



Educational Visits Policy

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## TLT EDUCATIONAL VISITS POLICY

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### 1. INTRODUCTION

1.1 This Policy complies with the latest DfE advice on Health and Safety of staff and students on Educational Visits.

1.2 Educational visits provide a valuable opportunity for students to encounter experiences which are not available to them in the classroom. This can enable them to develop their initiative, resourcefulness, and independence. It is essential that all such visits are conducted with the highest regard for health and safety for all those taking part.

### 2. LEGAL FRAMWORK

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 visits and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following existing policies and guidance:

- TLT Complaints Policy and Procedures
- Behaviour Policy
- TLT Supporting Students with a Medical Condition Policy
- TLT First Aid Policy including Allergens and Anaphylaxis Policy and Administration of Medicines Policy
- TLT Health and Safety Policy
- TLT Charging Policy
- TLT Returns and Refunds Policy
- TLT Equality Policy and Procedures
- TLT DBS Policy
- TLT Data Protection Policy
- Safeguarding and Child Protection Policy
- Mobile Phone Policy (CHS)
- Terrorism (Protection of Premises) Act 2025
- Relationships and Health Education Policy (BPS)

### 3. RESPONSIBILITIES

#### 3.1 The Trustee Board

The Trustees have a responsibility for health and safety of students and staff and including whilst on Educational and Recreational School visits. This responsibility is delegated to the role holders outlined in this policy: Headteachers, Educational Visit Co-ordinators, CFO and Visit Leaders.

#### 3.2 Headteacher

The Headteacher and delegated SLT member will apply this policy for educational visits on behalf of the Trustees. They and the delegated SLT member is also responsible for the authorisation of visits and for

- Acting as or appointing an appropriately experienced Educational Visits Co-ordinator (EVC)
- Planning, organisation, and event timetabling, including responsibility of the annual visit plan.
- Regularly reviewing the need of each visit to ensure that it meets the need of the curriculum, being mindful of limited resources
- Allocation of places in line with needs and priorities
- Competence, experience, and suitability of leaders
- Capabilities and suitability of accompanying staff and other helpers
- Leaders' knowledge of local circumstances to be experienced
- Party size, age, aptitude, and experience of students
- Safeguarding and child protection consideration
- Employee Rights
- Medical needs of members of the party and first aid provision
- Supervisory ratios
- Assessment of health and safety risks inherent in the project
- Foreseeable emergency action and contingency plans, including the existence of a designated Deputy Visit Leader
- Financial and travel arrangements including ensuring adequate lead times to allow parent/carers fair time to pay

- Informing parents of risks and safeguards and obtaining their approval
- Effective communication arrangements between responsible persons not on the visit, Visit Leaders, and parent(s)/carer(s)
- Affordability and value for money

### 3.3 Chief Finance Officer (CFO) & Finance Team

*See Appendix 1 School Visit Responsibilities - Leader/Finance/EVC*

The CFO and finance team will ensure that

- adequate insurance is in place for all school visits.
- The Finance Team consults and advises the EVC and Visit Leader to ensure that Value for money is achieved with public funds
- Ensuring the educational visits operate in accordance with this policy
- Co-ordinate and control the financial aspects of educational visits
- Ensure parent(s)/carer(s) of students who are in receipt of Pupil Premium are aware of the support available
- Put in place the practical arrangements including achievable notice of parental payment deadlines to allow reasonable time for parent(s)/carer(s) to pay, (4-week minimum for visits costing more than £40.00).
- Deadlines for parental payment, consent and/or confirmation of attending are set and adhered to allow adequate time for specific arrangement for: supplier payments; transport; addressing issues raised by risk assessments; SEND and first aid provision.
- Late admission to visits will only be permitted in exceptional circumstances and with the agreement of the visit leader, SENDCO, EVC, CFO & delegated SLT and, if the aspects of planning listed in the previous point can be amended in time.
- Communication with parents/carers takes place to ensure all permissions and payments received are collated appropriately in a timely manner
- Reports on the financial viability of the visits to SLT and the visit leader, highlighting any shortfalls in income
- Records progress on visit administration on Evolve systems where in use

### 3.4 Educational Visits Coordinator (EVC)

*See Appendix 1 School Visit Responsibilities - Leader/Finance/EVC*

The EVC is the focus for necessary information and advice for visit leaders. An EVC should have suitable experience, training, knowledge of legislation and skills to perform the role with sound judgement. The role includes:

- Ensuring that educational visits are run in accordance with this policy and within required timescales.
- Supporting the Headteacher/Principal, SLT and visit leaders with approval and other decisions.
- Ensuring that Visit Leaders are competent to lead the planned activities & identify training needs
- Ensuring that parent(s)/Carer(s) are fully informed and that appropriate consent is in place
- Comply with monitoring and review of the visit activities by SLT, leadership or other appropriate inspection teams

- Supporting the visit leader to ensure risk assessments are in place
- Ensuring External organisations involved in the visit comply with applicable safety standards either by ensuring that they hold the Learning Outside the Classroom Quality Badge or checking the details listed in section 4.5
- Ensure that all Staff/accompanying adults are DBS checked, appropriately trained, competent in their roles and are aware of their responsibilities.
- Ensuring itineraries are in place where appropriate
- Ensuring that sufficient emergency arrangements have been made.
- Maintaining records of all visits on Evolve
- Recording Visit Leader training on Evolve (where in use)
- Ensures out of hours contacts are available for staff to contact whilst on the visit
- Ensuring that once complete incidents and feedback are recorded
- Review systems and, on occasion, monitoring practice.
- Liaising between all appropriate parties including Outdoor Education Advisor (Evolve)

### 3.5 The Visit Leader

*See Appendix 1 School Visit Responsibilities - Leader/Finance/EVC*

The Visit Leader has a legal duty of care and overall responsibility for the supervision and conduct of the visit and hence for the health and safety of the group. In this regard, the visit leader will be representing the Trust, School, and Headteacher/Principal during the visit.

They must therefore undertake the following:

- Ensure the educational visit runs in accordance with this policy and DfE guidance; all current legislation and DfE guidance including but not limited to equal opportunities, safe use of minibuses, safeguarding and Foreign and Commonwealth Office guidance. Current guidance and resources can be found on <https://oeapng.info>
- Visits should be part of the school's outline annual school visits plan to ensure the curriculum is covered and resources are utilised to attain value for public and parental funds
- Seek internal authorisation for the visit from the appointed SLT member. Where Evolve is in use, authorisation is sought by completing the Outline approval sections.
- Ensure that any third-party activity providers are appropriately qualified, DBSed and approved
- Visit leaders should not publicise visits until the appropriate approvals have been recorded
- All financial commitments must be agreed by the relevant budget holder and recorded via the Finance systems
- Ensure that sufficient notice is in place to allow time for approval and to allow the following minimum number of term time weeks/months between approval of the visit and the date of departure:
  - One day Visit: 6 weeks
  - Adventurous Visits: 8 weeks
  - UK Residential: 12 school weeks
  - International Visit: 14 months
  -

*N.B. some travel operators may require earlier deposits to secure places that may require longer timescales*

- Liaise with the Finance Team to action and approve communications to parents via Evolve (where in use) with the visit details, including the purpose of the visit and the deadline(s) for required parental response, kit lists, parental meetings and itineraries.
- Where beneficial Visit leads should arrange parent/carer information meetings either in person or online (for adventurous & residential visits) These should be recorded on Evolve (where in use)
- Ensure that consent is recorded for each student attending the visit NB Schools must have the permission of everyone with parental responsibility for a child or from a court before taking the child abroad.
- Consider requests for late admission to visits in exceptional circumstances and only permit if the specific arrangement for: supplier payments; transport; addressing issues raised by risk assessments; SEND and first aid provision can be addressed in time and confirming the agreement of the relevant staff: SENDCO, EVC, CFO & delegated SLT
- Ensuring itineraries are in place where appropriate
- Ensuring all essential documentation is completed including risk assessments, Evolve records and safeguarding measures.
- Ensure that contact is made with both pastoral and SEND staff to identify and mitigate safeguarding concerns
- Where possible, activities and visits will be adapted to enable pupils with SEND to take part, any adaptations should be details on an Event specific plan and the Evolve risk assessment
- Ensure that all Staff/accompanying adults are DBS checked, appropriately trained, competent in their roles and are aware of their responsibilities.
- If staff are to drive a school minibus, ensure that they have the correct licence
- Enlist adult staff and helpers to ensure sufficient adult/student ratios
- Designate and fully brief a suitably qualified deputy visit lead
- Arrange First Aid cover to accommodate all the medical conditions listed for students, all residentials need a first aid trained member of staff to accompany the students.
- If records show that students have complex needs or require medication that students should not carry, the Visit Leader needs to ensure that an appropriately trained member of staff accompanies the students to administer and record medication taken. The visit leader should also make other staff on the visit aware of the students' specific needs
- Identify the educational purpose of the visit and benefits to students.
- Ensure that the parents of students for whom the school is in receipt of Pupil Premium, or bursary funding are aware of the support available for curriculum visits.
- Make appropriate and adequate preparations for emergencies and ensure that all accompanying leaders are familiar with these procedures.
- Make adequate arrangements for the safety and well-being of all students at all times, including time when no activities are planned
- Include planning to ensure hygiene, handwashing, hydration and sun exposure risks are appropriately managed
- Arrange for routine contingencies, including first aid, and arrange for clearly understood delegation in his/her absence and appropriate supervision when the group is sub-divided.
- Ensure that all required student lists, emergency contact details, documentation, cameras, phones, equipment, petty cash, keys, tickets are obtained and prepared to be transported securely
- Emergency contact details should be communicated to Parents/Carers prior to Residential visits

- Agree allocation of places considering the advice of the Finance Team, ensuring that applications from Pupil Premium students are prioritised within any ballots that may be required.

#### During the visit:

- Take all required Risk assessment documents; student lists, emergency contact details documentation, cameras, phones, equipment, petty cash, keys, tickets, having due regard to the protection of sensitive data and using the EvolveGo app if available.
- Register the students regularly, reporting any absences to attendance before departure
- Report students' and staff attendance to the school attendance officer (HR for staff absences) prior to commencement of the visit
- Comply with monitoring and review of the visit activities by SLT, leadership or other appropriate inspection teams
- Meet the objectives of the visit.
- The Risk assessment mitigations are in place including but not limited to headcounts and established meeting points
- Monitor the local conditions in respect of weather, travel issues or circumstances that may cause harm or require plans to be reviewed
- All staff and volunteers are following direction and supervising the students
- Ensure the overall maintenance of order and discipline.
- Behave in a manner which follows the ethos and policy of the School and Trust
- Obtain VAT receipts for any expenditure incurred
- Record and report any incidents that occur with the First Aider and SLT as appropriate
- Encourage feedback and photography of the experience (on school devices only)
- Consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality.
- Ensure that the group leaders have details of the school contacts and the students in their care.
- Enact the Accidents and Incidents procedure as required *see Appendix 3 Accidents, incidents, and missing person procedure guidance*

#### After the visit:

- Advise attendance and/or out of hours contact of safe return
- Review the visit and submit feedback on Evolve when prompted
- Report any incidents and/or accidents that took place on the visit to SLT and/or First aid as appropriate
- Safely return confidential information and documents
- Return keys, camera, phone, petty cash, receipts, and vehicles
- Submit an article for publicity purposes.
- Note planning points for repeat visits and begin planning process for subsequent visits by discussing with SLT visit contact in your school

### 3.6 Out of hours designated Contacts Responsibilities

3.6.1 All visits that take place out of school hours/days need to have named SLT out of hours emergency contact and be available to take calls for the duration of the visit

3.6.2 Emergency contacts should be in possession of and be familiar with staff and parental contact details; itineraries and risk assessments

3.6.3 Contact should be made with the Visit Leader before, during and after the visit to ensure that Visit Leaders are supported at each stage of the visit and that safe return of all students and staff is facilitated

### 3.7 Parent/Carer Responsibilities

Those with parental responsibility are required to

- Give relevant consent
- Supply relevant medical, allergies and dietary information prior to the visit
- Supply Contact information changes prior to the visit

Meet payment deadlines or advise if having difficulty paying before the deadline

Submit applications on time

### 3.8 Student Responsibilities

Students are required to

Meet any specified behaviour requirements,

Be appropriately Equipped

Where Health & safety is a concern or imperative, behaviour contracts, signed by parents/carers and students may be put in place.

## 4. PLANNING A VISIT

4.1 The majority of visits should be planned well in advance and included in the school's annual plan for approval in the prior academic year. However, it is appreciated that some shorter notice opportunities may arise.

4.2 Notice is in place to allow time for approval and to allow the following minimum number of term time weeks/months between approval of the visit and the date of departure:

- One day Visit: 6 weeks
- Adventurous Visits: 8 weeks
- UK Residential: 12 school weeks
- International Visit: 14 months

4.3 Staff should initially discuss the outline of the visit details with SLT and department leads and formally obtain permission, via the Evolve where in use or where Evolve is not in use, in writing from the designated SLT member in respect of curriculum suitability and to ensure that it does not clash with any other activities.

4.4 Once approval for the visit to go ahead has been confirmed, all bookings and deposits must be actioned by the Finance team and progress, documentation and risk assessments recorded on Evolve where in use.

### 4.5 Educational Visits Planning Guidance

A Checklist has been prepared to assist Group Leaders in organising visits (Appendix 2).

Additionally, extensive up to date guidance is available at [https://oeapng.info/search-results/?download\\_search=checklist](https://oeapng.info/search-results/?download_search=checklist) as well as on the Evolve system.

#### 4.6 Allocation of Visit places for limited space visits

Where possible visits should be available for all groups of students that may wish to attend. For a variety of reasons e.g. staff availability, it may be impractical to offer places to all. In such circumstances allocation of places should be done in a fair and appropriate manner that must be communicated at the initial launch of the visit.

- Use of random number ballots to be carried out after the application deadline should be utilised
- The Trust takes every opportunity to support Pupil Premium students. For example, it is possible that, in allocating places for educational visits, the number of applicants may exceed the number of places available. In such instances, in line with national priorities, the Trust will positively prioritise applications from Pupil Premium students within any ballots that may be required.
- Consideration should be given to allocation of remaining places after Pupil premium places have been decided that may include but not limited to:
  - prioritising certain year groups;
  - prioritising students who have previously been unsuccessful in visits ballots

#### 4.7 Health and Safety Categories

Guidelines are categorised according to the potential hazards. If in doubt, assume a higher category and seek advice from the EVC.

- Category 1 - Day visits to non-remote areas, sports activities, or activities in approved LA Centres. These risk assessments may be approved by the EVC.

Category 2 - Visits involving overnight stays and visits abroad.

- Category 3 - Visits to remote areas, near water, involving hazardous activities and visits abroad to rural areas.

For Category 2 & 3 Visits: Completed Risk assessments must be reviewed and approved by the Headteacher/Principal and/or EVC

#### 4.8 Risk Assessments and Management

Visit leaders must complete Risk Assessments for each visit on Evolve (where in use), with guidance from the EVC. For categories 2 & 3 in 4.7, risk assessments need to be submitted for review to the EVC and with the Evolve Team. This should be used as a working document shared with other staff on the visit, SLT and designated Out of Hours contacts not on the visit.

The Risk Assessment process and documents must identify potential hazards, assess the risk and identify the planned measures to monitor and control the risks

Plans must include printed Emergency procedures to be shared with all the staff on the visit to enact if something goes wrong on the visit, to include as a minimum

1. Emergency contact details

2. Details of remote supervision of student

3. Meeting points

The following should be included in the risk assessment where applicable

- First Aid provision (always applicable)
- Supervision ratios, these should be appropriate for the group characteristics; age of students, location of visits, length of stay and risk of the activity
- A minimum of 2 staff should be on every visit
- SEND staffing and needs
- Specific medical needs
- Missing child procedure
- Transport
- Minibus safety
- Accidents and incidents procedure (see Appendix
- A specific terrorism threat response plan is included for the visit (including RUN, HIDE, TELL protocols)
- Safety briefing for staff and students
- Use of uniform or distinctive clothing to identify students
- Use of outside organisations (see 4.9)

If the visit includes significant risks, such as challenging terrain, going to remote places or extreme climates, follow the guide to the British Standard for adventurous activities outside the United Kingdom

#### **4.9 Use of Outside Organisations**

Schools using an outside organisation to provide an activity must check they have appropriate safety standards, licences, and liability insurance.

The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards, where possible holders of the LOtC badge should be the preferred assurance

If an organisation does not hold the badge, the school must check that they are an appropriate organisation to use. This would include checking:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies
- their risk assessments and if not already done so, obtain a completed Edsential's Provider Form available at <https://evolve.edufocus.co.uk/evco10/docs.asp>
- control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed – checks should be made with the licence issuers to ensure that they are current and legitimate

#### **4.10 Parental/Carer information and consent**

- Consent is required to take a student off site. Consent can be obtained as part of the admissions process and held on file. Additional consent may need to be obtained if the

planned activities are outside of the scope of the consent on record. Regardless of the consent in place, parent(s)/carer(s) should be informed if students are to leave school.

- Requests for consent and/ or payment and details of visits are sent by the Finance Team, in consultation with the visit leaders, who will ensure that it complies with the latest DfE Guidance for Charging for school activities.
- The Visit Leader can opt to collect expressions of interest and allocate places for a visit prior to requesting a deposit, if possible, within the constraints of booking deadline timings

#### 4.11 Emergency contact numbers

- The school office is the focal point of contact for parents when children are away; therefore, the designated staff must be made aware of departure and return times and be kept informed of any incidents or changes in the time of return.

#### 4.12 Educational Visit Information

- The Group Leader, Out of Hours Contact and the designated administration staff must have the following information for each visit
  - List of Students
  - Emergency Contact Information Form (Includes Staff NOK details)
  - Risk Assessment
  - Medical and Dietary information
  - Consent for students to travel abroad where applicable
  - Insurance Contact details.

Appendix 1 School Visit Responsibilities for Schools in which Evolve Visit Planning is in use - Leader/Finance/EVC

School Visit Responsibilities - Leader/Finance/EVC

Task	Considerations	When should this be completed	Who should complete this task?									
			Visit Lead	Head/Principal (or delegated visit SLT)	Calendar / Website administrator / Bulletin	EVC	Finance	Cover	IT	First Aid		
Visit Name & Type	Linked to curriculum, destination and or purpose. Follow specified naming convention - see Evolve form. Draft forms are visible on Evolve Calendar.	When applying for Outline Approval	✓									
Essential/Not Essential	Specify if the Visit is essential to fulfil the requirements of the National Curriculum		✓									
Visit Purpose	Select Primary & Secondary Purposes from drop down list on Evolve form. State intended Outcomes (up to 4 in free-fill box). Include links to the curriculum, key learning and development benefits of attending, if required or optional	When applying for Outline Approval	✓									
Visit Dates	Existing whole school calendar items, exams	When applying for Outline Approval	✓									
Venue/External Providers – TL/Finance	On Evolve, search for approved provider(s) on Kaddi or our own Trust list; new providers will require background checks; Liaise with finance to obtain relevant quotes and make provisional bookings; Include relevant costs on the budget template;	When applying for Outline Approval	✓									
Main Venue/Destination	On Evolve, search for approved provider(s) on Kaddi or our own Trust list; new providers will require background checks; Liaise with finance to obtain relevant quotes and make provisional bookings; Include relevant costs on the budget template;	When applying for Outline Approval	✓									
Activities	Consider the type of activity and risks involved	When applying for Outline Approval	✓									
Travel Method	Liaise with finance to obtain relevant quotes and make provisional bookings (including coaches, external minibus); consider impact of mode of transport on staffing & cost; include additional meals for staff and students: Include relevant costs on the budget template;	When applying for Outline Approval	✓					✓				
School Minibus details (if applicable)	Check school minibus availability and book on Room Booking System (Finance can help with this).	When applying for Outline Approval	✓					✓				
Staffing	Consider SEND needs, risk of activity, discuss with EVC for guidance	When applying for Outline Approval	✓									
Attendees	Select relevant attendees on Evolve;	When applying for Outline Approval	✓									
Cover	Form will be sent to Cover for Outline Approval. The Visit lead should liaise with the cover arranger at each school if there are any queries or for any changes to be made	Notification will automatically be sent to cover at the relevant school once visit is approved.	✓									
Finance & Bookings	Visit Leader to liaise with Finance to complete the Visit budget and confirm it meets requirements; to balance income & expenditure, confirm relevant deadlines, includes cover, insurance, hoodies, catering and other relevant costs and contingency for costs that cannot be confirmed at this stage. For curriculum visits the Trust can reclaim VAT so use prices without VAT. Upload budget to Evolve form and confirm student cost.	When applying for Outline Approval	✓					✓				
Departure Time and Location	Relevant to travel arrangements and costings	When applying for Outline Approval	✓									
Return Time and Location	Relevant to travel arrangements and costings	When applying for Outline Approval	✓									
Special Requirements (individual needs, accessibility etc) - TL to complete	Consider the needs of the group to be invited; discuss with SENDCO for guidance, impact on staffing needs, transport and accessibility and include additional costs on the budget template	When applying for Outline Approval	✓									

Task	Considerations	When should this be completed	Who should complete this task?							
			Visit Lead	Head/Principal (or delegated visit SLT)	Calendar / Website administrator / Bulletin	EVC	Finance	Cover	IT	First Aid
Submit for Outline Approval. Outliner Approvers are SLT Visit Approver, EVC, Finance & Cover. All can Deny/Approve/Return and add any relevant notes.	SLT to consider comments from Finance and Cover, other calendar events; parental affordability; Cover implications; enough time to give parents time to respond and make payments. Notifications to be set up to IT (for phone) First Aid & Bulletin/Calendar/Anyone else?? The minimum lead times (as per Trust policy) to submit your form for Outline Approval are: Half/one day visits – no less than 6 school weeks Half/one day visits that include an adventurous activity – no less than 8 school weeks UK residential visits – no less than 12 school weeks Overseas visits – no less than 14 months		✓	✓		✓	✓	✓		
Receive Outline approval confirmation for action		Once OUTLINE APPROVAL granted, prior to parental message being sent	✓		✓	✓		✓	✓	✓
Action any remaining provisional bookings to confirm deadlines		Once OUTLINE APPROVAL granted, prior to parental message being sent	✓				✓			
Produce parental message & consent form (using generic template on Evolve)		Once OUTLINE APPROVAL granted, prior to parental message being sent	✓							
Ask Finance to check parental message and consent form to confirm compliance and integration with finance payment set up deadlines		Once OUTLINE APPROVAL granted, prior to parental message being sent	✓				✓			
Finance – set up payment item on payment system & collate (payments will be separate to consent)		Once OUTLINE APPROVAL granted, prior to parental message being sent					✓			
Send parental message via Evolve to include deadlines as confirmed by finance		Once OUTLINE APPROVAL granted and finance have confirmed costs and deadline and set up payment link	✓				✓			
Advise that letter has been sent. Publicise and market visit to students, stressing deadline & send for inclusion to SEND, pastoral & website		Once OUTLINE APPROVAL granted, prior to parental message being sent	✓							
Establish viability of Visit		Once deadline has passed					✓			
Cancellation										
Cancellation tasks - if not viable, or for any other reason.	Notify Visit leader/SLT Visit approver/finance/Cover/EVC. For audit trail, message should be sent to relevant staff via the Evolve system	Once deadline has passed if not viable	✓				✓			
	Notify parents & students. For audit trail, message should be sent to parents via the Evolve system	Once deadline has passed if Visit not financially viable or if necessary to cancel for any other reason	✓							
	Cancel all provisional bookings for catering, suppliers, transport. Save & upload cancellation confirmation to Evolve form	Once deadline has passed if Visit not financially viable or if necessary to cancel for any other reason	✓				✓			
	Refund parent and / or submit insurance claim. Save & upload any relevant insurance claim documents to Evolve form	Once deadline has passed if Visit not financially viable or if necessary to cancel for any other reason	✓				✓			
	If already submitted to Edsential, notify them of cancellation. For audit trail, message should be sent via the Evolve system.	Once deadline has passed if Visit not financially viable or if necessary to cancel for any other reason	✓							
	Notify for cover, website, calendar, bulletin, phone, camera, first aid. For audit trail, message should be sent to relevant staff from Evolve system	Once deadline has passed if Visit not financially viable or if necessary to cancel for any other reason	✓							
	Cancel arrangements for cover, website, calendar, bulletin, phone, camera, first aid. Any notification should be sent via Evolve system for audit purposes.	Once deadline has passed if Visit not financially viable or if necessary to cancel for any other reason			✓				✓	✓
If financially viable										
If financially viable	Pay invoices, order tickets etc and confirm bookings. Attach all relevant booking confirmations to the Evolve form.	Once deadline has passed if Visit is financially viable	✓				✓			

Task	Considerations	When should this be completed	Who should complete this task?								
			Visit Lead	Head/Principal (or delegated visit SLT)	Calendar / Website administrator / Bulletin	EVC	Finance	Cover	IT	First Aid	
Remaining Sections to be completed after Outline Approval		Once deadline has passed if Visit is financially viable	✓								
Travel Providers	Confirm on Evolve – Visit Leader to liaise with Finance to arrange & confirm	Once OUTLINE APPROVAL granted, prior to Evolve & EVC deadline	✓					✓			
Risk Assessment/s	TL/EVC to complete & add as attachment	Once OUTLINE APPROVAL granted, prior to Evolve & EVC deadline	✓				✓				
Itinerary		Once OUTLINE APPROVAL granted, and viability confirmed, prior to Evolve & EVC deadline	✓								
Passport details	Numbers can be collected on Evolve Consent form or via Microsoft form/ParentPay. Collate details for tour operators - plan and request administrative assistance if needed. Passports should be stored in a fireproof safe at all times	Once OUTLINE APPROVAL granted, and viability confirmed, prior to tour operator deadline	✓								
Parent Meeting	Arrange Parental meeting, book venue and invite parents/carers. Useful, particularly for residential visits, should include risk assessment, kit required, and itinerary. Tour operators may be willing to attend to assist;	Once OUTLINE APPROVAL granted, and viability confirmed prior to requiring passport & GHIC cards for safekeeping	✓								
First Aider/First Aid Kit	TL to arrange – notification will automatically be sent at OA stage	Once OUTLINE APPROVAL granted, risk assesment drafted; prior to departure	✓								✓
School Mobile	TL to arrange – notification will automatically be sent at OA stage	Once OUTLINE APPROVAL granted, risk assesment drafted; prior to departure	✓							✓	
Catering	Order FSMs from canteen, or request float, vouchers or purchase card from finance	Once OUTLINE APPROVAL granted, and viability confirmed, 3 term time weeks prior to departure	✓					✓			
Emergency Contacts back at base	Arrange out of school contact if Visit is out of school hours	Once OUTLINE APPROVAL granted, risk assesment drafted; prior to departure	✓								
Next of Kin - Staff	Emergency contacts for staff and Next of Kin details to be left with out of school contact and office	Once OUTLINE APPROVAL granted, risk assesment drafted; prior to departure	✓				✓				
Next of Kin contacts – Staff/EVC to arrange		Once OUTLINE APPROVAL granted, prior to departure	✓				✓				
Insurance Arrangements	School uses the DFE Risk Protection Arrangement; Visit lead should take insurance emergency numbers on the visit	Once OUTLINE APPROVAL granted, prior to departure	✓								
Submit form for Final Approval. If Adventurous, Residential or Overseas, form will go to Edsential to approve risk assessment and arrangements to mitigate	Insert Evolve Deadlines here!	Once deadline has passed if Visit is financially viable and before the Edsential deadline	✓				✓				
Order float, vouchers, currency or purchase cards from finance	For expenses included in the approved budget; 3 term time weeks notice required	Once deadline has passed if Visit is financially viable and 3 weeks prior to departure	✓								
Student contact details and medical requirements	Obtain via Evolve app and leave copies with out of school contact	Once OUTLINE APPROVAL granted, after risk assesment drafted; prior to departure	✓								
Collect keys, passes, vouchers, tickets, float, first aid, meals, cameras, phones		Once OUTLINE APPROVAL granted, after risk assesment drafted; prior to departure	✓								
Departure Day	Evolve Go app (not yet launched at time of writing)		✓								
Return	Evaluation Form		✓								

## Appendix 2 Educational Visit Checklist

Arrangements to check	Done
BEFORE THE VISIT	
Evolve application completed and approved by SLT (where in use)	
Student and staff names are recorded on Evolve & shared with attendance	
The visit has been arranged in line with the school's policies and procedures	
There are clear links to curriculum areas and activities are beneficial to Students' social and academic development	
Information about the visit and possible risk factors has been shared with EVC and SLT	
Check Parent/carer consent for each Student has been received as part of the application procedure	
Advise all parents/carers with parental responsibility of the visit	
A site visit has been undertaken to check suitability and has been verified that the site is accessible to all those attending the visit, including those in wheelchairs	
Suitable food and drink have been organised, meeting the requirements of all Students and staff	
Food and drink supplied is in line with statutory requirements, using a reliable service	
The need for specific provision, such as for those with SEND, has been assessed and is in place	
Any necessary provision to meet specific needs has been arranged in line with statutory guidance and the school's policies	
Students, parent/carers and staff members have been made aware of any equipment or clothing that they may need and is checked for appropriateness prior to leaving school	
It has been ensured that an appropriate staff to Student ratio is met at all times, considering Students with SEND and any other additional needs	
The need for first aiders has been assessed and an appropriate first aider to Student ratio is met	
Any volunteers accompanying the activity have undergone a DBS check and signed a privacy policy	
Staff members and volunteers are appropriately trained for undertaking the activities involved	
Arrangements for covering missed lessons and setting work have been discussed with SLT and approved	
A member of staff not attending the visit has been appointed as the emergency contact	
An experienced member of staff who is on the visit has been nominated to coordinate any safeguarding issues	
Emergency contact arrangements have been checked and necessary phone numbers distributed to staff members and volunteers	

All staff members have been made aware of any requirements or needs of those with SEND or medical conditions	
All staff have been made aware of their responsibilities	
All necessary health and safety, safeguarding and child protection measures have been implemented	
A fully stocked first aid kit is always easily accessible	
The main hazards of the visit have been identified and appropriate control measures put in place to reduce these risks	
Risk assessments have been obtained from the venue where appropriate	
At least 2 class lists and emergency contact numbers, medical and dietary needs have been distributed securely to staff on the school visit	
At least one staff member for each group has a charged phone with them which can be used in the event of an emergency	
The weather forecast has been assessed, and conditions have been considered	
Supervisors have been informed to conduct frequent head counts at appropriate times, such as when arriving at and leaving areas	
<b>ON DEPARTURE &amp; DURING THE VISIT</b>	<b>ü</b>
Inform the attendance officer and Emergency Contacts (if out of hours) of the students and staff leaving the building	
Report absent students to attendance & Emergency contacts and absent staff /additional to HR	
Conduct frequent head counts at appropriate times, such as when arriving at and leaving areas	
Students are reminded of behaviour requirements and meeting points and times	
<b>AFTER THE VISIT</b>	<b>ü</b>
Inform the attendance officer and Emergency Contacts (if out of hours) of the students and staff returning to the building	
Report any first aid or behavioural incidents	
Provide feedback	

## **Accidents and incidents**

In the case of accidents and injuries while on a school visit 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 visit abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or student 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.
- Students 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 Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of students 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. Relevant risk assessments will be undertaken before the visit, including for points of interests such as museums and hotels. Students and staff are informed of an evacuation plan before entering visit venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure students are easily identifiable, they must wear the school polo shirts. Failing this, students will be given a cap, badge or similar with the school logo on, which must be always worn.

## **Missing person procedure**

The school places student and staff safety as its top priority when participating in school visits, either domestically or abroad.

Before embarking on the visit, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school visits to ensure the correct group sizes are planned for each setting.

When travelling with a student with SEND, the educational visits coordinator will ensure an adult is always with them and that the visit is adequately modified to suit the student's needs in accordance with this policy.

Staff on the visit should 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 always carry mobile phones with them.

Use of mobile phones by students during sporting fixtures, school trips and or educational visits is allowable if considered by the visit leader and EVC that this is a decision that will mitigate the risks of the visit. This decision must be communicated by the trip leader to parent/carers noting that mobile phones are not covered by the school's insurance policy.

Upon arriving at every venue, the designated visit leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group. Students and staff will wear school branded clothing, to make them easily identifiable.

Regular head counts of all students 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 visit domestically or abroad:

- The designated visit leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing.
- The designated visit leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, 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 contacted or located within 10 minutes, the local police, or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the visit 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 visit is taking place abroad, the educational visits coordinator will plan 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 visit 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 coordinator to ensure similar incidents can be avoided in the future.