequate, alternative provision. Details of copies of current certificates should be requested.

6 – Visits abroad

6.1: Planning

Visits abroad require detailed planning and preparation and most need booking many months in advance to allow sufficient time for all arrangements to be made and for the collection of money. Leaders should ensure they use the services of a reputable tour operator with experience of group travel.

Air travel organisers may be licensed through ATOL (Air Travel Organisers Licence). All educational establishments are recommended to use tour companies that are members of a Department of Trade and Industry body such as ABTA (Association of British Travel Agents) or AITO (Association of Independent Tour Operators).

Insurance is compulsory for visits abroad. Adequate medical insurance should be taken out for each party member and EHIC completed and taken on visits to all EU member countries.

The party leader should take control of all legal documents such as passports, visas and vaccination certificates. Collective passports may be used for groups of between 5 and 50 pupils under the age of 18, but note that only UK nationals may be included.

It is good practice for all members of the party to carry a card detailing the name, address and telephone number of the accommodation, should anyone become separated and passport sized photographs attached to medical forms may assist with identification by local emergency services.

As part of risk assessments, telephone numbers of consulates, embassies and other key contacts should be to hand.

Paperwork

The party leader should have:

- travel tickets, passports and visas;
- photocopies of all group's travel documents;
- copy of contract with Centre/hotel;
- medical papers, including the new EHIC form;
- parental consent forms;
- telephone numbers and addresses at home and in school of the Head teacher and EVC;
- contact details for all students and adult helpers;
- insurance details and telephone number;
- accommodation details;
- location of hospital and medical services;

7 – Emergency procedures

Despite good planning and organisation, there may be accidents and emergencies which will require on-the-spot response by the leaders. Activity Centres should have their own emergency procedures. Organisers should request a copy of these in advance of the visit and compare them with the recommended framework. If the Centre procedures are significantly different or are deficient by comparison, before the visit gets under way, organisers should agree with the Centre Management exactly what procedures will be followed. Centre staff and school staff supervising the party should be made fully aware of what is agreed. If there is any doubt about the safety of the arrangements, the trip should not take place.

The recommended procedures are:

1. Establish the nature and extent of the emergency.

2. Make sure all other member of the party are accounted for and are safe.
3. If there are injuries, immediately establish their extent, as far as possible, and administer appropriate First Aid.
4. Establish the name(s) of the injured and call which emergency services are required.
5. Advise other party staff of the incident and that the emergency procedures are in operation.
6. Ensure that an adult from the party accompanies casualties to hospital.
7. Ensure the remainder of the party are adequately supervised throughout and arrange for their early return to base.
8. Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
9. Control access to telephones whilst contact is made with the Head teacher, emergency contact point or the EVC, and they have had time to contact the parents of those students directly involved. Give full details of the incident, ie name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far, telephone numbers for future communication.

For serious incidents where the media may be involved, try to identify alternative telephone numbers at home and off-site base as other lines will quickly become jammed. It is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.

10. The party leader should write down all relevant details when they are still fresh in the memory. Other party staff members might also be asked to do so. Records should be kept of any names and addresses of witnesses. Any associated equipment should be kept in its original condition.
11. Legal liability should not be discussed or admitted.
Further information can be found in the Critical Incident Plan (**Appendix E**)

APPENDIX A
Banovallum School
APPLICATION FOR APPROVAL OF NON RESIDENTIAL VISITS
Part 1. This is to confirm that the trip can go ahead on the dates requested.

1. Complete forms – please ensure that you complete ALL areas.
2. Print the form and sign it and return it to KM.

Name:	Dept.:	Date:
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Destination		
Day & date of trip		Time:

Learning aims		
Summary of proposed activities		
Proposed number of students		Year(s):
Proposed staff		
Finance	Cost of trip or visit if known:	How will costs be met?
How will you travel?		

This visit is: An essential part of a curriculum course
 An enrichment activity to support a curriculum course
 An additional enrichment activity

Cover Required – Please identify Year Group. For residential trips, please complete one grid for each day.

Staff	Registration	1	2	3	4	5

SIGNATURES:

Leader:

Head of Department (If not the leader):

For Office Use		
EVC (Provisional approval)	Calendar	Cover
EVC Final Approval		Date

Part 2 Finalised details

To be completed and handed to KM before confirmation of booking and as soon as possible before the activity takes place. All visits should be recorded in the school diary by the start of the half term during which they are planned to take place.

Age range of pupils		Adult:Student ratio	
Number of boys		Number of male adults	
Number of girls		Number of female adults	
Total number of pupils		Total number of adults	

Staffing if different from part 1

Party leader:

Mobile Tel No:

Accompanying staff:

Accompanying adult helpers:

<i>NB – Insurance must be included when hiring a minibus. Operator’s licence (from Finance Office) must be displayed.</i>	
Time of departure	
Return to school (approx)	
Transport arrangements	
Will instruction be provided by other specialist staff? If Yes, give details.	
Insurance details (if other than school)	
Contact details of colleague remaining in school:	Name: Contact tel: (after school hours)

Has a thorough risk assessment been carried out? If YES give details on separate sheet	
Is a reconnaissance/preliminary visit intended?	
Have the parents been given full & complete written details regarding the organisation and administration of the visit using the standard format recommended? Please attach a copy of the information sheet sent to parents.	
Are you satisfied that any outdoor activity centre(s) being used operates suitable safety standards?	
Is one member of the accompanying staff competent in first aid?	
Has the leader read and noted “ Educational visits guidance ”?	

Have you considered access arrangements for students with disabilities?	
Have you completed a costing form in conjunction with the Finance Office?	

<p style="text-align: center;">EVC'S APPROVAL</p> <p>I have studied this application and am completely satisfied with all aspects including the planning, organisation and staffing of this visit:</p> <p>Signed.....</p> <p>Date.....</p>	
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All party leaders should be familiar with the school's visit's policy. A list of names (with forms) of participating students should be passed posted on the staff room notice board at least **FIVE** school days before the visit.

APPENDIX B
Banovallum School
APPLICATION FOR APPROVAL OF RESIDENTIAL VISITS

Part 1. This is to confirm that the trip can go ahead on the dates requested.

1. Complete forms – please ensure that you complete ALL areas.
2. Print the form and sign it and return it to KM.

Name:	Dept.:	Date:
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Destination		
Day & date of trip		Time:
Learning aims		
Summary of proposed activities		
Proposed number of students		Year(s):
Proposed staff		
Finance	Cost of trip or visit if known:	How will costs be met?
How will you travel?		

This visit is: An essential part of a curriculum course
 An enrichment activity to support a curriculum course
 An additional enrichment activity

Cover Required – Please identify Year Group. For residential trips, please complete one grid for each day.

Staff	Registration	1	2	3	4	5

SIGNATURES:

Leader:

Head of Department (If not the leader):

For Office Use		
EVC (Provisional approval)	Calendar	Cover
EVC Final Approval		Date

Part 2 Finalised details

To be completed and handed to KM before confirmation of booking and as soon as possible before the activity takes place. All visits should be recorded in the school diary by the start of the half term during which they are planned to take place.

Age range of pupils		Adult:Student ratio	
Number of boys		Number of male adults	
Number of girls		Number of female adults	
Total number of pupils		Total number of adults	

Staffing if different from part 1

Party leader:

Mobile Tel No:

Accompanying staff:

Accompanying adult helpers:

<i>NB – Insurance must be included when hiring a minibus. Operator’s licence (from Finance Office) must be displayed.</i>	
Time of departure	
Return to school (approx)	
Transport arrangements	
Will instruction be provided by other specialist staff? If Yes, give details.	
Insurance details (if other than school)	

Contact details of colleague remaining in school:	Name: Contact tel: (after school hours)
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Has a thorough risk assessment been carried out? If YES give details on separate sheet	
Is a reconnaissance/preliminary visit intended?	
Have the parents been given full & complete written details regarding the organisation and administration of the visit using the standard format recommended? Please attach a copy of the information sheet sent to parents.	
Are you satisfied that any outdoor activity centre(s) being used operates suitable safety standards?	
Is one member of the accompanying staff competent in first aid?	
Has the leader read and noted " Educational visits guidance "?	
Have you considered access arrangements for students with disabilities?	
Have you completed a costing form in conjunction with the Finance Office?	

EVC'S APPROVAL	HEADTEACHER'S APPROVAL
I have studied this application and am completely satisfied with all aspects including the planning, organisation and staffing of this visit:	I have studied this application and am completely satisfied with all aspects including the planning, organisation and staffing of this visit:
Signed.....	Signed.....
Date.....	Date.....
	CHAIR OF GOVERNOR'S APPROVAL
	Signed.....
	Date.....

All party leaders should be familiar with the school's visit's policy. A list of names (with forms) of participating students should be passed posted on the staff room notice board at least **FIVE** school days before the visit.

**APPENDIX C
Banovalum School**

Income and Expenditure Form

APPENDIX D
Banovallum School

Flowchart

Complete part 1 of the appropriate approval form and discuss with EVC

If provisional permission is granted

Complete

- part 2 and the approval from (return to EVC)
- the Risk Assessment (return to EVC)
- the Income and Expenditure form (arrange a meeting with Finance Office to check viability)

If permission is granted

- make bookings, please check if costs include VAT.
- send copy of letter to Finance Office along with a list of students so an account can be created. This must be done at least 2 days before you send the letter out to parents.
- send letters to parents once you have received confirmation from the Finance Office.
- maintain contact with the Finance Office to check progress of payments.
- pass the list of students on the trip to the Main Office for medical forms to be printed.

APPENDIX E: Banovallum School School RISK ASSESSMENT For

Date of Visit

Staff involved.....

Name of Leader ----- Signature: _____ Date -----

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk

NOTES :

APPENDIX F

Date

Note: all italicised sections should be replaced with the appropriate details

Dear Parent

The school/department ** is proposing to undertake *(give full details of what is involved in the visit/activity, including a comment about its likely value in educational terms)*.

In order for this visit/activity ** to go ahead, we have to cover the cost of *(travel arrangements / tickets etc)* and this works out at £XX per place.

Under the requirements of the Education Reform Act, we can only raise the cost of this *visit/activity* ** by voluntary contribution. Parents will appreciate that without sufficient support, the *visit/activity* cannot go ahead. If your child qualifies for Pupil Premium funding or is currently in receipt of Free School meals, please contact the party leader to discuss available support.

Additional information:

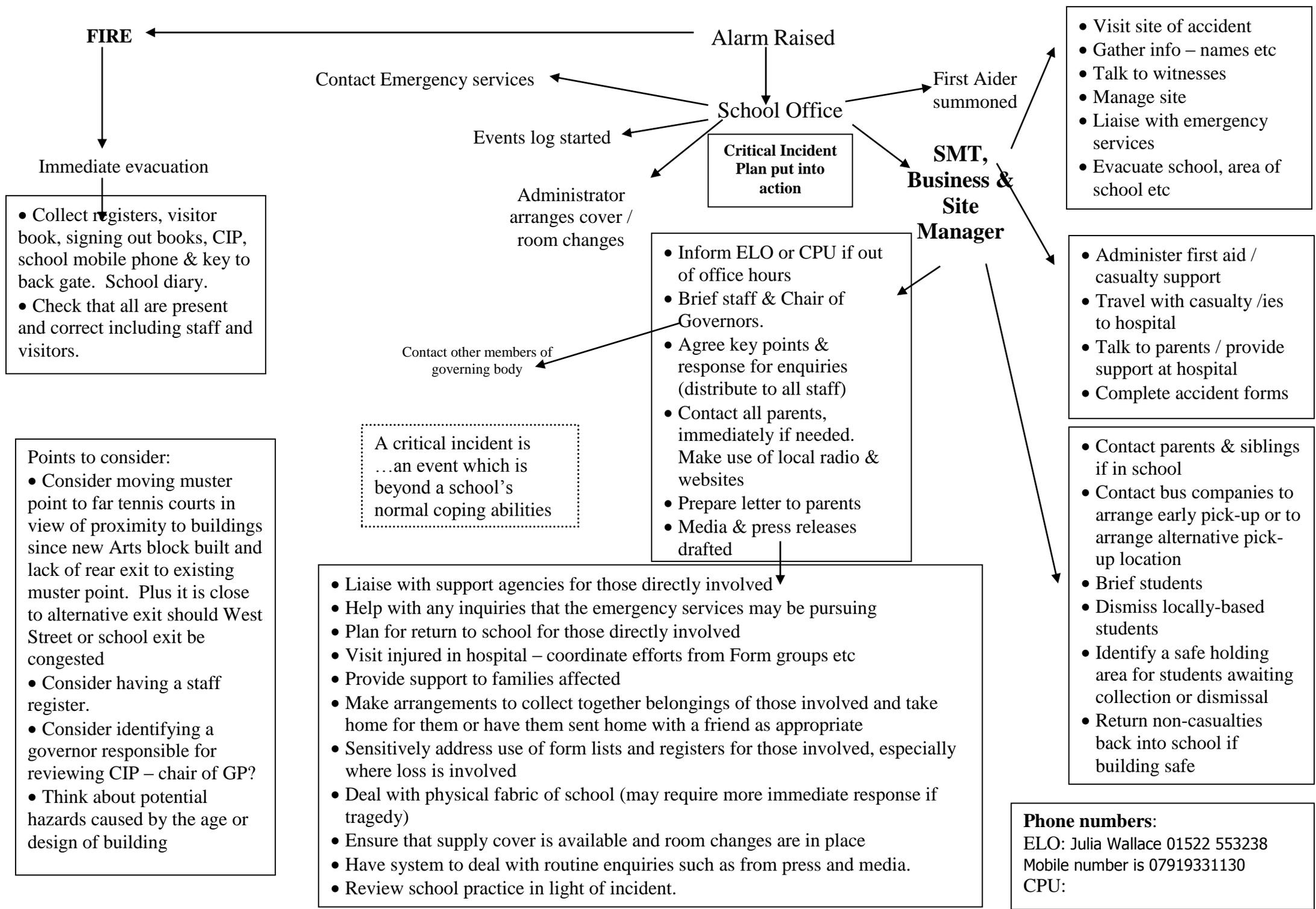
- Travel arrangements / departure times*
- Uniform/clothing arrangements*
- Food / drink*
- Special requirements*

If your son/daughter would like to take part in this trip please pay £???.?? via ParentPay and tick the parental consent box (so no need to return the slip). If you have lost your details/require assistance for logging into ParentPay please contact the Schools' Finance Office. Alternatively please sign the slip below and enclose your payment of £???.00 (cash or cheque payable to 'Banovallum School Fund') in an envelope clearly marked with the Pupils name, '*trip name*', the amount enclosed and return to the Schools' main office.

Should you have any queries regarding this *visit/activity* **, please do not hesitate to contact me.

Yours sincerely

Name of staff in charge



FIRE

Alarm Raised

Contact Emergency services

Immediate evacuation

- Collect registers, visitor book, signing out books, CIP, school mobile phone & key to back gate. School diary.
- Check that all are present and correct including staff and visitors.

School Office

First Aider summoned

Events log started

Administrator arranges cover / room changes

Critical Incident Plan put into action

SMT, Business & Site Manager

- Visit site of accident
- Gather info – names etc
- Talk to witnesses
- Manage site
- Liaise with emergency services
- Evacuate school, area of school etc

Points to consider:

- Consider moving muster point to far tennis courts in view of proximity to buildings since new Arts block built and lack of rear exit to existing muster point. Plus it is close to alternative exit should West Street or school exit be congested
- Consider having a staff register.
- Consider identifying a governor responsible for reviewing CIP – chair of GP?
- Think about potential hazards caused by the age or design of building

A critical incident is ... an event which is beyond a school's normal coping abilities

- Inform ELO or CPU if out of office hours
- Brief staff & Chair of Governors.
- Agree key points & response for enquiries (distribute to all staff)
- Contact all parents, immediately if needed. Make use of local radio & websites
- Prepare letter to parents
- Media & press releases drafted

- Administer first aid / casualty support
- Travel with casualty /ies to hospital
- Talk to parents / provide support at hospital
- Complete accident forms

- Liaise with support agencies for those directly involved
- Help with any inquiries that the emergency services may be pursuing
- Plan for return to school for those directly involved
- Visit injured in hospital – coordinate efforts from Form groups etc
- Provide support to families affected
- Make arrangements to collect together belongings of those involved and take home for them or have them sent home with a friend as appropriate
- Sensitively address use of form lists and registers for those involved, especially where loss is involved
- Deal with physical fabric of school (may require more immediate response if tragedy)
- Ensure that supply cover is available and room changes are in place
- Have system to deal with routine enquiries such as from press and media.
- Review school practice in light of incident.

- Contact parents & siblings if in school
- Contact bus companies to arrange early pick-up or to arrange alternative pick-up location
- Brief students
- Dismiss locally-based students
- Identify a safe holding area for students awaiting collection or dismissal
- Return non-casualties back into school if building safe

Phone numbers:
 ELO: Julia Wallace 01522 553238
 Mobile number is 07919331130
 CPU: