



Educational Visits and School Trips Policy



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Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Planning school trips
5. Risk assessment process
6. Vetting providers
7. Equal opportunities
8. Safe use of coaches/minibuses and seatbelts
9. Parental consent
10. Staffing ratios
11. First Aid
12. Insurance and licensing
13. Accidents and incidents
14. Missing person procedure
15. Pupils with SEND
16. Finance
17. Trips Abroad
18. Evaluating trips and visits
19. Monitoring and review

Appendices

Appendix 1 – Educational Visit Planning Form

Appendix 2 – Benefit/Risk Assessment Form

Appendix 3 – Planning and Conducting Educational Visits and School Trips during the Coronavirus (COVID-19) Pandemic

Statement of intent

Learning outside the classroom has become an integral part of the curriculum at William Reynolds Primary and Nursery School. These visits provide a stimulus for learning across the curriculum, often offering unique educational experiences, and form part of our long term plan. Pupils can derive a good deal of educational benefit from taking part in visits with their school and teachers are encouraged to provide these opportunities. The visits can help to develop a pupil's investigative skills and longer (residential) visits in particular can encourage greater independence.

School visits and journeys include a wide range of activities. The range can extend from pupils walking to the local library, swimming pool, museum or river through to pupils undertaking adventurous activities.

Between these two extremes come a whole variety of activities:

- Visits entirely contained in a timetabled school day to places of educational interest in the locality;
- Visits to other schools for sporting events and fixtures and other activities;
- Visits extending beyond a timetables day to, for example, the theatre, concerts and sporting events;
- Visits to residential centres;
- A range of visits and journeys involving outdoor and adventurous activities.

The safety and wellbeing of staff and pupils on these visits is our first priority. Since out of school visits occur relatively infrequently, they are to a lesser extent part of professional awareness. Therefore, the organisation and management of children and other adults needs special consideration. Teachers leading visits must give special attention to assessing the risk to children, on both day and residential visits, before the visit takes place. The degree and type of risk and danger will vary dependant on the activity, the environment, the conditions and the competence of those providing the activity. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

William Reynolds Primary School & Nursery, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

Risk Assessment documentation is a legal requirement and is subject to audit. They must be thorough and signed by the headteacher or the Educational Visits Co-ordinator (EVC) before the visit. Upon return the evaluation must be completed and the hard copy left with the office staff.

All Risk Assessments, whether written or electronically documented, must be retained for future reference. A copy of these can be found on the school's EVisit Portal or in the Risk Assessment folder, which is kept in the School Business manager office.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour and Discipline Policy
- School Emergency Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Recruitment Policy
- Supporting Pupils with Medical Conditions Policy

2. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

3. Key roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The **Headteacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Educational Visits Co-ordinator, liaising with the LA as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the Educational Visits Co-ordinator is competent to oversee the co-ordination of off-site education and arranging for training to be undertaken, as necessary.
- Supporting the Educational Visits Co-ordinator in appointing designated trip leaders for each trip.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the Educational Visits Co-ordinator, ensuring a whole-school approach is adopted when planning and co-ordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The **Educational Visits Co-ordinator** has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.

- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.
- Ensuring that any problems are raised in a meeting with the governing board.

The **designated trip leader** selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Educational Visits Co-ordinator and headteacher.
- Undertaking any relevant training or courses which are arranged by the Educational Visits Co-ordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the Educational Visits Co-ordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance.
- Distributing permission slips to parents six weeks prior to the trip and chasing up any permission slips that have not been returned two weeks prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The **designated deputy leader** supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behaviour and Discipline Policy, to enforce the behavioural expectations while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviour and Discipline Policy with regards to this policy.

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.

5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

All risk assessments are dynamic and may need adapting on arrival due to unforeseen, or changes of circumstance. It is left to the professional judgement of the visit leader to communicate any necessary changes to other adults (and children) as necessary.

6. Vetting providers

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

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

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

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

7. Equal opportunities

William Reynolds Primary School & Nursery promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equality Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

8. Safe use of coaches/minibuses/cars and seatbelts

All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years (inclusive) must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.

Children aged between 3 and 14 years must use an adult seat belt, or, if available for those under 135cm in height, a child seat.

The level of supervision necessary when using a coach should be considered as part of the risk assessment for the journey. 2 members of staff must travel with the children when using a minibus for transport.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the National Guidance (see *Driving school minibuses: advice for schools and local authorities*). Before driving a minibus, the Educational Visits Co-ordinator will arrange for members of staff to attend a MiDAS training course with a copy of their certificate and driving licence being held by the school office.

When using a minibus, it will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

James Tagg	
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If a car is used to transport children, it must be checked for road worthiness. The Education Visit Co-ordinator or headteacher must check that the member of staff has a valid MOT and Tax and insurance that includes business insurance. The member of staff must have contact their insurers to make them aware that business is transporting children. The member of staff must be fit to drive and have no medical conditions that may affect their ability to drive. Driving licences must be checked to ensure that all details are correct, including the home address.

If using taxis for transporting children, school must use an agreed firm. No child must sit in the front seat of a taxi.

9. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part. Where trips require payment, separate consent will be sought through the school's ParentPay platform.

10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

- Reception and Nursery –
- Year 1 to Year 3 – 1:6 (minimum of 2 adults on most visits)
- Year 4 to Year 6 – 1:10-15 (minimum of 2 adults on most visits)
- Residential Trips – 1:10 (Discussion with provider will be needed beforehand to ensure ratio is maintained throughout the visit)

Additional staff may be required on trips where there are children with specific medical or SEND needs. These staff additions will be agreed with the EVC and Headteacher when planning the trip.

11. First Aid

First Aid should form part of the risk assessment. Before undertaking any off site activities, the headteacher, Education Visit Co-ordinator or designated trip leader should assess what level of first aid might be needed. On any visit, a trained first aider should have working knowledge of first aid and ensure that an adequate first aid kit is taken. For outdoor and adventurous activities (OAA), visits abroad or residential visits, at least one of the group's adults should be an appropriate first aider.

The minimum first aid provision for a visit is:

- A suitably stocked first aid box/kit
- A person appointed to be in charge of first aid arrangements

Other considerations when considering first aid need should include:

- Wherever practicable, a suitably trained and qualified first aider
- Specialist items (e.g. epipens, inhalers etc) needed by any individual members of the group (information on these can be found on the Medical List)

An up to date list of staff who are trained and qualified first aiders is held by the school office.

12. Insurance and licensing

When planning activities of an adventurous nature in the UK, the Educational Visits Co-ordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

13. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the School Emergency Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are

informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear a school wrist band. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

14. Missing person procedure

William Reynolds Primary School & Nursery places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with section 5 of this policy. The Educational Visits Co-ordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with section 14 of this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils will wear school uniform, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the Educational Visits Co-ordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the Educational Visits Co-ordinator to ensure similar incidents can be avoided in the future.

15. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The Visit Leader, with necessary support from the Class Teacher (if different) and SENDCo, will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value may be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

16. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

William Reynolds Primary School & Nursery will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip

can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

William Reynolds Primary School & Nursery will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

17. Trips Abroad

When planning school trips abroad, William Reynolds Primary School & Nursery will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, William Reynolds Primary School & Nursery will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

18. Evaluating trips and visits

Following an educational trip and/or visit, the Educational Visit Co-ordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

19. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is June 2025.



WILLIAM REYNOLDS PRIMARY SCHOOL



EDUCATIONAL VISITS

INFORMATION FOR HEADTEACHER APPROVAL

Date of Visit:					
Event/Trip Organiser					
Year Group/Base/Group					
Expected 'learning' outcomes of trip/visit please give a brief summary of the potential and expected 'learning value' or 'educational value' of the trip					
VENUE INFORMATION					
Provider/Venue					
Contact Information	Address				
	Telephone				
	Email				
Site facilities	Toilets				
	Lunch venue				
Cost of Venue (inc any deals)					
Number of Children		Number of Adults		Staff to Pupil Ratio	
Total Cost of Entrance		£			
Pack Lunches Required	Yes / No		FSM required		
			Date FSM to be ordered		
TRAVEL ARRANGEMENTS					
Provider					
Contact Information	Address				
	Telephone				
	Email				
No of seats required					
Departure time from School				Departure time from Venue	
Arrival time at Venue				Arrival time at School	
Cost of Transport (including additional travel costs - fuel etc)					

COST OF TRIP			
Entrance Cost			
Transport Cost			
Total Cost			
Price per child (total cost ÷ no of children)			
Suggested price to charge			
STAFFING INFORMATION			
Teachers			
Support Staff			
Designated First Aiders			
Other DBS Checked Volunteers			
Details of special arrangements involving re-arrangement of staff (TA's, LSA's etc)			
<i>If needing extra time how will it be remunerated (T.O.I.L or payment)?</i>			
Initial Risk Assessment completed	Yes / No	Individual Risk Assessment required	Yes / No

SEEN BY	
Educational Visits Co-ordinator (<i>signed</i>)	
SENDCo (<i>signed</i>)	
School Business Manager (<i>signed</i>)	

I have studied this application and am satisfied with all aspects, including the planning, organisation and staffing of this educational visit.

Approval for the visit to proceed is hereby given.

- a) Please ensure that all relevant information, including a final list of party members, details of parental consent and itinerary are produced before the party is due to leave.
- b) Please remember to keep the Educational Visit Co-ordinator fully updated.
- c) Your evaluation of the visit and Risk Assessment should be returned as soon as possible, but no later than 14 days after the event/trip has taken place

Signed: _____ Date: _____



Risk Assessment of:	Date of Assessment:		
	Date of Trip:	Date of Review:	
Location:			
Benefits:			
Medical Issues:	Adults in Attendance:	Emergency Contact Details:	

SEVERITY			PROBABILITY		
Outcome	Example	Score	Outcome	Score	
MINOR	Bruising, minor cuts, mild irritation to skin or eyes	1	Unlikely (e.g. no previous history)	1	
SERIOUS	Loss of consciousness, burns, broken bones, injury or condition resulting in 3 or more days of absence	2	Possible (e.g. similar incidents have happened in the past)	2	
MAJOR	Permanent disability, major notifiable injury or disease	3	Probable (e.g. same situations have happened in the past)	3	
FATAL	Death	5	Highly probable (e.g. has occurred recently here or in another organisation)	5	

Probability Score x Severity Score = Risk Rating Total

Risk Rating Total	Level of Risk
1-4	Low Risk
5-15	Medium Risk
15-25	High Risk

What are the hazards?	Who might be harmed and how	Severity	Potential	Risk Rating	Risk reducing strategies	Further action required	By who and By when?
Assessment completed by:					Authorised by:		
						Date:	

Evaluation of visit

Educational visit and journey went as planned with no incident. Signed: _____ (party leader)

If an incident took place during this visit, please complete below:

What incident/accident took place?
Where did it happen?
Include names of pupil and adults <u>involved</u>
What treatment (if any) was required?
Were parents notified? Yes / <u>No</u> If parents were contacted: Time: _____ Date: _____
How were parents informed?
<u>Verbally</u> <input type="checkbox"/> by whom _____
First aid slip <input type="checkbox"/> by whom _____

Signed: _____ (party leader) Date: _____