



Educational Visit Procedure

Visit Proposal

- The trips are coordinated by the subject leader and will be booked by a class teacher. The class teacher will also put the trip in the diary.
- A group leader (GL) is identified – usually the most senior teacher in the year group.
- The visit proposal form (VPF) will be completed by the GL and handed to the Educational Visits Coordinator (EVC) as soon as the trip is being considered, with up to date details / changes confirmed closer to the day.
- Where necessary class teachers will visit the venue to carry out a risk assessment at least two weeks in advance of the visit.

In Advance Of The Visit

- Parents are informed of trips as far in advance as possible via class newsletters.
- A specific letter explaining the purpose of the trip, the outline of the day, any special clothing or equipment needed and asking for a contribution will be sent out at least three weeks before the trip takes place. This letter should include the phrase 'are there any other concerns you wish to make us aware of before the visit'.
- The school office will book transport & inform the kitchen about the number of school packed lunches required.
- Sufficient time must be left to cancel the trip if enough contributions are not collected.

During The Week Before The Visit

- Review all related paperwork and risk assessments and amend if necessary.

On The Day Of The Visit

- The GL will complete EVC Approval & Checklist and ask EVC to counter sign. A copy should be left with the office and the original should remain with the GL and be taken on the visit.
- Staff Briefing – GL to ensure that all staff involved in a visit should be aware of what action to take in the event of an emergency.
- Brief parents – GL to hand out parent briefing letter (including emergency procedures) and contact information cards. GL will talk these documents through to ensure all volunteers understand procedures and role / responsibilities.
- Take school mobile phones.
- Take all necessary first aid – generic and for specific needs of any children
- Remind children of general expectations of behavior, ensure they are clear about what to expect from the day, how to stay safe and what to do if they encounter any problems



Educational Visit Checklist **(to be used by the Visit Leader)**

This checklist is intended for use as an aide-memoir for the main elements of visit organisation as set out in the Educational Visits Policy, as set out in 3.11 in the Health and Safety.

Purpose of visit

- What is the purpose of the visit?

Where and when do you intend to go?

- Are venue, activities and time of year appropriate to aims and age/ability of group?
- Have you planned alternative activities (plan b) in case you need to abandon your planned programme for any reason?
- Does the visit involve the use of an independent provider? If yes, has the provider been researched to ensure it has a good reputation, no links to banned / extremist groups etc.

Risk management

- Have you carried out an exploratory visit?
- What are the main hazards (including for any plan b)?
- Have you completed a risk assessment to cover all hazards associated with the visit are the main hazards covered by the la/school/centre risk assessment for this type of activity/visit?
- If yes, have you discussed these with other members of staff?

Staffing

- Are adequate staffing numbers available, taking into account any special needs?
- Have you checked the advice on typical young person: staff ratios in Annex 2?
- Are staff competent for their roles on the visit?
- If establishment staff are planning to lead activities which require LA approval, have they obtained LA leader approval (see Section P3)?
- Are Voluntary helpers being used? Are they appropriate? Are they aware of their responsibilities?
- Does the visit involve young people working without the direct supervision of staff at any time?

Finance

- Is a charge or voluntary contribution involved? If so, have you made sure that this conforms to the schools Charging and Remissions Policy?
- Are you using a commercial operator or company? If so have you completed a purchase order form and has this been authorised prior to making any financial commitment?

Parent/carer information and consent

- Have you provided parents/carers with full information regarding the visit and all planned activities?
- Permission for all trips and visits is given in the letter signed by all parents at the beginning of the year. Permission for individual trips does not need to be sought.
-
- Have you met with parents/carers? (for residential visits only)
- Have they given appropriate written consent?

Special Needs

- Have you taken account of any special needs of young people/staff?
- Have these needs been risk assessed?
- Have you made all staff (including independent providers) aware of relevant special needs?



Programme

- Does your programme include alternatives (plan B) in case the original programme needs to be abandoned for any reason?
- Have you arranged adequate supervision at all times?
- Have you agreed standards of behaviour and conduct?

Clothing and Equipment

- Will the pupils require any special clothing?
- Will the pupils require a packed lunch?
- Have these requirements been communicated to the parents?

Medical arrangements

- Do you have a record of relevant medical information of all the young people and staff?
- Have you made appropriate medical arrangements, including first aiders / first aid kits?
- Are all staff involved aware of the above?

Transport

Have you made the necessary transport arrangements? If so have you arranged an alternative route (route b) in case you need to abandon your planned route for any reason?

Have these details been included in the risk assessment?

Emergency procedures, contacts and communication

- Have you planned what to do in the event of an emergency during the visit?
- Have you set up effective communication procedures with the group?
- Are you aware of the schools emergency procedures? you must be familiar with this and have relevant copy with you

Mobile phones

- Have you communicated the mobile phone policy to parent helpers?

Post-visit review arrangements

- Review risk assessment and update if necessary – involve EVC.
- Review other arrangements and evaluate whether the visit met the intended aims
- Borrowed equipment returned
- Article with photographs for the weekly newsletter