



VISITS & EXCURSIONS PROCEDURE

This policy is underpinned by the Wiltshire Council LOTC guidance in EVOLVE and OEAP National Guidance.

Introduction

Bradon Forest School prides itself on delivering an excellent education. We believe that students and staff should feel valued and be challenged to fulfil their potential by the development of their individual talents and skills, and we celebrate spiritual and creative diversity, promoting a love of lifelong learning.

We recognise the benefits of including learning outside the classroom as part of the curriculum and understand that young people gain significant benefits from taking part in educational visits. Opportunities to participate in activities and gain from experience not available in the normal classroom are important to the development of students, helping young people to develop a wide range of valuable personal and social skills and enhance and enrich their learning in the classroom. Educational visits encourage cooperation, teamwork and the application of problem-solving skills, and develop independence and self-confidence.

This policy aims to support those involved in the planning and management of educational visits to ensure that they are managed with care and competence. The main priority is the health and safety of participating students and staff, and the school will make every effort to ensure that all reasonable precautions are taken to allow the smooth and safe running of school visits.

Within this policy educational visits refers to all academic, sporting, cultural, creative and personal development activities, which take place away from Bradon Forest School and make a significant contribution to the learning and development of those participating.

General

Curriculum based educational visits are a valuable part of the learning experience.

Departments are encouraged to consider the inclusion of appropriate visits as part of their curriculum.

Curriculum necessary school visits should be accessible to all students who are following the course of study of which they are a part.

Educational visits will be offered to cohorts of students to cater for their needs, where appropriate.

Where educational visits are open to all students, and are oversubscribed, a lottery will be carried out for places.

The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Coordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks:

- To ensure that the Headteacher/Senior Leadership allocated to trips has granted verbal permission that the group leader may plan a visit after deciding that the timetabling and ethos of the visit is acceptable.
- To receive online Educational Visit forms and ensure formal paperwork is properly completed.
- To check that all requirements for approving a visit have been undertaken. To liaise with the Headteacher/Deputy Headteacher to enable outline permission for a visit to go ahead.
- To check that further requirements for residential or foreign travel and additional high-risk activities have been undertaken.
- To liaise with Wiltshire Council and the Headteacher on any visit involving residential or foreign travel and additional or high-risk activities. To grant final permission for a visit when all organisation and planning is complete.

The school's current EVCs are Caroline Cole and Julie Taylor.

Note: any tasks not indicated in the above list remain that of the Headteacher.

The designated group leader is in overall charge and remains responsible throughout the visit.

Leaders of visits must be employees of Bradon Forest School. Leaders of visits must have adequate experience of supporting visits before being permitted to lead a visit. Experienced staff who are new to the school must familiarise themselves with the policy and procedures in the school trips policy. Volunteers on trips should not be left in charge of students and trip leaders and volunteers should familiarise themselves with the trip volunteer job description.

Process of Arranging a Trip

Staff wishing to plan a visit must discuss potential arrangements fully with the following staff:

- Head Teacher/Deputy Headteacher
- Head of Faculty
- Educational Visits Coordinator

Trips will be sanctioned only after consideration being given to the following:

- The level of benefit of the visit to students and the related costs
- The school calendar, and the impact the visit will have
- Staffing implications, for in school and on the visit

Once sanctioned, the trip leader must follow the procedures outlined in section 2.

Categories of Educational Visit

For the purpose of this policy there will be five categories of Educational Visits:

Category 1: Basic

Visits which take place on a regular basis (non-hazardous) and occur largely within establishment hours eg sporting fixtures, alternative provision.

Category 2: One-off day/evening excursions (non-hazardous)

For example, visits within the Trust eg A level tasters, field study trips, theatre visits, business/education visits, and regional sporting fixtures.

Category 3: Residential visits of one or more nights within the UK (non-hazardous)

For example, visits to residential centres, field centres, youth and school exchanges, and award bearing schemes (Duke of Edinburgh Award).

Category 4: Residential visits outside the UK (non-hazardous)

For example, international exchange visits, sporting events, cultural activities and international community work

Category 5: Hazardous/adventurous activities – residential and non-residential

For example, fieldwork, hill walking, cycling/mountain biking, orienteering rock climbing/abseiling, caving and potholing, kayaking, open canoeing, windsurfing, dingy, sailing, sub-aqua, skiing/ snowboarding, horse riding, angling, water-skiing, rafting, rowing, etc. Staff will refer to national and county guidance regarding which activities are classed as hazardous/adventurous.

This is to give clarity to the requirements regarding documentation/planning, which are outlined in the following table.

	SAGED approach overview – Ws form	Green form - trip outline and consent	Pink form – costings	Blue form – letter to parents/ information to share	Medical	Risk assessment on Evolve	Yellow form
1. Basic	Y			Information/ schedule to be shared with parents/ students/ school office	Awareness of medical conditions needed – eg individual health plans, EpiPens, asthma inhalers.	Ongoing Risk assessment held by school.	
2. One-off day/evening visits – not hazardous	Y	Y	Y	Y	List of students' medical conditions obtained from Sarah Day. Awareness of medical conditions needed – eg individual health plans, EpiPens, asthma inhalers	Y In school at least 1 week prior. Use RA proforma on Evolve - General	Y
3. UK overnight residentials	Y	Y	Y	Y	List of students' medical conditions obtained from Sarah Day. Parents to submit up to date medical information to school. Individual RAs carried out if needed	Y Use RA proformas on Evolve – Residential and General	Y
4. International residentials	Y	Y	Y	Y	List of students' medical conditions obtained from Sarah Day Parents to submit up to date medical information to school Individual RAs carried out if needed	Y 8 weeks prior – to LA Use RA proformas on Evolve – Residential and General	Y
5. Hazardous/ Adventurous activities	Y	Y	Y	Y	As Residential visits	Y 8 weeks prior – to LA General RA Specific RA for the activity – use Evolve	Y

1. Clarification of roles and responsibilities

(For further information see [OEAP NG 3.1b Establishment roles and their inter-dependence](#))

Governors

The Governing Body has a strategic role to set the vision, rationale and principles for the provision of high quality LOTC experiences. Where the Governing Body is the employer, it also has a legal role to ensure the health, safety and well-being of the employees and students of the school. To enable this to happen the Governors delegate authority and hold to account the Headteacher for oversight of educational visits to ensure that the educational experiences are of a high quality, that they offer best value and that health and safety, and financial regulations are adhered to.

The Governing Body will:

- Be fully aware of an employer's responsibilities under health and safety law.
- Ensure that formally adopted guidance from the Wiltshire Council LOTC Service is adhered to.
- Ensure that there are robust systems to support the implementation of the guidance including the effective use of the Wiltshire Council EVOLVE system.
- Challenge, in order to be clear about, how outdoor learning and visits lead to a wide range of outcomes for children and young people and contribute towards school effectiveness.
- Ensure that there is an establishment visits/outdoor learning policy and procedures – including emergency procedures – and it supports the principles of inclusion.
- Ensure that they are informed and involved in an effective process for authorising and approving educational visits.
- Ensure there is a trained EVC who meets the employer's requirements, with a sufficient time allowance to fulfil the role and training to support the planning and delivery of visits and outdoor learning.
- Ensure there are monitoring procedures in place, activity is evaluated, good practice is shared, and any issues are followed up to comply with statutory and employer's requirements.

Headteacher

The Headteacher is responsible for ensuring that the educational experiences provided are of a high quality, that they offer best value and that they comply with health & safety and financial regulations. The Headteacher must also **Authorise all educational visits** via the Wiltshire Council EVOLVE system **before they can leave the site, in liaison with the EVC.**

The Headteacher will also:

- Ensure that the protocols and procedures for the planning, management and delivery of LOTC experiences are consistent with the school policy and adopted guidance and recommendations.
- Be aware that the appointment of an Educational Visits Coordinator (EVC) is critical to the implementation of this guidance. The EVC should be appropriately competent to their role (see below) and should be allowed sufficient time to fulfil the role, including attendance at OEAP accredited training. Heads/Managers may choose to designate themselves as EVC.
- Assure the **competency, experience and confidence** of the Visit Leader to effectively supervise each educational visit.
- Ensure that the Governing Body are regularly informed about the delivery of visits and outdoor learning and their contribution towards school effectiveness.
- Have access to expert advice the Wiltshire Council LOTC Safety Adviser.

Education Visits Coordinator (EVC)

The school recognises that an effective EVC role is a management function within school and is critical to the success of the planning, management and monitoring educational visits and outdoor learning. When appointing an EVC careful consideration is given to experience of the post holder in practical outdoor learning and visit leadership together with a status within school that enables guiding of the working practices of their colleagues. Sufficient time is given to enable the post holder to fulfil the role and to attend OEAP accredited EVC training and update/ revalidation as required.

The role of the EVC in our school is to.

- Promote educational visits and take a lead in policy development.
- Liaise with staff, offering advice and support regarding educational visits
- Advise on the arrangements for visits, including staff to student ratios.
- Ensure that authorised and approved visits are added to the school calendar.
- Approve the letter to be sent to parents.
- Ensure that there are updated Charging and Remissions Policy and Educational Visits Policy and Procedures.
- Liaise with the Headteacher and Governing Body as requested.
- Assess and approve the competency, experience and confidence of staff and volunteers involved in each educational visit, ensuring appropriate checks are in place to effectively supervise each visit.
- Confirm the insurance policy covers the planned activities.
- Ensure visit plans and submission are completed accurately and in good time to allow for scrutiny, authorisation and approval via the Wiltshire Council EVOLVE system.
- Ensure records are kept and checks are made on staff qualifications and driving details (car insurance with business use if transporting students in own cars).
- Attend relevant EVC training.
- Organise Visit Leader and EVOLVE system training for staff as required.

Visit Leader

The Visit Leader who must be an employee of the school, has overall responsibility for the planning, management, supervision and conduct of the visit and shall have regard to the health and safety of the group. The Visit Leader is responsible for ensuring that each visit is carefully planned, and a submission is prepared using the EVOLVE system which includes a visit specific risk-assessment.

All Visit Leaders will have a working knowledge of basic first aid and be competent to use the first aid materials carried with the group. They will also know how to access qualified first aid support as required. The school believes it is good practise for at least one member of the Supervision Team to hold a first aid qualification and that this level of qualification will be determined by the risk assessment process and the advice of the LOTC Safety Adviser, where appropriate.

The Visit Leader will:

- Produce the EVOLVE submission for the trip
- Ensure there are clear educational aims for the visit.
- Take overall responsibility for the organisation, supervision and conduct of the visit and have an up-to-date knowledge of the Educational Visits Policy and Procedures.
- Provide sufficient notice and ask the EVC for permission to organise the visit in terms of educational value, cover requirements and the school calendar. In the case higher risk visits that require additional scrutiny and approval from the Wiltshire Council LOTC Safety Adviser, ideally this should be a minimum of **8 weeks prior to the start of the visit**.
- Research the visit costs and seek best value, confirming any costs being passed onto students.
- Draft the letter to parents and informed consent forms as required and pass to the EVC for approval.
- Check parental consent forms, medical and behaviour concerns of students attending the visit.
- If the visit is oversubscribed, then agree with the Headteacher and EVC selection criteria to be used e.g. behaviour of students; attendance; eligibility for other visits; random selection
- Complete a comprehensive risk assessment using the agreed template, share with the EVC and upload to the EVOLVE submission. The Visit Leader must have sufficient competence, experience and confidence to assess risks as they change throughout the visit and make decisions to stop activities if the risks become unacceptable. Where appropriate, the Visit Leader will endeavour to involve the Supervising Team and the students in the risk assessment process so that all involved can appreciate the risks involved and are aware of the control measures in place.

- As part of the risk assessment, the Visit Leader must determine the appropriate first aid requirements relative to the nature of the activity, the needs of the group and the extent to which the group will be isolated from support of the emergency services.
- Consider whether any student participating in the visit may need a permission letter from their doctor in order to be covered by the insurance policy. A clear risk assessment must be made for any named student with known behavioural or medical issues.
- Ensure parents, accompanying staff and students are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas visits hold an information evening for parents and a separate meeting for students and staff).
- Ensure that staff have a clear understanding of accident/emergency procedures – provide them with a visit information pack include itinerary, register of students, all emergency contact details and procedures.
- Ensure that all accompanying staff are fully briefed and clear about their specific duties, responsibilities and act in the same way as a careful parent 'in loco parentis'. For overseas visits hold a staff briefing to make clear expectations of supervision at each point of the visit using the itinerary.
- Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate. Inform all staff on the visit should be aware of who is responsible for first aid.
- Carry copies of all supporting documentation on the visit, e.g. itinerary, consent forms, emergency contacts, special medical and/or dietary requirements and ensure that copies of the details are left with the school office and with the emergency contacts where the visit is outside school hours, residential or overseas. This should comply with GDPR school trips guidance, that personal information is kept safe and secure, and any breach of GDPR is reported to the appropriate member of staff.
- Take a charged mobile phone on the visit.
- Report any accidents and incidents that occur during the visits in accordance with the school health and safety policy.
- Ensure they understand child protection and safeguarding issues.
- For overseas visits, ensure that all students have the correct travel documents to be able to enter the country being visited and to be able to re-enter the UK. Students who hold non EU passports must have full residency stamps or visas that allow them re-entry on their own passports not their parents.
- Complete an evaluation of the visit on EVOLVE.

Students

All students participating in educational visits will:

- Follow the school behaviour policy as this still applies during an educational visit
- Understand that they have a responsibility to avoid unnecessary risks
- Follow the instructions of the Visit Leader and other members of the Supervision Team.
- Behave sensibly at all times, keeping to any agreed visit code of conduct.
- Inform a member of staff if they become aware of any significant hazards or if there is anything that they are concerned about.

Parents, Carers and Guardians

Parents, carers and guardians of students involved in the educational visit should:

- Understand that they have an important role in deciding whether any educational visit or activity is suitable for their son/daughter.
- Inform the Visit Leader about any medical, psychological or physical condition relevant to the visit.
- Provide an emergency contact number on which they will be available at all times.
- Sign the consent form.
- Be responsible for ensuring that their son/daughter has the correct travel documentation for overseas visits and re-entry into the UK.

Wiltshire Council LOTC Advisers

As part of the Wiltshire Council LOTC Service, the school has access to technical advice, guidance and expertise from the Learning Outside the Classroom Advisers. This advice, guidance and expertise is used to help inform the planning, management and delivery of the LOTC activities and to ensure that they offer safe, high quality learning experiences.

Those submissions that involve higher risk activities are subject to further scrutiny and are Approved by the Learning Outside the Classroom Advisers via the EVOLVE system. These include:

- ✓ overseas visits
- ✓ residential visits
- ✓ adventurous activities
- ✓ activities in, on or around open water or the sea

A minimum of 28 days' notice is required to allow sufficient time for feedback and amendments to be made prior to the departure.

2. Behaviour

All students and staff who participate in trips and visits that are organised in the confines of this policy are governed by the same rules as regards to conduct and behaviour as those staff and students who remain in school. As such, any behavioural incidents must be logged, and consequences sought through the appropriate senior member of staff. The school will require parents and students to sign a behaviour contract when taking part in a residential/overseas visit.

3. Inclusion and entitlement

All Educational Visits must have clearly identified aims and objectives and have an approved competent Visit Leader who is a member of staff. Well planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to students' diverse learning needs. Provision, with well-planned reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits. Educational Visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability. In cases where the family financial circumstances prevent a student participating in a curriculum visit the Charging and Remission Policy is to be followed.

For further information see: [OEAP NG 3.2e Inclusion](#) [OEAP NG 3.2c Charging for school activities](#)

4. Insurance

The school's insurance policy includes travel cover for school visits both in the UK and abroad. If planning an educational visit which includes a hazardous activity, please check with the School Business Manager and EVC, as additional insurance cover may be required.

5. Finance

Charges for educational visits including charges for transport, requests for voluntary contributions and remission of charges are made in line with the guidance and requirements of the DfE advice "Charging for School Activities 2014".

For further information see: [OEAP NG 3.2c Charging for school activities](#)

6. Supervising Adventurous Activities

The ratios for visits are for pastoral support purposes and do not include activity technical instructors. Where Visit Leaders are also acting as technical instructors, the numbers of adults needed should be reviewed. The ratio of leaders and adult supervisors to pupils and young people for specific outdoor activities varies according to the activity to be undertaken. Full details of leader/pupil ratios are given in the Guidance Notes in EVOLVE.

Where an adventurous activity is provided by an External Provider, the technical instructors cannot be included in the supervision ratio and the expectation is that the technical instructors will be supported by the school Supervision Team to provide pastoral support to the group.

7. Monitoring of planning, management and delivery of LOTC and educational visits.

The Governing Body has a statutory responsibility to monitor the work of employees of the school and the implementation of policy and guidance that they issue.

The Governors have delegated the responsibility for regularly monitoring of the planning, management and delivery of LOTC and educational visits to the Headteacher, who will work in partnership with the EVC, Visit Leaders and other staff of the school to ensure that this policy is implemented correctly.

The school has a commitment to good practise in the planning, management and monitoring of LOTC and educational visits and, as part of that commitment, uses the Wiltshire Council EVOLVE system to plan, record, authorise and evaluate all educational visits.

When monitoring the success of LOTC and educational visits, the Headteacher will ensure that;

- All Educational visits and off-site activities are carried out safely and effectively and in line with school policy and procedures.
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice.
- Staff have easy access to the policy and to any advice, guidance and support they require.
- Staff have access to relevant training that supports the implementation of this policy and guidance e.g. Educational Visit Coordinator (EVC) training, Visit Leader training.
- The school continues to have access to expert advice, support and guidance from the Wiltshire Council LOTC Safety Adviser.
- The school appoints, trains and revalidates the EVC in accordance with this policy and guidance
- Provide regular updates and reports to the Governing Body, celebrating success and highlighting any issues that require additional consideration or improvement.

8. Induction, training and expectations of staff

As part of the induction and training of new staff, the school will ensure that they become familiar with the policy, protocol and procedures associated with the planning, management and delivery of LOTC and educational visits. This will be done via the staff handbook and induction training sessions with the EVC.

The EVC will work with new staff to assess their competency and experience to lead educational visits. This will be recorded using the My Profile feature in EVOLVE and this information will inform the provision of training ie:

- Staff identified as requiring practical training and experience as assistant leaders are given the opportunity to work within an apprenticeship model alongside more experienced Visit Leaders and that this opportunity is monitored and evaluated against agreed criteria.
- Access to OEAP Accredited Visit Leader training
- Support and access to training to allow staff to gain First Aid qualifications
- Support and access to training to allow staff to National Governing Body awards for adventurous activities as required.
- The school will ensure that there is a succession plan in place to ensure that trips are organised and managed appropriately, and visits remain sustainable.

9. Risk management and risk-benefit assessment

The Management of Health and Safety at Work Regulations, require that risk assessments be undertaken for each of the hazards identified, such that suitable and sufficient control measures can be put in place to minimise the dangers for students and staff.

The Governing Body has responsibility and a legal duty to ensure that trips and visits are conducted in such a way that participants and staff are not subjected to unacceptable levels of risk to health and safety. This responsibility is delegated by the governing body to the Headteacher, relevant members of SLT and the EVC, who will ensure relevant training is given to trip leaders and relevant staff regarding all procedures and protocols.

For further information see: [OEAP NG 4.3c Risk Management Overview](#)

10. Assessing venues and providers

Where possible, all venues for trips are visited prior to the trip taking place by the Visit Leader. Visit Leaders will endeavour to work with Providers who hold a Learning Outside the Classroom Quality Badge as this provides credible assurances of health and safety management systems and the quality provision. Where preferred Providers do not hold the Quality Badge, assurances will be gained through the completion of a Wiltshire Council LOTC Service Provider Statement and subsequent vetting from the Wiltshire Council LOTC Service.

For further information see: [OEAP NG 4.4h Using external providers and facilities](#)

11. Management and use of volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure certificate will be obtained, and they will undergo induction and training in their role and responsibilities as detailed in the guidance and local procedures

For further information see: [OEAP NG 3.2g Vetting and Disclosure and Barring Service \(DBS\) Checks](#)

12. Emergency procedures and incident reporting

12.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating an SLT contact from the school that may be needed as a link between the party, the parents, the school and Wiltshire Council in the event of an emergency. A mobile telephone will be given to the group leader for the duration of every visit. The leader will text the SLT contact to confirm safe arrival/return, the group leader will telephone the SLT contact if there is a problem or emergency.

12.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide on the appropriate action to be taken:

If the incident is of a less serious nature, then the parent/guardian of those affected will be informed about what has happened (e.g. that the party will be returning late) and the action that has been taken so far. In appropriate circumstances the group leader will be designated to undertake this task.

However, if the incident is very serious (e.g. involves a disabling or life-threatening accident, or a fatality) then the Headteacher, deputy or the SLT contact will inform the designated senior officer of the Education Service, and the school will instigate its critical incident plan. Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

12.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

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- 13.3** In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

14. Finance

- 14.1** Any visit organised by a department must be financially self-supporting unless otherwise agreed beforehand.
- 14.2** No student should be prevented from participating in a curriculum-based school visit because of financial considerations.
- 14.3** It is against the law to prevent students participating in a visit because their parents are financially unable to contribute. Staff who wish to organise visits should first ascertain that a sufficient number of parents will pay for their child, should the visit go ahead. A visit may be cancelled if there are insufficient contributions to meet the cost.
- 14.4** All money collected from students for a visit must be paid into the school account via ParentPay or the Finance Office.
- 14.5** Payments for the visit must be made from the school fund and receipts provided for all expenses.
- 14.6** Teaching staff should not collect or handle the payments, all monies should be paid directly to the Finance Office.
- 15.7** Staff should note the legal requirements of the Charging and Remissions Policy.

15. Residential Educational Visits

- 15.1** Participation in a residential educational experience is considered to play an important part in the development of young people.
- 15.2** During a student's school career the school will endeavour to offer a variety of residential opportunities in which the individual may choose to participate.
- 15.3** The aim of the school is to provide residential experiences in this country and abroad, in a variety of types of accommodation and at a range of costs.
- 15.4** All residential trips MUST have clear educational aims.
- 15.5** Staff who wish to take students on a residential visit will be given support and advice by a member of SLT and the Educational Visits Co-ordinator.
- 15.6** All trips must be organised in compliance with regulations contained in the most recent County guidance.
- 15.7** Risk assessments must be carried out by the Group Leader and submitted on EVOLVE to the Educational Visits Co-ordinator who will seek approval from the Assistant Headteacher and Wiltshire County EVC.

16. Organisation

- 16.1** An adequate number of adult supervisors must accompany the trip to ensure that it is run safely and smoothly.
- 16.2** Where female students are on a residential visit there must be at least one female member of staff accompanying the trip.
- 16.3** Comprehensive information about transport, accommodation and activities must be given to parents prior to departure of the trip.
- 16.4** Consent of parents to their daughter's/son's participation in the trip must be obtained prior to departure.
- 16.5** It is the responsibility of parents/guardians to ensure that students have an up-to-date passport, necessary visas/travel documents and EHIC/GHIC card (for travel to Europe) for foreign travel. Reminders to parents/guardians will be included in information letters.
- 16.6** All students must have submitted an up-to-date medical consent form, signed by a parent or guardian, to the teacher in charge before they participate in a residential visit. The form must also seek relevant medical information from parents as it is the parents/guardians' responsibility to ensure that the school is informed of any changes to an existing medical condition or any new diagnosis prior to the trip departing as our insurance company require notification of all existing medical conditions and may require a Fit to Travel letter from the family Doctor seven days prior to departure.

- 16.7** Aims of the trip must be clear to all adult supervisors.
- 16.8** Where a facility to be visited has not been awarded a Learning Outside the Classroom (LOtC) Quality Badge (covers both quality and safety of all activities offered) a Provider's questionnaire must be completed by the provider you have chosen and when complete it should be added as an attachment to the trip on EVOLVE
- 16.9** A pre-visit is always recommended if a Group Leader has not used the facility on previous occasions.

17. Bradon Forest School Procedures and General Guidance

- 17.1** A visit or excursion is when students are participating in an activity off the school site. When organising any visit, it is vital that the arrangements are discussed fully with:
- Head of Faculty
 - Julie Taylor, Events Visits Coordinator (EVC), or Caroline Cole (EVC)
- The following planning procedures should be strictly adhered to. Please ensure that:
- 17.2** The trips information/form pack is collected from Julie Taylor (Finance Office). This will contain all the forms/slips needed to run a trip successfully in line with policy for trips. A separate online risk assessment is needed on the EVOLVE website.
- 17.3** All forms need to be passed to Julie Taylor (Green, Pink and Blue).
- IT SHOULD NOT BE PRESUMED THAT A VISIT WILL AUTOMATICALLY BE SANCTIONED WITHOUT REFERENCE BEING MADE TO OTHER TIMETABLED ACTIVITIES. You need to liaise with WIL to ensure the school calendar can accommodate the trip dates requested.
- 17.4** The PINK cost analysis form is completed in detail (please see notes on 'Costing the Visit') and is passed to Julie Taylor to verify the costings for the trip.
- 17.5** Julie Taylor will agree the trip and you need to set up the risk assessment on EVOLVE. (Julie Taylor can provide assistance if needed).
- 17.6** All trip payments are to be made via the Parent Pay online. Please provide Julie Taylor with a list of students to be offered the place.
- 17.7** Any queries regarding payment dates should be made to the FINANCE STAFF. Please ensure that the full cost of any visit includes VAT.
- 17.8** It is essential that all payments from parents for a visit are complete before a request is made to Julie Taylor to raise a payment for the visit. NB: 10 working days is required to enable the payment to be processed as they require countersigning by two separate members of the LT.
- 17.9** If foreign currency is required, Julie Taylor will require 14 days' notice and a prepayment card will be issued.
- 17.10** Julie Taylor will co-ordinate the parental letter once a trip has been sanctioned, in line with the school's agreed format, to be sent home for information/permission. NB: Letters relating to trips should ONLY be drafted by the office using official templates. This is to ensure key information regarding insurance etc is covered adequately. No letter must be sent out before the green authorisation form is signed. A copy of the insurance paperwork must be included with the first parental letter for foreign residential trips. All reply slips are online with an updated medical information box.
- 17.11** The Risk Assessment on EVOLVE is completed in detail for day trips at least one week before the trip or the Risk Assessment on EVOLVE needs to be completed at least eight weeks prior to residential trips or day visits near water margins. Julie Taylor/Caroline Cole are available for detailed risk assessment meetings at least two months before trips take place. Trip leaders must use the Bradon Forest Risk Assessment proforma for all trips.
- 17.12** The YELLOW Educational Visits Form is completed and all action points relevant to the visit are ticked at least one week before the trip.
- 17.13** Staffing needs to consist of Bradon Forest staff – if there are any issues fully staffing a trip, please liaise with Julie Taylor, Helen Wilkinson and Shelley Davies.
- 17.14** Staff on trips are in loco parentis and, as a result, staff spouses and dependents should not be part of their group. If this raises any issues, please liaise with Julie Taylor.
- 17.15** Liaise with Sarah Day to obtain up-to-date medical information for each student travelling on the visit.
- 17.16** A parental meeting has been held for residential meetings 4 – 6 weeks prior to the trip.

- 17.17** A list of students on any residential trip must be passed to Julie Taylor (EVC) and emergency contacts to ensure pastoral oversight of students is secure before the trip takes place.
- 17.18** A list of students on any trip occurring outside of the school term should be passed to the Headteacher and a nominated emergency contact.
- 17.19** When taking more than half of a year group, work and staffing must be arranged by the trip organiser for students who have decided not to participate. Details of work/arrangements to be given to WIL.
- 17.20** If taking a residential trip a school mobile number must be given to parents and relevant Leadership Team member.
- 17.21** Julie Taylor must be provided with a list of all students on any trip. If returning after 3.30 pm a list of contact details must also be provided to relevant leadership team member.
- 17.22** Behaviour statement

The following statement must be included in letters confirming a student's place on a residential and/or overseas trip:

Residential trips require students to demonstrate responsible and acceptable behaviour. The success of these visits is based on trust. A proviso in the initial letter stated *The school reserves the right to exclude a student from going on a trip when the student has misbehaved on a previous trip, or whose general behaviour in lessons and around school has been persistently below the standard expected, and when a student could be seen as a risk to their personal safety and the safety of others. In these circumstances all payments that can be recovered will be refunded less an administration fee of £50. Where fees have been incurred which cannot be recovered (for example for flights/visas and accommodation) the school will not make a refund.

Therefore, students not demonstrating responsible and acceptable behaviour in school will be monitored closely. If we deem that your child's behaviour raises concerns, this could have implications for them being able to take part in the visit. To this end, we have continued monitoring the behaviour of the students taking part and will do so up until the trip departs. If we are concerned about your child's behaviour prior to the trip, we will contact you. If there isn't an improvement in the behaviour, their place on the trip could be at risk. The school procedures for managing this are outlined below. If a student is at risk of being removed from a trip due to behaviour, please contact HNS AS SOON AS POSSIBLE.

Stage 1: Check the list of students' going on a trip with the pastoral team for behaviour concerns and inform HNS of names and issues.

Stage 2: The Trip Leader should contact home about concerns and explain the process of decision making and financial impact using travel company cancellation charges for residential holidays.

Stage 3: Monitor behaviour termly before the trip goes and make an early informed choice with HNS/Pastoral Team/COE

Stage 4: If a student has to be removed from a trip, HNS will need a log of behaviour issues, contact with home and the trip leader's interventions/reasons for the final decision. If a replacement can be found, then the student may get a full refund – minus admin charges and first deposit.

Attendance statement

Attendance at school is very important. It is an indicator of a students' level of well-being and ability to take part in school activities. We would expect that students taking part in this visit will demonstrate good attendance in the next academic year. We will therefore be monitoring attendance to ascertain whether students are able to participate in the visit safely.

17.24 On return, an evaluation form for residential visits must be completed on EVOLVE. Please ensure that all the final yellow forms are returned to Julie Taylor at least ONE WEEK prior to the visit taking place to ensure that all the procedures are in place.

17.25 Costing the Visit: (See PINK form in pack)

The following costs must be taken into account when organising your visit: (1)

- Insurance
- Travel + hotel accommodation + meals + hire of coach + minibus charges etc
- Staff costs if free places are not allocated
- VAT
- Any FREE student places you are allocating (especially if the trip is a key curriculum excursion)
- Entrance fees
- Costs of cover if it is required (eg for trips leaving on the last day of term)
- ParentPay administration charges (Finance Team will add these)

The cost analysis of the visit should be checked and authorised by a member of the FINANCE TEAM prior to any letters being distributed to parents. All letters to parents should be submitted to Julie Taylor. Examples of letters and forms from previous trips/activities can be obtained from Julie Taylor to assist planning.

17.26 When organising a visit requiring advance payments for transport, accommodation, etc STAFF MUST USE A CONTRACTOR WHO IS FULLY BONDED TO ABTA.

17.27 When organising an activity within the UK please check their Badge Award and AALA license number/inspection date. If EVOLVE does not have the provider as having these, then please ask Julie Taylor for a provider form.

17.28 INSURANCE COVER: The Finance Office can organise insurance cover for any visit as directed by the visit organiser. Please note that some health issues are not covered by the school's insurance and separate arrangements will need to be made. This will be indicated by completed and signed health questionnaire returns from all applicants for the trip. It is essential that you check with the Finance Office to determine whether special arrangements will need to be made. Please remember to cross check health/medical information from reply slips with Sarah Day, who will check the central medical records.

17.30 Tour operators will be able to surcharge customers without reference to ABTA guidelines, provided they meet the requirements of the legislation and absorb the first 2% of any increase.

17.31 UNIFORM: As a general principle, school uniform will always be worn for school visits. The exceptions are:

- Field study work or other activities where the general conditions prevailing require less formal or protective wear.
- Visits which take place wholly or mainly outside school hours, such as theatre visits: Uniform MUST BE WORN when: curriculum related visits are undertaken or when the school is being represented or is competing at team, group or individual level. If in doubt, please seek guidance from Julie Taylor.

17.31 USE OF MOBILE PHONES AND TABLET DEVICES ON SCHOOL TRIPS

Visit Leaders should ensure that a fully charged school mobile phone is available at all times so that contact can be made with emergency services, or the school should this be needed. While most students possess a mobile phone, the trip leader will decide the level of phone use on the trip.

Parental concerns can be addressed by the trip leader having systems in place where they can be informed, for example, that a group has arrived safely at a foreign destination, and by assurances that if their child does need home contact that will be arranged through the visit staff. School comms can send news about residential trips, liaise with Julie Taylor/Jen Purcell if you wish to use Facebook/Instagram for communications updates.

Students need to adhere to the acceptable use of ICT policy that they sign when they are admitted to Bradon Forest School.

17.32 PASSPORTS, VISAs AND EHICS/GHICS

All foreign residential will require students to hold a valid passport with expiry date in line with the requirements of the country being visited. Check all expiry dates.

Be aware that some members of your group might hold non-UK passports, which may restrict movement across borders. Liaise with the British Council if in doubt.

Check what type of passport each member of the group holds six months before travel and ensure they have all relevant documentation (including visas where applicable) to allow travel to the destination and return to the UK.

Keep a note of each passport number, date and place of issue in a safe place separate from the passports, leave a copy at school and photocopies of each passport. These must be kept safe, and staff must ensure that they comply with GDPR rules and regulations.

Provide Julie Taylor and leadership team member with a list of passport details in the emergency contact pack.

If there is a protected hotel safe leave passports there and carry photocopies securely.

At the parental trip meeting ask parents to bring two copies and the passport. Ask each parent to sign a receipt book to acknowledge that passports have been collected in. Alternatively, passports may be collected and

copied in school by arrangement with the Finance Office/reprographics and receipts will be issued to students in a controlled environment at a pre-arranged time and parents made aware.

Passports should not be removed from school property until the day of the trip. They should remain in the school safe.

Students should take EHICs/GHICs and passports home when collected at the end of the trip.

Staff should immediately contact the nearest British Consulate or Embassy if their passport or that of a member of the group is lost or stolen. Staff must also make the school emergency contact and parents aware of the loss.

All staff should have alternative photo ID with them in addition to passports while abroad.

Take the British Consulate/Embassy contact details in case of emergency.

Leave receipts for passports with the Finance Office.

17.33 PE LOCAL TRIPS/FIXTURES NOT INVOLVING RESIDENTIALS OR WATER.

Staff must ensure:

- Lists of students taken off the school premises with PE staff must be shared with the office/reception staff and SLT emergency contact/late duty staff.
- Up-to-date medical information has been obtained.
- Staff carry a school mobile phone.
- PE staff must keep a record of the trip/fixture and the students who attended.

17.34 LETTERS TO PARENTS

Before sending out information to parents concerning any visit the BLUE parental information form must be completed and given to Julie Taylor who will liaise with Sarah Day to produce a letter for you to send to parents.

NB: Only letters produced by Julie Taylor using policy templates should be sent home to ensure consistency in terms of communication detail.

- a) The travel destination(s) and, where periods of stay are involved, the relevant periods, with dates.
- b) The type of transport to be used with the dates, times and points of departure and return.
- c) Where the package includes accommodation, its location and full address.
- d) The meals which are included in the package.
- e) Equipment needed together with any spending money requirements.
- f) The name of the party leader and supporting staff with a list of all those travelling.
- g) Whether a minimum number of students is required for the excursion to take place and, if so, the deadline for informing the parents in the event of cancellation.
- h) The full itinerary.
- i) Any dress code.
- j) Visits, excursions or other services which are included in the TOTAL PRICE agreed for the package.
- k) The name of the tour operator quoting the ABTA bonding number.
- l) The name of the adventure company quoting the AALA license number.
- m) The name of the insurance company if insurance costs are included in the package.
- n) The full price of the package stating clearly if the price may be revised. Please ensure that the price of the holiday/visit includes VAT.
- o) The payment schedule and cancellation costs if a student withdraws from the package.
- p) A proviso in the initial letter to parents should state that 'if all payments are not received by the final date set in the schedule it will be presumed that the student will not be traveling'. The school WILL NOT BE RESPONSIBLE for making payments to the tour operator if insufficient money has been received from parents. IT IS THE RESPONSIBILITY OF THE TEACHER ORGANISING THE PACKAGE TO ENSURE THAT ALL MONEY IS PAID online well in advance of the final invoice payment. Check with Julie Taylor for payment updates.
- q) A proviso in the initial letter that states 'the school reserves the right to withdraw the offer of a place on the excursion should a student's behaviour in school, give cause for concern over their ability to participate in a responsible and acceptable manner. The school also reserves the right to withdraw the offer of a place on the trip if there are concerns with regard to Health and Safety.'
- r) Any changes made to the original package should be communicated to parents as and when they are known.
- s) Ensure that a copy of the Parent Letter with visit costs is issued by the Finance Office.

- t) Parents must complete an online booking form/authorisation slip and a separate medical information form.
- u) NB Students should not be allowed to participate in any visit if these documents are not completed online.
- v) A proviso in the initial letter that students who wish to cancel a place on a trip will only have payments returned after the travel company cancellation charges have been deducted, unless a replacement student from the waiting list can be found.
- w) The following sentence should be included: If a student is eligible for Pupil Premium funding there may be a possibility of financial assistance towards the cost of this trip.

Once permission is obtained, and the costs of the visit have been authorised, please ensure that ALL other documents are complete. Notify cover administration staff if lesson cover is required once the trip is authorised.

17.35 MINIBUS USE

BOOKINGS should be made via the online booking system by the person who will be driving the bus. This is to ensure all drivers are on the approved drivers list (held by Ali Mainstone). Permission from parents must be obtained as with any other visit. The driver must be approved, possess a clean driving licence and have qualified in MIDAS Minibus Training arranged by BFS. It is the driver's responsibility to notify the school if they receive any endorsements on their driving licence. The driver will be fully responsible for the safety of passengers. The driver should not consume alcohol or take drugs/medication which may impair driving judgement.

No more than 17, which includes the driver, should travel in a minibus. It is the responsibility of the person organising the visit to ensure that there is sufficient diesel in the vehicle and that water/oil/tyre pressures etc have been checked before departure. The Site team will complete these tasks if adequate notice is given. The minibus should be cleared of any rubbish at the end of each journey.

A list of all those travelling on a visit must be left in Reception and circulated to staff and a Leadership Team member identified to act as an emergency contact. The visit organiser should state the approximate time of arrival back in school and where students are to be dropped off on their return journey.

It is the responsibility of the driver to ensure that all students travelling are aware of safety procedures ie securing of seat belt, facing the front, emergency exits. It is also the responsibility of the driver to complete a travel log sheet (found at the front of the minibus) with the mileage covered and to report any defects known at the time of travel. The form should be returned to the Premises Manager after every journey.

17.36 KITCHEN

The kitchen must be informed of all dates and numbers involved so that meal orders are not affected.

All those travelling entitled to a FREE SCHOOL MEAL should have one ordered from the kitchen well in advance of the departure date. They should be collected from the kitchen on the morning of departure. PLEASE GIVE AT LEAST 10 DAYS NOTICE.

17.37 BEFORE THE TRIP DEPARTS

At least ONE WEEK prior to departure, when all arrangements are complete, please return all documentation to Julie Taylor for checking and filing.

PROCEDURES FLOWCHART

CARRYING OUT A TRIP AT BRADON FOREST SCHOOL - SUMMARY

STAGE 1 – Planning

Speak to HNS/COE about trip proposal in the first instance. Refer to SAGED approach Ws document if applicable.

Speak to WIL about calendar. Liaise with WIL and SLD regarding staffing.

Assuming trip is agreed in principle, proceed to stage 2. Julie Taylor to provide a trip pack. COE to advise if needed



STAGE 2– First forms

Complete Green form – GENERAL OUTLINE - Head of Faculty and EVC to sign.

Complete Pink form – COSTS – Finance to approve and agree contributions/costs for parents.

Complete Blue form – LETTER – or provide a draft letter. COE/JT to finalise.

Trip Leader to liaise with JT/COE regarding any trip administration to complete such as lottery, ParentPay, bookings/deposits.



STAGE 3– Trip monitoring and further planning – mid term

List of participants established once parents have responded. trip leader to share list with pastoral for any concerns.

Behaviour monitored by trip leader in collaboration with COE and pastoral team.

Staffing – trip leader to liaise with SLD

Trip leader to share list of students shared with Sarah Day to establish medical concerns and needs, and those that may require free school meals. If necessary, further risk assessment and planning can be done based on information gained.

Risk Assessment and any further documentation such as pupil list added to Evolve and the RA authorised.



STAGE 4– Final forms and arrangements – at least one week before

Complete YELLOW form – Final Checklist - EVC to sign.

Trip leader to remind parents and students of arrangements.

Trip itinerary finalised, medical needs and confirmation of arrangements as needed.

Teaching and support staff made aware.

Share necessary documents with trip team such as group lists, itinerary and risk assessments.



BRADON FOREST SCHOOL
VISITS/EXCURSIONS: AUTHORISATION FORM (green form)

NB: Student/Teacher ratio:

1. For short study visit during a lesson: 1 ADULT PER CLASS
2. Educational day visits: 1 ADULT TO 15/20 STUDENTS
3. Visits with overnight stay: 1 ADULT TO 10 STUDENTS WITH A MINIMUM OF 2 ADULTS IF A MIXED GROUP
4. Long distance minibus journeys: (NOT RETURNING DURING NORMAL SCHOOL HOURS) require 2 ADULTS
5. A qualified first aider is required if travelling to a remote location
6. A trained adult to administer an EpiPen may be needed - check student medical records.

Visit to:		Date:	
Name of tour operator:		ABTA Bonding No: AALA Licence No:	
Students involved (eg Year 7, Year 8)		Proposed cost per student:	
Number of students travelling:	Transport to be used (<i>tick as appropriate</i>): Coach Coach/Air Minibus Train		
Staff involved with the visit (participating staff should be <i>made aware of their joint responsibilities</i>):			
Visit during (tick as appropriate): Morning Afternoon Evening			
<p><u>MINIBUS DRIVER DECLARATION</u></p> <p>I understand that as the driver of the school minibus I am responsible for the safety of passengers and declare that I will not consume alcohol or take drugs/medication which may impair my driving judgement. I possess a clean driving licence / have notified the school of any endorsements on my licence. (<i>please delete as appropriate</i>)</p> <p>Signature:</p>			
HOF's Signature:			
EVC Signature:			

Please return this form to Julie Taylor, Finance Office, along with the pink Cost Analysis form and blue Parental Letter Information form.



BRADON FOREST SCHOOL
EDUCATIONAL VISITS: COST ANALYSIS FORM (pink form)

Please use this form to work out the cost per student for your excursion. This form should be completed and returned with the GREEN authorisation form to Julie Taylor.

Intended visit:

Trip leader:

Total number of students participating:

Costing Factor	Total Cost	Cost per Student
Transport costs (Coach quotes can be obtained via Julie Taylor)		
Minibus charges: (34 pence per mile)		
Insurance costs (Please seek advice if medical forms indicate special insurance may be required.)		
Hotel accommodation (if applicable)		
Meal costs (if applicable)		
Staff costs (If free places are not allocated)		
VAT		
Cost of any student subsidies (free places) - relevant if trip is curriculum necessary.		
Entrance fees		
Cover costs (if required.) Based on current costs – trips will need to cover the full cost of supply staff required. The cost per supply colleague is £190.00 per day.		
	Overall cost:	Total cost per student:

Please return this form to Julie Taylor, Finance Office, along with the green Authorisation form and blue Parental Trip Information form because all costings will need to be checked and authorised by Julie Taylor.



BRADON FOREST SCHOOL EDUCATIONAL VISITS: PARENTAL LETTER INFORMATION (blue form)

Please submit this form to **Julie Taylor** with the pink Cost Analysis form and green Authorisation form when the trip has been authorised (EVC) and the costings agreed (EVC/Finance)

This form will then be passed to Julie Taylor for production of the official letter that will go home to parents. No other letters should be used other than by this route. If this is a new trip please attach relevant information to this sheet.

Item for Inclusion	Details
Trip title and Year Group	
Trip leader	
Travel destination	
Dates for the trip and departure and arrival times.	
Type of transport to be used (including name of coach company)	
Any accommodation address/contact details	
Details of any meal/snack provision	
Details of suggested spending money	
Dress code (UNIFORM FOR ALL SCHOOL TIME TRIPS unless special clothing required).	
Whether a minimum number of students will be required for trip to be viable.	
Whether there is a maximum number of places available on this trip	
The itinerary for the trip (broken down by day if applicable) - can be attached as separate document.	
Visits, excursion or other services which are included in the TOTAL PRICE	
The name of any tour operator (including ABTA bonding number or AALA licence number)	
The name of the insurance company** if insurance costs are included.	
The full price of the package stating clearly if cost may be revised. Please ensure this includes VAT	
Any payment schedule required or cancellation costs incurred.	
Proviso to cover school should trip be unable to run due to insufficient numbers.	
Proviso relating to student behaviour**	
Proviso relating to payments returned after travel company cancellation charges have been deducted	
Request for completed consent slip/medical information form and payment online.	
EHIC/GHIC and passport information	
If a student is eligible for Pupil Premium funding there may be a possibility of financial assistance towards the cost of this trip.	

Please submit the completed form to Julie Taylor who, once the trip has been authorised, will produce the relevant letter for you to use as your letter to parents.

** Under certain circumstances, separate insurance arrangements may be required, and separate costings will be applicable for this. You will be contacted if this is applicable for your child to discuss individual arrangements.

++ A proviso in the initial letter that states 'the school reserves the right to withdraw the offer of a place on the excursion should a student's behaviour in school, give cause for concern over their ability to participate in a responsible and acceptable manner. The school also reserves the right to withdraw the offer of a place on the trip if there are concerns with regard to Health and Safety.'



BRADON FOREST SCHOOL
EDUCATIONAL VISITS: FINAL CHECK SHEET (yellow form)

This form is to be completed by the **Party Leader/Visits Organiser**. This is your final check sheet prior to departing on the visit and therefore all sections **MUST BE COMPLETED**.

When you are satisfied that all the necessary procedures are in order, please return this form together with **THE YELLOW CHECKLIST** and **ONLINE ASSESSMENT FORM** at least one week prior to departure to Julie Taylor for checking and filing.

- All residential trips and any trips near water or to remote areas must have an electronic risk assessment completed six weeks prior to the trip with Julie Taylor.**
- All other trips must have an electronic risk assessment completed at least one week prior to the trip going.**

<u>Destination/visit to:</u>			
A FULL risk assessment completed on EVOLVE and a FULL itinerary must be attached for visits lasting more than a day			
<u>Purpose of visit:</u>			
Trip leader:		Emergency contact person:	
Emergency contact number:		Emergency contact number:	
<u>Date of visit:</u>	<u>Departure Time:</u>	<u>Return Time:</u>	
<u>Transport used:</u>	Coach	Minibus	Train
			Tour Operator (please circle)
Complete this section if you are organising the visit by using an agency/tour operator			
Name and address of business:			
Telephone Number:		ABTA No:	
How many students are involved with the visit?		Boys.....	Girls.....
Name the teachers/adults involved with the visit:			
NB: all supervisory staff should be made aware of particular students with special medical needs and a list of medical needs should be issued to all colleagues on the trip.			
<u>Insurance arrangements made with:</u>	School	Tour Operator	Ins Company
(Please circle)			
Any special insurance requirements:			



Will the students on this visit at any time during the visit not be under direct supervision?
 YES/NO
 If YES details should be covered in RISK ASSESSMENT – staff meeting points etc

I confirm that the proposed visit conforms to school policy in respect of:
(please tick all sections relevant to the planning of this visit)

Parents notified (via letter produced by Student Services)	
Parents' consent received	
Up-to-date medical information received from parents	
Insurance arrangements made with office/tour operator (via Finance Office)	
All monies collected online and checked with the Finance Office prior to final invoice being received	
Full itinerary/details of the visit issued to parents and accompanying staff	
Transport arrangements confirmed	
First aid arrangements in order (collect First Aid kit from office - to be signed for)	
Individuals checked against main medical list held in Student Services to confirm/check accuracy of medical disclosures prior to departure.	
EpiPen students assigned to trained member of staff.	
Emergency procedures complete including names and telephone numbers	
Emergency contact person notified and issued with all visit details and is familiar with all the visit procedures	
Students with free school meals identified (via Trina Smith) and kitchen informed to supply packed lunch.	
School kitchen informed of numbers (at least 10 days prior to visit)	
Cover request submitted to Shelley Davies on yellow cover form.	
Arrange suitable work and staffing for students not participating on the trip – details to be given to WIL/Shelley Davies.	
School mobile booked via Finance Office.	
Final visit details issued to parents/students including times, rules, itinerary	
List of all students/staff participating put in Staff Bulletin.	
Trip pack information and emergency contact details passed to a leadership team member	
EHIC/GHIC forms complete, and cards obtained for every student/teacher travelling	
Passport receipt given to parents. Passports collected, photocopies with Finance Office and photocopies with trip leader	
Pocket money/foreign currency arranged	
Party Leader's Signature: _____ Date: _____	
EVC Signature: _____ Date: _____	

THE W PLANNING CHECKLIST

WHY -the purpose and benefits to teaching and learning, the key objectives of the visit

WHAT - the specific nature of the activity and is it Overseas, Residential, Adventurous or involve open water?)

WHERE – location, venue, provider and facilities

WHEN – dates and timings of the trip including transfers

WHO – the number of pupils participating, their developmental age and gender split.

- The staff involved including experience, competence and confidence to lead SAGED
- Any group dynamics / specific individuals with additional needs you need to be aware of.

WHEELS – transport and travel arrangements including providers throughout the journeying during the visit

WITH WHAT – the costs and finances, equipment and materials you might need

WHAT IF a risk / benefit analysis and Risk Assessment detailing potential hazards, exposure and control measures and a PLAN B

WHAT ELSE . . . other important information you will need to consider including insurance, consent forms, letters to parents etc.