

### Educational Visit Procedure

<p><b>VISIT PROPOSAL</b></p>	<ul style="list-style-type: none"> <li>The trips are coordinated by the subject leader and will be booked by a class teacher. Every effort will be made to ensure visits do not clash with other school events (including other school trips). The class teacher will also put the trip in the diary.</li> <li>A group leader (PL) is identified – usually the most senior teacher in the year group.</li> <li>The PL will complete a Visit Proposal Form and all supporting documents; Risk Assessments completed provider statement and supporting documents (risk assessments etc), and Pre-Visit Vetting of location/organisation.</li> <li>The Visit Proposal Form will be handed to the EVC as soon as the trip is being considered, with up to date details/changes confirmed closer to the day.</li> </ul>				
<p><b>EVC APPROVAL</b></p>	<ul style="list-style-type: none"> <li>EVC will review Visit Proposal Form and accompanying documents; Risk Assessments, Provider Statement – including supporting documents) and Pre-Visit Vetting Form.</li> <li>If the EVC has any concerns or queries they should contact; <table border="1" data-bbox="360 443 2130 624"> <tr> <th data-bbox="360 443 1207 480">For concerns regarding an Educational Visit</th> <th data-bbox="1207 443 2130 480">For Health &amp; Safety Advice</th> </tr> <tr> <td data-bbox="360 480 1207 624">                     Mike Penny, Educational Visits Advisor                      Wide Horizons Outdoor Education Trust                      77 Bexley Road, Eltham, London, SE9 2PE                      Tel: 020 8294 8160                      E: lewisham@widehorizons.org.uk                 </td> <td data-bbox="1207 480 2130 624">                     Charles Shava, Schools Health &amp; Safety Advisor                      4<sup>th</sup> Floor Laurence House, Lewisham, London, SE6 4RU                      Tel: 020 8314 7233 / 07392 862 165                      E: Charles.shava@lewisham.gov.uk                 </td> </tr> </table> </li> <li>EVC to consult EVC checklist to ensure all steps have been followed.</li> <li>EVC to grant approval where appropriate with the exception of high risk trips (e.g. trekking sailing, kayaking, skiing) or overseas trips. Approval for these trips must be obtained from the LA.</li> </ul>	For concerns regarding an Educational Visit	For Health & Safety Advice	Mike Penny, Educational Visits Advisor Wide Horizons Outdoor Education Trust 77 Bexley Road, Eltham, London, SE9 2PE Tel: 020 8294 8160 E: lewisham@widehorizons.org.uk	Charles Shava, Schools Health & Safety Advisor 4 <sup>th</sup> Floor Laurence House, Lewisham, London, SE6 4RU Tel: 020 8314 7233 / 07392 862 165 E: Charles.shava@lewisham.gov.uk
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<p><b>IN ADVANCE OF THE VISIT</b></p>	<ul style="list-style-type: none"> <li>The school office will book transport.</li> <li>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.</li> <li>Parents are informed of trips as far in advance as possible via class newsletters.</li> <li>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’.</li> <li>The school office will inform the kitchen about the number of school packed lunches required.</li> <li>Sufficient time must be left to cancel the trip if enough contributions are not collected.</li> <li>Where necessary class teachers will visit the venue to carry out a risk assessment at least two weeks in advance of the visit</li> </ul>				
<p><b>DURING THE WEEK BEFORE THE VISIT</b></p>	<ul style="list-style-type: none"> <li>Review all related paperwork and risk assessments and amend if necessary paying particular attention to any ongoing risk assessments and / or changes in circumstances.</li> </ul>				
<p><b>On the Day of the Visit</b></p>	<ul style="list-style-type: none"> <li>The PL will complete EVC Approval &amp; 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.</li> <li>Staff Briefing – PL to ensure that all staff involved in a visit are aware of their responsibilities, assigned roles and what action to take in the event of an <b>emergency</b>.</li> <li>Brief parents – PL to hand out parent briefing letter (including emergency procedures) and contact information cards. PL will talk these documents through to ensure all volunteers understand procedures and role / responsibilities.</li> <li>Brief Pupils - 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.</li> <li>Take school mobile phones.</li> <li>Take all necessary first aid – generic and for specific needs of any children</li> <li>Ensure all children, staff and volunteer helpers are wearing a hi-visibility jacket.</li> <li>Inform venue of any late arrival</li> <li>Inform school when on last leg of journey home</li> <li>Inform school if you expect to be late</li> </ul>				