




EDUCATIONAL VISITS POLICY

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Signed by Head Teacher	
Signed by Chair of Governors	
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1. CONTEXT

We believe that educational visits are an integral part of the entitlement of every student 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 Thomas Gainsborough School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for making connections, 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 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 in a range of contexts. i.e. encouraging students to become more risk aware as opposed to risk averse.
- 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.

2. AIMS AND PURPOSE OF EDUCATIONAL VISITS

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom (LotC) opportunities for all its students.

Each year the school will arrange a number of activities that take place away from the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has approved includes:

- Out of hours Enrichment (music, drama, art, science, sport, homework etc)

- School sports teams
- Regular local visits (places of worship, country parks, other local amenities)
- Day visits for particular groups
- Residential visits -
- Overseas visits
- Adventurous Activities.

3. APPLICATION

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

In addition to this Educational Visits Policy, Thomas Gainsborough School:

- 1) Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (All staff have access to this via EVOLVE).
- 2) Adopts National Guidance www.oeapng.info, (as recommended by the LA).
- 3) Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance. See National Guidance www.oeapng.info for more information.

4. TYPES OF VISITS

There are three types of visit:

- 1) Small scale local visits and school PE fixtures (see Appendix 1)
- 2) Day visits within the UK that do not involve an adventurous activity.
- 3) Visit that are either overseas, residential, and/or involve an adventurous activity.

5. ROLES AND RESPONSIBILITIES

Visit Leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) will monitor, support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc. The EVC will also keep up to date with all national guidance, trends and training requirements (for EVC, staff taking trips or volunteers).

The Head Teacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. Approval for residential trips needs to be sought from governors of which notes will be recorded in full governors meeting minutes. Individual governors may request 'read-only' access to EVOLVE.

Unity Trust Partnership is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

6. STAFF COMEPETENCE

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their 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 on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

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

- Relevant experience.
- Previous relevant training.
- Staff induction (school and trips)
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the students, the venue, and the activities to be undertaken.

Staffing of school trips should only include members of the school community. The school values and recognises the contribution of volunteer adults and parent helpers assisting with Educational activities and visits. Any volunteer will be approved by both the Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the School. A volunteer will receive induction and training for the trip along with a briefing on the scope of their responsibility. The Visit Leader will also impart clear supervision throughout the visit.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Day visits with both male and female students will ordinarily be accompanied by both male and female staff and any decisions regarding this matter will be at the discretion of the Headteacher. All overnight and residential trips for students will be accompanied by both male and female staff.

Staff family members must not accompany trips unless they are part of the school community.

Visit staff will not be under the influence of alcohol, drugs or substances (including prescription medication) that inhibit their ability to recognise hazards or respond to emergencies in any way. Visit staff will act professionally as a role model at all times and not behave in any way that could bring the school into disrepute.

7. RISK ASSESSMENT

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. This may include a pre-site visit for a review of the environment visited and to support the risk assessment. All venues, providers and activities will be assessed as per need as part of this risk plan.

Liaison with the Deputy Headteacher (DSL (Designated Safeguarding Lead) & LAC (Looked After Child) lead) and Assistant Headteacher (Student Support) will take place to ensure knowledge around students of concern are known (for LAC plans, medical conditions and plans and safeguarding concerns) to support the actions needed if a risk is presented,

The checking of students in situ at any venue and in transit to a venue will be flawless. A clear headcount and checking system or teacher group responsibility

system will be evident and part of staff risk planning. All staff will be aware of the importance of these routines (before, during and after) and play an active part in this to support the minimising of risks.

8. STAFFING, SUPERVISION AND RATIOS

Staffing and supervision guidance states that “ratios are a risk management issue. Therefore, staff to student ratios will be determined through the risk assessment created (section 7).

Adequate levels of supervision and gender balanced staffing will be established for any visit based on factors such as the gender, age and ability of the children, the presence of pupils with special educational needs or other known difficulties (e.g. safeguarding), the nature/length of the visit, the nature of activities to be undertaken and the experience and competence of the staff involved.

9. EXTERNAL ACTIVITY PROVIDERS

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the students. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

10. APPROVAL

Permission to run any trip must be sought from the EVC and Headteacher prior to any communication with students and parents / carers.

The approval process is as follows for each type of visit:

- 1) Local visits follow the ‘Small Scale Local Visits and Sports Fixtures’ policy (appendix 1). For local visits parental permission is not required, however, parents will be made aware of the visit and will be given the opportunity to opt out their child’s involvement.

- 2) Day visits to the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 14 working days in advance, and then forwarded to the Head for approval.
- 3) Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') must be submitted at least 6 weeks in advance to the EVC and then submitted to Governors for approval before being submitted by the Headteacher to Unity Schools Partnership (via Evolve) for approval.

11. EMERGENCY PROCEDURES

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit (Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Unity School Partnership.

12. EDUCATIONAL VISITS CHECKLIST

Thomas Gainsborough School now has a step-by-step guide for staff to follow in order to carry out a trip. This forms part of the risk management process and contains all necessary documents and quality assurance checks. (Appendix 7)

13. PARENTAL CONSENT

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, through a traditional paper consent form (Appendix 3).

14. THE EXPECTATIONS OF PUPILS AND PARENTS

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Students, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit

Leader will consider whether such students should be sent home early and parents will be expected to cover any costs of the journey home early.

15. INCLUSION IN ACCORDANCE WITH NATIONAL GUIDANCE

Please see Appendix 5.

16. CHARGING / FUNDING FOR VISITS

For curriculum related trips and visits the school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and students will not be treated any differently according to whether or not their parents have made a contribution.

For extracurricular and enrichment opportunities all students will be required to pay the cost in full, this includes residential activities and complies with the legal requirements. Financial payment plans may be used to support some families with managing the costs, if needed.

The school has a policy on remission of charges and funding requests align with this.

17. TRANSPORT

Minibus- The member of staff driving the bus must complete all appropriate checks as outlined on the 'Minibus Check Sheet' (Appendix 6a, b, c) which can be found in the minibus packs.

The driver must also check that all students are wearing seatbelts prior to departure. Each trip must take travel arrangements into account when writing their risk assessment.

Use of staff cars to transport pupils – See 'Transport in Private Cars' guidance (Appendix 7). This is at the discretion of Headteacher. Insurance is Provided by Marsh Travel Insurance.

APPENDIX 1

SMALL SCALE LOCAL VISITS AND SPORTS FIXTURES

These are small scale trips and visits that are in a reasonable locality to school and take place within the times of the extended school day. These trips are at discretion of the Headteacher and staff must seek approval from the EVC and Headteacher prior to a trip leaving the school site. Staff are allowed to lead trips of this kind without completing the EVOLVE visit approval process, provided they follow the procedures below.

- Seek approval from the EVC and Headteacher at least 48hrs in advance.
- Complete and edit a 'Local Area Risk Assessment' (Appendix 1a) and have this approved by EVC before the trip departs. - Issue letters to parents / carers, which the option of them declining the participation of their child.
- Liaise with trips administrative support regarding trip packs and medical buckets.

Sports Fixtures

- Parents / carers of students who represent the school off site must have completed a 'Sports Fixtures Approval Form' (Appendix 1b).
- All forms should be copied and left in a folder in alphabetical order in a secure place at Student Services at all times. Admin staff can collate relevant contact and medical information needed for the trip leader for each fixture.
- A generic risk assessment must be created by the Head of Physical Education and shared with all staff leading school fixtures. The Head of PE must be confident that any members of staff leading fixtures are competent in their role. - A team sheet must be left at Main Reception prior to departure.

Appendix 1a: Local Field Trip Risk Assessment

Thomas Gainsborough School

Risk-Benefit Assessment Record

School/Group:	Destination:	
Purpose: Standard Local Field Trip	Visit Leader:	Date:

Benefits		
State here the benefits that participants will gain if this activity goes ahead. This could cover areas such as increased confidence, sense of achievement, freedom, physical development, contact with nature etc	To bring reality, context and understanding to work carried out in the classroom – a visit not only makes a memorable experience but it reinforces learning in a powerful way.	
Risk	Precautions	Responsibility
List here the significant risks you have identified. Consider the venue (and transport to and from if appropriate), the group (including any special needs or challenging behaviour), and the activity .	State here the precautions that reduce the risk to an acceptable level . Include precautions already in place, and those that need to be put in place before the activity. If the precautions are already listed in a separate set of procedures, just confirm that these will be followed.	State who is responsible for checking that the precautions are in place. Note any specific action required (e.g. informing staff and participants).
<p>All incidents and accidents</p> <p>Click to view OEAP National Guidance</p> <p>Click to download OEAP guidance on managing emergencies.</p>	<ul style="list-style-type: none"> • Leaders trained, competent and experienced lead visit and are aware of the key information within OEAP National Guidance. • Group leader to undertake preliminary visit to check venue(s) and identify particular hazards • On-going dynamic assessment during the visit. <p>Staff briefed re the following:</p>	Head and EVC ensure visits leaders have the knowledge and competency to deal with all incidents which may occur.

[Click to download OEAP emergency action card](#)

- Supervisory responsibilities, including any specific responsibilities e.g. First Aid, medication, spending money
- Emergency procedures – communication, mobile phones

Students appropriately briefed to include the following:

- Expected standards of behaviour/Code of Conduct and pertinent safety rules
- Emergency procedures – what to do if lost or separated from group, or there is an incident

Visit leader to brief staff and ensure key information has been shared.

<p>Hazards specific to venues which are open to the public.</p> <p>Including</p> <ul style="list-style-type: none"> - Dealing with crowds - Supervision in multiple rooms - uneven building - spiral staircases, steps, low doorways etc - opportunities to climb - Individuals separated or lost. - Confrontation with members of public <p>Click to download guidance on effective supervision</p>	<ul style="list-style-type: none"> ○ All visit staff to be familiar with guidance offered by venue, emergency and first aid procedures, facilities lay out and how to contact duty staff if required. ○ Group to be fully briefed regarding required behaviour, potential hazards, any “no-go areas”, and all relevant safety measures / procedures – particular mention will be made of: <p style="color: red;">Delete and add as appropriate -</p> <ul style="list-style-type: none"> ○ <i>meeting points and timings</i> ○ <i>individuals are never left on their own by other members of their group</i> ○ <i>system for contacting staff in emergency - young people to have ID cards with contact details of leader’s mobile number</i> ○ <i>give out maps / plans of the venue</i> ○ <i>young people will operate buddy system - each responsible for named other(s) and must accompany each other at all times (inc. visits to the toilets)</i> <ul style="list-style-type: none"> ○ All leaders will have an established contingency plan for dealing with lost group member 	<p>Visit leader to brief staff and ensure key information has been shared.</p> <p>Visit leader to ensure pupils are fully briefed</p>
<p>Special needs of specific young people</p> <ul style="list-style-type: none"> - Medical - Behaviour <p>Click to download OEAP medication guidance</p>	<ul style="list-style-type: none"> ● Obtain information from parents/carers and/or GP/Consultant as appropriate. ● Individual risk assessments to be carried out if required ● Additional supervision to be arranged if required 	<p>Visit leader to obtain information brief staff on additional measures to support individuals.</p>

<p>Major incident whilst travelling</p> <ul style="list-style-type: none"> - collision - breakdown <p><u>Click to download general transport guidance</u></p>	<ul style="list-style-type: none"> • Be aware of Travel company's response times for replacement vehicle in the event of a breakdown or minor accident. • Agree an emergency procedure with your travel company regards disembarking pupils while waiting of emergency services after minor accident. • All passengers to be evacuated away from passenger side of vehicle to safe resting place, well away from passing vehicles • If above not possible, passengers will be instructed to sit on side of vehicle furthest from moving traffic and remain wearing seat belts 	<p>Visit leader to link with any existing risk assessments regarding –</p> <ul style="list-style-type: none"> - Minibus travel - Coach Travel - Lone working - Staff/ Volunteers. Parents travel pupils in own cars
<p>Weather extremes</p>	<p>Protective clothing etc. according to time of year and weather forecast</p>	<p>Visit leader to check weather and agree action.</p>

<p>Standard Local Field Trip</p>
<p>Review:</p> <p>Record here any additional safety issues that arise during the activity and any safety concerns raised by staff or participants</p>

Risk	Precautions	Responsibility
Reviewed by:	Date.	

Appendix 1b:

PARENT/CARER CONSENT FORM REGULAR SPORT FIXTURES

School/Establishment: THOMAS GAINSBOROUGH SCHOOL

Young person's name: _____ **Tutor Group:** _____

I hereby agree to my child participating in standard sports fixtures on and off the school site.

I understand that:

- Such activities will normally take place within the school day, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home.
- My specific permission will be sought for any out-of-school sport fixture which could involve commitment to extended journeys, times or expense.
- All reasonable care will be taken of my child in respect of the sports fixture.
- My child will be under an obligation to obey all directions given and observe all rules and regulations governing the sports fixture and will be subject to all normal school discipline procedures during the fixture.
- I will inform the school of any medical condition or physical disabilities below, and/or as and when they arise.
- I also give photo consent for use on the school website, newsletter and PE department twitter page.

Full name of Parent/Carer: _____

Tel: _____

Mobile: _____

Medical information _____

PHOTO CONSENT Yes

No

Signature of Parent/Carer:

_____ **Date:** _____

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 base contact for any visit (during school hours this is the office).
- 2) This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
- 3) For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
- 4) For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
- 5) The visit leader/s and the base contact/s 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.
- 6) For visits that take place outside the 'extended learning locality', the visit leader will carry either: a) An LA Emergency 'Card' (see EVOLVE Resources), or b) An OEAP National Guidance Emergency action card (Available via www.oeap.info)

This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders. For visits that take place outside the 'extended learning locality', the visit leader will carry an LA Emergency 'Card' (see EVOLVE Resources).

Emergency Planning Documents

Available on Evolve Establishment Resources

- Minibus Check Sheet (appendix 6a, b, c)
- OEAP National Guidance Emergency Action Card (appendix 2a)
- EAP- Minibus breakdown (appendix 2b)
- EAP-Minibus / Car Accident (appendix 2c)
- EAP- Critical Incident- Sudden illness or injury (appendix 2d)
- Record of events (appendix 2e)

Appendix 2a



National
Guidance
oeapng.info

Model Emergency Procedures for Visit Leaders

These procedures are based on the guidance in document [4.1c "Emergencies and Critical Incidents – Guidance for Leaders"](#). You should tailor them for your establishment and the types of visit that it organises. In doing this, you should consider the SAGE variables:

Staff – size and experience of the leadership team, participant/staff ratio;

Activities – what you plan to do;

Group – number of participants and their age, behaviour, needs, abilities etc.;

Environment – remoteness from help and from the establishment, possible weather, nature of the venue/location/terrain.

You may find it useful to have standard procedures tailored for the different types of visit that the establishment organises (e.g. local visits, day visits further afield, activities in wild country, residentials, overseas visits).

All members of the visit leadership team should have easy access to a copy of the procedures throughout a visit (e.g. on laminated cards) and be able to take action if there is a problem. If a visit involves remote supervision, participants should have an appropriate version of the procedures and be able to use them.

Emergency Procedures

The sequence of actions depends upon the nature of the emergency.

Immediate Action

- Ensure your own safety.
- REMAIN CALM - Assess the situation.
- If possible, delegate actions to other leaders and participants so you can keep an overview, and to allow concurrent activity.
- Ensure the safety of the group. Make sure everyone is accounted for and adequately supervised.
- Call relevant emergency services if necessary (see phone numbers below).
- Carry out first aid to the best of your abilities.

First Aid

The aims of first aid are to

1. Preserve life:
 - a. Casualties need to be able to breathe – if they are unconscious put them into a safe airway position.
 - b. Try to find and stop any serious external bleeding.
2. Prevent the condition worsening:
 - a. Protect the casualty from the environment - keep them warm and dry.
 - b. Monitor their condition.
3. Promote recovery:
 - a. Talk to them, reassure them, hold their hand, provide emotional support.

Urgent Action

- Take stock and plan, delegating where possible.
- Call your establishment's Emergency Contact (or if unavailable, your employer's Emergency Contact) if any of the following apply (see phone numbers below):
- You need support;
- The emergency services are involved;
- The incident is serious;
- The press/media are involved.
- They could need the following information:
- Who you are, which establishment you are from and what your role is within the group;
- The number you can be called back on;
- The nature of the emergency and details of the incident;
- What help you need;
- Whether the emergency services are involved;
- How many casualties there are and their status;
- The number of people in your party;
- Your location, and whether you plan to move.
- Liaise with, and take advice from, the emergency services if they are involved.
- Address the urgent needs of the group:
- Ensure adequate supervision;
- Ensure they understand what to do to remain safe;
- Physical needs, e.g. shelter, food and drink, transport;
- Emotional needs, e.g. remove them from the scene, provide reassurance and emotional support (they can often do this for each other), give them useful things to do, protect them from intrusion.
- Control communications - prevent group members from using phones or social media unsupervised or until approval is given.
- Start a written log of actions taken and conversations held, with times.

Further Actions and Follow-Up

- Take stock again and re-plan the next phase – what have you forgotten?
- Deal with any casualties who are in the care of the emergency services:
- Accompany them to hospital;
- Keep track of who is where.
- Consider the needs of yourself and fellow leaders – are you/they coping?
- Liaise with your establishment or employer – hand over what you can to them, to reduce the stress on you.
- Continue the written log with all details of the incident of the actions taken, including names and contact details of any witnesses.
- Address the further needs of the group, for example:
- Toilets, washing facilities, clean/dry clothes;
- Transport; Accommodation;
- Contact with home.
- Refer all media, parental or other enquiries to your establishment or employer.
- Contact relevant agencies as necessary (via your establishment/employer if possible), for example:
 - Tour operator/travel company/activity provider/accommodation provider;
 - Travel insurance emergency assistance;
 - Social services;
 - Consular Assistance Team (if overseas).
 - See numbers below.

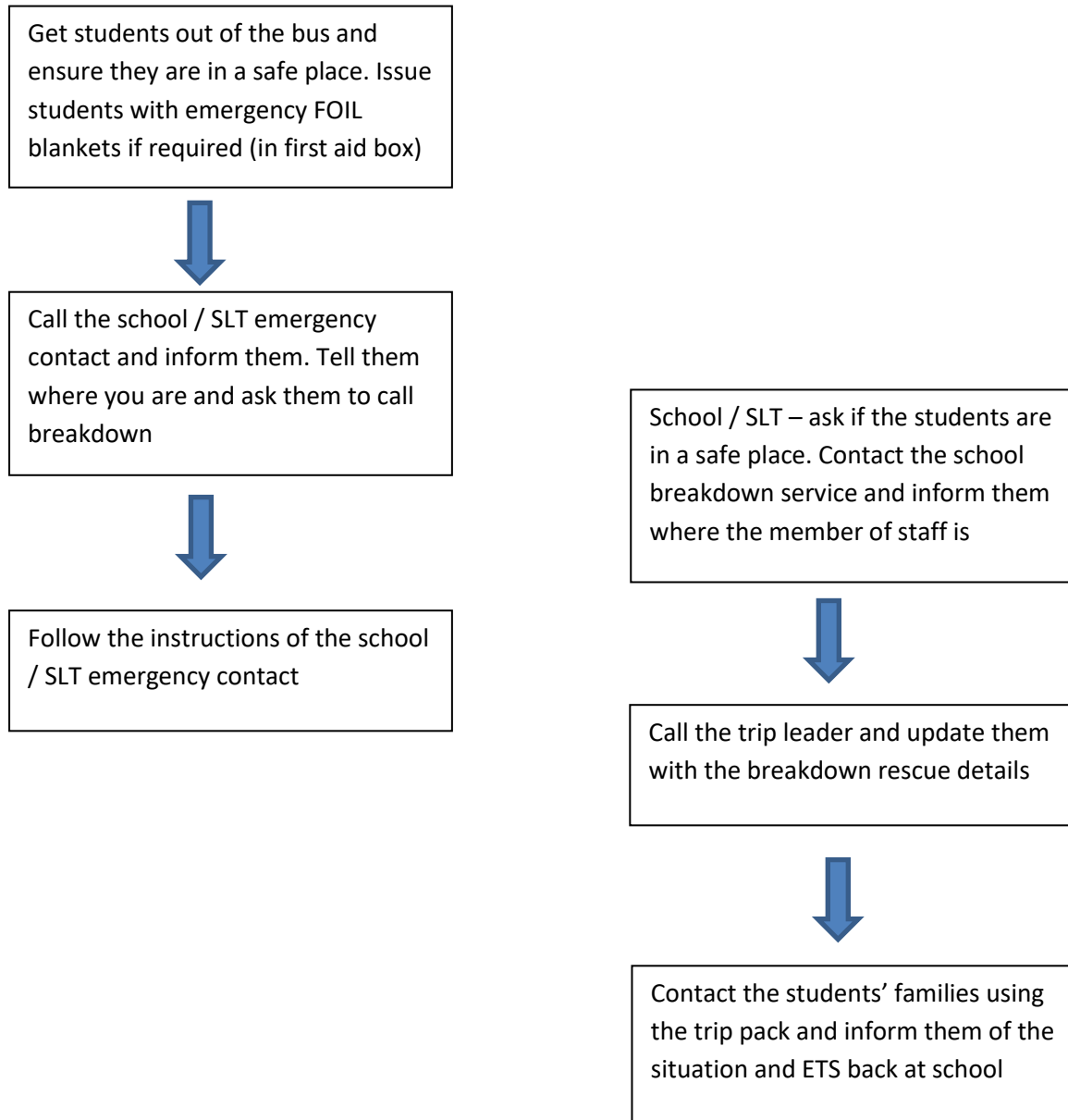
Emergency Numbers

Visit Leader	
Assistant Leader	
Establishment Emergency Contact	
Establishment – alternative numbers	
Employer Emergency Contact	
Employer – alternative numbers	
Emergency Services in UK	999 or 112 <i>You can text 999 if you have previously registered to do this</i>
Emergency Services in countries to be visited <i>(in some countries there are different numbers for different emergency services)</i>	
Foreign Office Consular Assistance	+44 20 7008 1500
Travel Insurance Emergency Assistance	
Other useful numbers	



Appendix 2b:

Emergency Action Plan: Mini Bus Breakdown



Appendix 2c

Emergency Action Plan: Mini Bus / Car Accident

Trip Leader Role

Assess the situation. If students are able to get out of the vehicle, get them to a safe place



In the event of an Emergency – get students to a safe place and call 999. Follow the advice from the emergency services.



Ask students not to contact parents/guardians to avoid mass panic & confusion. Call the school SLT/Emergency contact. Tell them:

- What has happened
- Where you are
- If students are ok
- Names & details of any injuries



In the event of serious injury – a member of SLT will attend the scene if possible. Stay with the students & hand the care of the injured students over to the emergency services – **ask the paramedics which hospital the student will be going to**, pass this information to Emergency Contact.



Follow the instructions of the school contact. Fill in the table overleaf.

SLT Emergency Contact Role

Record process on Incident Record Form & ask trip leader to do the same



Ask if students are in a safe place. Tell them that you will arrange for students to be collected from the scene if appropriate and that you will contact parents. Call the headteacher.



In the event of a serious accident with injured students – contact the closest member of SLT and ask them to attend the scene. Inform the headteacher



Contact the school insurance company & inform them what has happened



Call the trip leader & update them with information. Arrange for a minibus to collect students & ensure SLT member of staff goes to school to see the safe return of the students & staff



Contact the students' parents/guardians using the trip pack and inform them of the situation & ETA back to school/hospital if appropriate

Details to be taken from other driver(s):

Driver Details	
Name	
Address	
Tel No.	
Registration	
Insurance Company Name & No.	
Date	
Time of Incident	
Details of what happened	

Driver Details	
Name	
Address	
Tel No.	
Registration	
Insurance Company Name & No.	
Date	
Time of Incident	
Details of what happened	

Appendix 2d

Emergency Action Plan: Incident i.e. Sudden illness or injury

Trip Leader Role

Assess the situation.
Preserve life
Prevent the condition from worsening
Promote Recovery

In the event of an Emergency – get students to a safe place and call 999. Follow the advice from the emergency services.

Ask students not to contact parents/guardians to avoid mass panic & confusion. Call the school SLT/Emergency contact. Tell them:

- What has happened
- Where you are
- If students are ok
- Names & details of any injuries

In the event of serious injury – a member of SLT will attend the scene if possible. Stay with the students & hand the care of the injured students over to the emergency services – **ask the paramedics which hospital the student will be going to**, pass this information to Emergency Contact.

Follow the instructions of the school contact. **Do not speak to the media.**

SLT Emergency Contact Role

Record process on Incident Record Form & ask trip leader to do the same

Ask if students are in a safe place. Tell them that you will arrange for students to be collected from the scene if appropriate and that you will contact parents. Call the headteacher.

In the event of a serious accident with injured students – contact the closest member of SLT and ask them to attend the scene. Inform the headteacher

Consider other people who may need contacting:
Police
Embassy / consulate abroad
Local Accommodation / contact
Tour Operator / Provider

Call the trip leader & update them with information. Ask them to remain calm and remind them to ask someone to record what is happening

Contact the students' parents/guardians using the trip pack and inform them of the when appropriate

Appendix 2e

Emergency Action Plan- Recording an Incident

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused.
Record the following:

	Trip leader name	Person filling out form
Time, date and nature of the incident.		
Accurate incident location.		
Names of casualties	Names	Details of injuries
Action taken, including all communications		

Names of others involved but not injured	
Details of any moves from the incident site (times, who moved, where to, how).	
Names and contact details of witnesses	
Actions to be taken	



Appendix 3 – Example Trip Letter

Letters must include writing in black which cover:

- Destination & method of travel
- Reason for the trip
- Times for departure & arrival
- Equipment needed
- Option for FSM if required
- Cost & what it includes – gateway request for payment
- Behaviour expectations
- Consent form including medical & emergency contact with deadline for return

Dear families

Year visit to on.....

State reason for visit (aims and objectives, how it enhances the curriculum, etc.)

Year **have the opportunity to go/are invited to... and seeat.....** As part of **their GCSE and A level courses students need to/this is a great opportunity for students to experience**

The students will be taken by to **On the day students should register with their tutors as usual, school uniform must be worn. We will meet at TGS in the bus park ready to depart at 08.45am. We should return to school at approximately 17.30pm.**

Students will need to bring..... *(clothing requirements, packed lunch/or money to purchase food etc)*. **Students should bring a packed lunch and drink with them; students entitled to free school meals will be provided with a free packed lunch and a drink / will need to bring a pen/pencil, packed lunch.** Students who are entitled to free school meals will be provided with a free packed lunch they will however, need to bring a drink with them. Please indicate this on the reply slip so we can let the kitchen know.

A voluntary contribution of £... is requested towards the costs of this visit. Without this voluntary contribution from each student this visit may not be able to take place. (You can only put VOLUNTARY if students are ALL required to attend the trip for curriculum purposes E.g. coursework – otherwise trips are optional and therefore students need to pay to attend them – You can speak to your HoD about paying for PP students from your budgets) **The cost of the trip is £.... which includes travel and entry to....** For ease of payment we now have an online payment service – ‘School Gateway’, which enables you to make payments via the School Gateway app or website. This should make it easier for parents to pay at any time and reduce the amount of cash being carried by students on the school premises. If you are unable to pay via Gateway for any reason, please contact the school to make alternative arrangements

This is an educational visit and the school expects students to behave in a responsible manner at all times and accept staff instructions without question. We ask that you re-enforce the requirement for exemplary behaviour before your son/daughter takes part in this visit.

Please return the attached Parental Consent form to (staff or student services) by **date....** If places on the trip are limited you can state this but we **CANNOT** offer places to be first come first serve. If over-subscribed places can be offered to older year groups first if the trip will be repeated or names will be drawn at random.

If you would like to discuss finances or require any further details please do not hesitate to contact me.

Yours sincerely

Name of staff

Reply slip: Please return to..... by.....

Visit to __ On __

I/We give permission for my/our son/daughter to take part in the __ visit on _____

Packed lunch required (if in receipt of free school meals) yes/no _____ (only use if this is applicable to the visit)

Student Name _____ Tutor Group _____

Student mobile number on the day: _____ (if needed)

Signed (parent or guardian) _____ Date _____

Emergency contact _____ Tel no _____

Please indicate below if there are any medical conditions that the member of staff organising the visit should be aware of.

School Gateway Additional Notes:

What do you need to do now? To activate your School Gateway account, you need to use your email address and mobile number that school holds on record for you. **Download the app:** If you have a Smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website. **OR Visit the website:** www.schoolgateway.com and click 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway. If you are having trouble logging in, it may be because we do not have your current email and mobile number on record. Please call us and we will update your details. We hope that you will find School Gateway to be a fast and easy way to pay for school events and items in the future.



Appendix 4

Inclusion

The Equality Act 2010 defines several protected characteristics: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation. It is illegal to discriminate against someone because they have any of these characteristics. An employer or establishment must make reasonable adjustments to its facilities or services to include them.

Outdoor learning and off-site visits should be available and accessible to all, irrespective of any special educational or medical needs or protected characteristics. The principles of inclusion and equality should be promoted and addressed in policy and practice, ensuring:

- an entitlement to participate;

- accessibility through adaptation or modification, including the provision of auxiliary aids and services;
- integration through participation with peers.

When you plan a visit or activity for a group, such as for a school year-group or youth group, you must take reasonably practicable measures to include every member of the group. You must make reasonable efforts to find a venue and activities that are suitable and accessible, and to make arrangements that enable the whole group to participate fully and to gain the benefits.

You should take care not to cause indirect discrimination. For example, arranging a residential visit during a religious festival or holiday might prevent people of certain religions being able to participate.

In making decisions, you may have to balance the aim of providing the best possible outcomes for the whole group with the aim of meeting the particular needs of an individual. Sometimes, perhaps because of a severe disability, it may be genuinely impossible to either find reasonable adjustments which could enable someone to be included in a particular visit or activity, or to find a suitable alternative visit or activity for the whole group. In this case, it is not necessary to deprive the rest of the group of a worthwhile opportunity, but you must be able to demonstrate that what happened was for a reason other than unfair discrimination.

A decision to exclude someone should not be taken lightly, and only after consultation with those who have responsibility for them or are involved, such as the headteacher/manager, visit leader, class teacher, SENCO, parents, support staff, any third-party provider, GP or social worker.

If you exclude someone from a visit or activity for good reasons, you should consider providing them with a suitable alternative. You should also consider the

impact of exclusion on them, and the wider implications such as on attitudes and relationships across the establishment.

Any adjustments that are made to include an individual should not impinge unduly on the planned purpose of the activity. For example, it may not be appropriate for a parent to accompany a child on a residential visit where a planned outcome of the visit is developing independence. However, you may be able to find a different activity which will achieve the same purpose, and which is accessible to all.

Exclusion for Behaviour

Behaviour is not one of the protected characteristics defined by the Equality Act. It may therefore be acceptable to exclude someone from an activity or visit if their potential behaviour presents a significant, unmanageable and unacceptable risk to the health, safety or welfare of either themselves or others, or to the successful completion of the activity or visit. However, if the behaviour is associated with a protected characteristic, great care should be taken to ensure that unfair or illegal discrimination does not take place.

Where there is some doubt about including or excluding someone on the grounds of their behaviour, you should consider:

- addressing the issue at the earliest stage of planning;
- involving all interested parties;
- establishing a behaviour management plan with agreed action points that may enable inclusion on the visit;
- establishing behaviour targets and timescales to be met to either allow inclusion or trigger a decision to exclude;
- providing an additional adult, such as a parent or support worker, with a specific brief to manage behaviour issues;
- ensuring that what is expected of staff is reasonable and within their competence;
- recording this process.

If someone is excluded because of their behaviour, alternative ways of achieving the same learning outcomes should be considered.

Because outdoor learning and off-site visits are enjoyable, it can be tempting to use exclusion from them as a punishment for behaviour not connected to them. However, this could give the wrong message about the educational worth of such activities. For example, if a school would not exclude pupils from an indoor maths lesson as a punishment for misbehaviour elsewhere, to exclude them from a visit as a punishment could suggest that the visit is less important but more enjoyable than the maths lesson.

Further Guidance:

See the following OEAP National Guidance documents:

[4.4i "Special Educational Needs and Disabilities"](#)

[4.4L "Transgender Young People and Visits"](#)

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Appendix 5

Thomas Gainsborough School Wells Hall Road, Gt. Cornard, Sudbury, Suffolk CO10 0NH

MINIBUS OPERATIONS SHEET AND INVOICE

Drivers are legally responsible for the vehicle and passengers at all times while in their charge
--

All drivers must check the condition of the vehicle before departing Any problems please contact the Minibus Co-ordinator

When vehicle is returned please ensure that the interior is in the same condition as it was at the beginning of hire. A £10 charge will be imposed if cleaning is required.

DRIVER CHECKS					
1: Engine fluid levels		OK		Not	
2: Exterior of vehicle	Damage	No		Yes	Specify
3: Interior of vehicle	Damage	No		Yes	Specify
4: Tyres		OK		Not	
5: Lights		OK		Not	
Signed					Date

DRIVER AND JOURNEY DETAILS - DRIVER TO COMPLETE ALL BOXES
--

Department/Organisation			
Address			
Telephone No.			
Driver(s)			
Destination			
Date Out		Time Out	
Date Returned		Time Returned	

		INVOICE DETAILS ONLY	OFFICE USE
Milometre reading at END of journey		Costing: 75p/mile or a minimum of £15.00	
Milometre reading at START of journey			£
Miles covered in total		Total Hire	£
		Less Incidentals	£
Defects on Return		Total Payable	£
		Invoice Number	
		Date of Invoice	
Cheques payable to Thomas Gainsborough School within 30 days. Receipt issued on request		VAT Number	104178791
		Date Payment Received	



Transport in Private Cars

Statistics demonstrate that travelling to an activity can present a greater risk than engaging in the activity and so transporting young people in private cars requires careful consideration. Establishments must follow any guidance from their employer.

Establishments that organise transport in private cars have a legal duty of care, and may be liable in the event of a claim following an incident. They should ensure that:

- If the driver is not an employee, they are engaged as a volunteer (or paid contractor) through the establishment's normal procedures.
- The driver properly understands their duty of care and any agreed responsibilities for supervision.
- Parents are informed about the transport arrangements.
- Evidence is obtained that:
 - The vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer.
 - The driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements.
 - There is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover.

Tax and MOT status can be checked at www.vehicleenquiry.service.gov.uk.

Driver licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check code (from www.gov.uk/view-driving-licence).

It is advisable for establishments to keep evidence of these checks having been carried out. It is reasonable to obtain information about roadworthiness, driving licences and insurance by asking the driver to complete and sign a form which asks for specific information. The same form can be used to inform the driver (and owner) about what is expected of them, and to make clear that they are using the vehicle at their own risk. Establishments should reserve the right to ask for documents to be produced for monitoring purposes.

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. So, a judgement should be made about the likely behaviour and individual needs of the passengers. If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised.

Very careful consideration should be given before allowing a driver to be alone with a child or young person, as this could leave both of them vulnerable.

Circumstances where this might be acceptable include the following, when there is no reasonable alternative:

- Where the transport arrangements have been planned based on a risk assessment, which shows that their benefits outweigh the risks. This is more likely to occur in a social work or youth work setting than in a school.

- In an emergency or other unforeseen circumstances where the child or young person would otherwise be at greater risk.

Parents Providing Transport

Sometimes parents are asked to help with transport to a venue. When this happens, establishments should be clear which of the following applies:

- Parents are being asked to volunteer as drivers, as part of the establishment's transport arrangements for the visit. If this is the case then the drivers should be engaged as volunteers and the considerations above should be applied.
- Parents are being asked to organise transport, which may involve some parents providing lifts for children other than their own. If this is the case then the establishment should make clear that it will not be involved in making these arrangements and will not have any responsibility for them.

Where parents are being asked to organise their own transport, the establishment should consider the need for:

- Information from parents about what arrangements have been made.
- Communication with parents, in case of delays or 'no shows'.
- Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors.
- The provision by the establishment of transport for any children whose parents are unable to make such arrangements.

Young People Driving

Young and inexperienced drivers are more likely to be involved in accidents. This should be taken into account in employers' or establishments' policies about who is allowed to drive. Where parents are being asked to organise transport for young people who may be offered lifts by young friends, establishments may wish to advise parents to consider this carefully before allowing it.

Where an establishment, such as a sixth form, a college or a youth service, works with young people over the age of 17, it is likely that some young people will want to drive each other to venues, whether the establishment has organised transport or not. Establishments should have policies which deal with this situation.

Further Information

- 4.5a "Transport General Considerations"
- 4.5b "Transport in Minibuses"
- 4.5d "Seat Belts and Child Restraints"
- 4.5e "Hiring a Coach"

Appendix 7a

Step-by-Step Guide to Running a Local Field Trip

1. Finance Approval

Complete the EV Finance Approval form and send it to Nicky Cant: ncant@unitysp.co.uk JHi and SBy. Your Head of Department and Assistant Head should be aware of your trip.

Please ensure the purpose of the trip is explicit as this will be used as part of the approval process. Please check the school calendar for a clash of events.

This form will help you decide how much to charge students to cover the cost of the trip or the cost to be charged to the department. For most local field trips the cost will be minimal (so just charge to the department) or none.

If you can find internal cover within your department in case a cover supervisor is not available then we do not need to include cover costs (please see notes in Step 2 with regards to staff needed).

2. SLT Approval

Once the Finances have been approved, inform JHi for it to then be taken to SLT for approval. The school calendar will be checked for any clashes or events and any known planned cover.

Staffing will be approved for the trip so need to inform JHi of staff needed and cover implications. Mixed sex groups in KS3 & 4 require at least one male and one female member of staff to accompany them. In KS5 this is a preference, but not essential. With KS3 & 4 it is essential for trip leaders to be accompanied by another member of staff, even if the group is fewer than 10 students to ensure that if an incident occurs involving the trip leader, that there is still another supervising adult present. In KS5 additional staffing is at the discretion of the trip leader - if it is decided that the trip will involve one single staff member, then they must ensure that the students are aware of the Emergency procedures and have the number for the school/emergency contacts prior to the start of the trip. JHi will inform you of approval

3. Letter to Student

Draft letters need to be shared with Sarah Byham, JHI and your AHT: for approval. Once approved, letters can go out to students. Please inform Student Services and leave some copies with them in case students lose letters.

If payment from students is required please let SBY know which students are invited (e.g. year group, set, band etc) so that she can add the trip to their on-line payment system so that parents can pay using School Gateway - this is now our preferred method of payment. Local field trips do not require parental permission - however a letter must be sent to parents to inform them of the trip so that they can choose to opt out. Please send a copy to Vicki Bloyce so it can be added to the school's website. Email tutors or subject teachers & TIM to advertise/inform. Consider emailing students directly to advertise/inform. Request VBL sends a parent mail to advertise trips to parents. A letter template is stored in this folder:

4. Yellow Cover Slips

Once certain that the trip is running please complete a yellow cover slip for **all** staff attending (regardless of timetabled lessons and cover required) and for any internal staff who have agreed to cover so they are not used elsewhere. These need to be signed by your line manager

5. Booking of Activities & Transport

Mini buses can be booked through VBL - you can check mini bus availability here: https://docs.google.com/spreadsheets/d/1nYpISRkFE5BlhiW82l0QkZZ_u9kJHqc0G8h-UsRKUI4/edit?usp=drive_web&ouid=111932874343021729530 and there is a list of drivers to look at in this folder. Any activities/tickets which need purchasing should be done so through Sheila Mayes - 10 days' notice is needed to pay for items. It takes 2 weeks for a new supplier to be added to the Trust payment system.

6. RISK ASSESSMENT

A Local visits risk assessment is included in this folder. Evolve does not need to be completed for Local field trips. If an organisation has the LOtC badge then they have correct legislation and insurance. However, if an organisation does not have a LOtC badge then they need to complete the supplementary form saved in this folder.

7. Trip Packs

Please liaise with SBy regarding collection of your trip pack. The school owns 5 smartphones for use on trips. These should be used on trips where students will spend any amount of time away from the trip staff or if there is a risk of students becoming separated from staff. Cards with the mobile phone number on are already prepared and can be handed to students at the start of the trip. Please inform SBy if you require a phone for your trip. Please leave a student list with the attendance office to amend registers – a member of the admin team will prepare emergency contact details for the students on the trip. Please arrange with SBY when & where to collect your travel first aid provisions which SBY will prepare for you and an Emergency Action Plan. A nominated member of staff should be responsible for first aid provision during the trip. All staff on the trip should be briefed about the plan of the day, the purpose of the visit and have:

- Parental contact details
- Risk Assessments
- Register
- Mobile Phone cards - if needed
- Medical kit if separating on the day
- Emergency Action Plan

8. After your Trip

Please return Medical kit & Emergency Action Plan (if unused). No other paper copies need to be kept - digital copies of all paperwork will be stored by JHi. Please brief JHi on any accidents to check that all relevant paperwork has been completed. JHi will obtain feedback from students and return this to you. Photos and an article for the newsletter and website are to be shared with JHi, TIM & MCL.

If you are unsure - please ask!

Appendix 7b

Step-by-Step Guide to Running a Trip

1. Finance Approval

Complete the EV Finance Approval form and send it to Nicky Cant: ncant@unitysp.co.uk JHi and SBy. Your Head of Department and Assistant Head should be aware of your trip.

Please ensure the purpose of the trip is explicit as this will be used as part of the approval process.

Please check the school calendar for a clash of events.

This form will help you decide how much to charge students to cover the cost of the trip or the cost to be charged to the department.

All trips need to include the admin and insurance fees

If you can find internal cover within your department in case a cover supervisor is not available then we do not need to include cover costs (please see notes in Step 2 with regards to staff needed).

For residential trips we need to prove value for money so you will need to submit to Sheila Mayes at least 2 quotes from different companies – justifying why you have chosen your selected company.

Ensure Sheila knows the dates of when future payments are due and use these to schedule payment dates for parents

2. SLT Approval

Once the Finances have been approved, inform JHi for it to then be taken to SLT for approval.

The school calendar will be checked for any clashes or events and any known planned cover.

Staffing will be approved for the trip so need to inform JHi of staff needed and cover implications. Mixed sex groups in KS3 & 4 require at least one male and one female member of staff to accompany them. In KS5 this is a preference, but not essential.

With KS3 & 4 it is essential for trip leaders to be accompanied by another member of staff, even if the group is fewer than 10 students to ensure that if an incident occurs involving the trip leader, that there is still another supervising adult present. In KS5 additional staffing is at the discretion of the trip leader - if it is decided that the trip will involve one single staff member, then they must ensure that the students are aware of the Emergency procedures and have the number for the school/emergency contacts prior to the start of the trip.

JHi will inform you of approval

Residential trips require approval from the Governors – form is included in this folder

3. Letter to Student

Draft letters need to be shared with Sarah Byham, JHI and your AHT: for approval.

All letters should ask for medical details and an emergency contact for the day. If the trip includes lunch time then a free school meal should be offered to students who are entitled.

Once approved, letters can go out to students. Please inform Student Services and leave some copies with them in case students lose letters.

Please let SBY know which students are invited (e.g. year group, set, band etc) so that she can add the trip to their on-line payment system so that parents can pay using School Gateway - this is now our preferred method of payment.

Please send a copy to Vicki Bloyce so it can be added to the school's website

Email tutors or subject teachers & TIM to advertise

Consider emailing students directly to advertise

Can ask VBL to send a parent mail to advertise trips to parents.

The trip leader is responsible for checking numbers on the trip with SBY and needs to make a prompt decision if the trip is viable to go ahead or needs to be cancelled before costs are incurred.

A letter template is stored in this folder:

4. Collection of Slips with Student Services

Inform Student Services of what you expect to be returned and give them a folder to keep reply slips in so that they are kept together.

SBY will share a trip register with you and will update after a Wednesday when banking has been done

5. Yellow Cover Slips

Once certain that the trip is running please complete a yellow cover slip for **all** staff attending (regardless of timetabled lessons and cover required) and for any internal staff who have agreed to cover so they are not used elsewhere. These need to be signed by your line manager

6. Booking of Activities & Transport

Coaches need to be booked through Sarah Byham (see spreadsheet for quotes) and SBY will complete purchase order form for SMA

Mini buses can be booked through VBL - you can check mini bus availability here:

https://docs.google.com/spreadsheets/d/1nYpISRkFE5BlhiW82i0QkZZ_u9kJHqc0G8h-UsRKUI4/edit?usp=drive_web&oid=111932874343021729530 and there is a list of drivers to look at in this folder.

Any activities/tickets which need purchasing should be done so through Sheila Mayes - Sheila needs 10 days' notice in order to pay for items and it takes 2 weeks for a new supplier to be added to the Trust payment system.

7. EVOLVE

Evolve should be completed at least 2 weeks before the trip and submitted to JHi who will submit it to HYA.

SBY can assist if you need help completing your Evolve but it should be completed by the Trip leader.

Documents need to be uploaded - letter, register and risk assessments are essential. Where possible please obtain specific risk assessments from external providers. If an organisation has the LOtC badge then we know they have correct legislation and insurance. However, if an organisation does not have a LOtC badge then they need to complete the supplementary form saved in this folder.

Trips which run in school hours require one member of SLT as an Emergency contact (this will usually be JHI or AHT for your subject). Trips which leave before 8am or return after 4.30pm require two members of SLT as contacts (JHi: 07899 971 625) and one other. Please check with your chosen members of staff before nominating them in case they are unavailable during the trip times.

8. Trip Packs

Please liaise with SBy regarding collection of your trip pack.

The school owns 5 smartphones for use on trips. These should be used on trips where students will spend any amount of time away from the trip staff or there is a risk of students becoming separated from staff. Cards with the mobile phone number on are already prepared and can be handed to students at the start of the trip.

Please inform SBy if you require a phone for your trip.

On the day of your trip a copy of your consent forms needs to be left with Student Services and your emergency contact if you are travelling outside school hours.

Please leave a student list with the attendance office to amend registers

Please arrange with SBY when & where to collect your travel first aid provisions which SBY will prepare for you and an Emergency Action Plan. A nominated member of staff should be responsible for first aid provision during the trip.

All staff on the trip should be briefed about the plan of the day, the purpose of the visit and have:

- Consent forms & contact details
- Risk Assessments
- Register
- Mobile Phone cards - if needed
- Medical kit if separating on the day
- Emergency Action Plan

9. After your Trip

Please return Medical kit & Emergency Action Plan (if unused)

Please return the original consent forms to SBY for archiving - all other copies need to be shredded

No other paper copies need to be kept - digital copies of all paperwork will be stored by JHi

Please brief JHI on any accidents which occurred so we can check all relevant paperwork has been completed

Completed Evaluation on Evolve (or to JHi)

JHi will obtain feedback from students and return this to you

Please share photos with JHi & TIM

Please write an article for the newsletter and website & share with JHi & MCL

If you are unsure - please ask!

Appendix 7c –

Educational Visit Initial Approval and Finance Form

This form must be completed and approved by SLT before any educational visit can take place. Visit finances need to be signed off by the Finance Manager before seeking SLT Approval. Proposals for day visits must be submitted three weeks in advance. Any adventurous activity, overnight stay or visits abroad must be submitted a minimum of 5 weeks in advance.

Destination:
Purpose of Visit:

Leader:	Date:
	Time:
Year Group:	Number of Students:

FINANCE

Transport: Minibus charged at 75 per mile	£
Car Parking: if applicable	£ 0
Admission/Activity cost (per head from company): Please include the number and cost of any adult admissions	Cost per student: £
Insurance: Charged at 15p per person per day for day trips and £1 per person per day for residential trips	15p x Insert number of people attending (include staff) = £
Cover: Supply cover charged at £180 per day, if needed.	£
Accommodation: Residential Trips only. Please factor in costs for non-paying accompanying adults.	£
Subsistence: Include any meals costs for accompanying adults. No more than £10 per meal per	£

person.	
Activities: Include cost of all activities not included in the package price of the trip. Please list each activity separately	£
Administration: Day Trips 50p per student. Residential Trips per student £2 (1-3 days) £5.00 (4+ days)	50p x insert number of students = £
Total	£
Contribution per Student:	£
Subsidy from school/department:	£0

Finance Manager Approval:	
SLT Approval (EVC signature):	

FOR OFFICE USE ONLY

Surplus:
Deficit:
Notes:
Signed:
Signed:

EDUCATIONAL VISIT PROPOSAL – Governors Approval
Required

Visit Title:	
Visit Leader:	Proposed Dates:
Venue/Location:	Year /Group/Number of Students:
Purpose of Visit:	
For Governor's use only:	
Approved: YES NO	Signature: Date:
Comments:	