



# EDUCATIONAL VISITS PROCEDURE

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# **EDUCATIONAL VISITS PROCEDURE**

The following tips/points are a guide to help you when planning any off site visit. Please contact the Educational Visits Co-ordinator (EVC) who is available to offer support and advice.

No school visit is able to go ahead unless the correct procedure and paperwork is completed by any staff member leading a trip. The EVC has been advised by the Principal that no trips are to be signed off unless the correct process has been fully completed.

## **WHO / WHAT IS THE EVC?**

The EVC (Educational Visits Co-ordinator) is available to offer help and advice regarding school trips but is not able to arrange the trip or risk assess it.

## **THE BENEFITS**

School trips/ visits are fantastic opportunities for both students and staff and are most successful when they have been well planned.

The benefits are....

- FUN
- RAISE ACHIEVEMENT BY BOOSTING SELF –ESTEEM AND MOTIVATION
- DEVELOP KEY SKILLS
- DEVELOP SOCIAL EDUCATION AND CITIZENSHIP
- PROMOTE HEALTH AND FITNESS

The real life “Horror Stories” where trips have not been properly planned and relevant information has not been obtained are staggering and often tragic. There have been thousands of accidents and incidents on school visits/trips and since 1985 the deaths on school trips are 52 which is an average of three a year. Road traffic accidents, drowning and adventurous activities are the highest causes. This is not something that should put us off arranging a trip but something that should make us understand the importance of planning and preparing in advance.

All school visit information should be kept for a minimum of six years however if there has been any problems on a visit like an accident this should be kept forever, plus you must fill in the school accident book on your return as a health and safety requirement.

## **THE PROCESS**

1. Before any trip/visit can go ahead the first step is to obtain a preliminary application form for an educational visit from the staff room or the EVC. The next step is to ask the Principal for approval.

2. Next you will need to have your letter to parents and permission slip checked by the Office Manager who will offer you help and advice and try to remind you of anything you may require, she will also confirm that it complies with Academy policy. As an admin/support team they will support / assist you. Your letter should then be passed to SMT for approval.

A permission slip from parents is required for all trips. For local trips within Essex the EVC can inform you from the list of students attending who has a frequent visit form and who requires one. Please remember at this stage you must ask parents to provide you with any medical information on the consent form. If there is going to be a charge involved, please make it clear when the final payment date is. All payments should be made through Student Services.

If your trip is going to be all day or during lunchtime, please inform the Catering Manager. Any student that is entitled to free school meals should have a packed lunch made for the day of the visit.

3. When stages 1 and 2 have been completed please see the EVC who can give you help and information to complete a risk assessment and also a checklist to help ensure you have covered everything required.
4. Leave a list of students' names attending on reception, with the Attendance Office and the EVC. If the trip is out of school hours or during school holidays the EVC and a member of SMT should be left with all of the details including emergency contact numbers.
5. If the trip involves a cost to parents you will need to contact Finance who will provide you with the correct documentation.

#### **PLEASE NOTE:**

Overnight stay/travel outside the UK/hazardous/adventurous activities requires at least **ONE TERM'S** notice and must be approved by the Governing Body.

A major trip requires a **YEAR'S** notice.

All trips require notice and should not be left until the last minute. Where possible local visits/day visits and low risk visits require a minimum of three weeks notice. When planning a visit there is a lot to think about and this is where the EVC is available to help and advise you should you require.

These are some examples of the information you will need to provide as a minimum, however each trip is different and the EVC will advise you accordingly.

**ALL TRIPS WITHOUT COMPLETED AND RETURNED PAPERWORK WILL BE CANCELLED.**

## **EXAMPLE**

- Leave a copy of the letter to parents with Reception.
- Advise the Catering Manager when the trip is taking place and if you have any requirements plus how many students attending. (They also require plenty of notice for this). All students that receive free school meals are entitled to a packed lunch on the day of the visit.
- The EVC can advise you how many staff are required to attend the trip if you are not sure. The Personnel Manager must be aware of all staff attending for cover purposes.

## **EXAMPLES OF INFORMATION YOU WILL NEED TO KNOW/PROVIDE**

- Venue
- Date
- Number of students male and female
- Year group
- Time of departure and return stating which site
- Name of staff attending and relevant qualifications, especially if it is an adventurous visit plus all previous experience in running/supervising educational visits.
- Briefing details for staff / students and parents where necessary
- Will you carry out an exploratory visit if the venue has not been visited before?
- Type of transport and company being used plus phone number
- Insurance arrangements where required
- Financial arrangements including charges to parents
- Address and contact number of venue/accommodation
- Staff next of kin emergency contact details
- List all hazardous activities and provide a licence number
- Parents' meeting for overseas/residential visits

## **EMERGENCY PLAN**

Where applicable the following should be included:

- Full address and contact of venue/accommodation
- 24 hour contact details for group leader/school representative/headteacher/travel agent (if applicable)
- Summary sheet giving details of all group members (pupils and adults), including; name /emergency contact details / cascade arrangement/special needs/medical needs.
- Take a school mobile phone and leave the number with both receptions. The phone must be turned on for the duration of the visit and checked at regular intervals should it be necessary to have it on silent mode. If the trip is out of hours leave number with a member of SMT and the EVC. This number will be published on the Academy website, Community Board and Answerphone.
- Supervisors to be issued with written instructions (role and responsibilities)
- Permission must be given to take part in swimming or watersports
- Pupils' behaviour contract

- Are first aid arrangements adequate and is someone on the trip first aid trained? All staff must be briefed if they have a student in their group with a medical condition. If the condition requires medication (for example insulin, Epi-pen) they are responsible for collection of the medication from the Medical Room).

## **WHAT IS A RISK ASSESSMENT?**

A risk assessment is a dynamic living process - not a piece of paper filed away somewhere. It should go with you on the trip. The risk assessment is a careful examination of what, in the course of your work, could cause harm to people. The aim of the risk assessment is to make sure no one gets hurt.

To make the risk assessments easier why not get the pupils involved in it. For the gold Duke of Edinburgh award the students have to write the risk assessment.

## **EVERY RISK ASSESSMENT MUST COVER THESE FIVE STEPS:**

1. Identify the significant hazards
2. Decide who may be harmed and how
3. Evaluate the extent of the risk and decide whether control measures are adequate or more should be done
4. Record significant findings
5. Monitor and review

The most hazardous thing on all trips is getting there and back - "road traffic".

The EVC keeps records of visits and records of staff qualifications etc, so many trips can be done as a "repeat" and are very straightforward.

Please feel free to visit the school EVC at any time to discuss any trip you are planning who will be happy to help and advise you.