



# Silsden Primary School

## Educational Visits and Residentials Policy

Approved by Governors: 16<sup>th</sup> May 2023

Policy review date: May 2024

## **Statement of intent**

Silsden Primary School understands that visits and trips can be effective ways of encouraging interest and motivation in pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils. This policy has been designed in line with DfE, HSE and OEAPNG guidance and details our responsibilities for pupils and staff members while out on educational visits, residential trips and also educational visitors in school.

## Legal framework

This policy has been created with regard to the following legislation, including, but not limited to:

- The Health and Safety at Work etc. Act 1974

This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- DfE (2014) 'Health and safety: advice on legal duties and powers'
- HSE (2011) 'School trips and outdoor learning activities'
- OEAP National Guidance

This policy should be used in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Critical Incident Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Equal Opportunities Policy
- DBS Policy

## 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

## **Definitions of types of visit**

Level 1 -Local visits are defined as visits within walking distance of the school within the local community.

Level 2 - Shorter visits are defined as visits within the wider locality of the district which requires transport.

Level 3 - Residential visits are defined as visits with an over-night stay.

We request parents at the beginning of their child's education at Silsden Primary School to give written consent to allow for level 1 'local' visits as they arise within the curriculum throughout the academic year.

We ask parents to give express written permission for their child to take part in level 2 and 3 visits and residentials, prior to the visit by providing information about the planned visit and details of transport in order for parents to give 'informed consent'

## **Approval Procedures**

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Head Teacher. The Headteacher is the Educational Visits Co-ordinator. The Governing Board has approved this appointment and the EVC has received training by the LA. The Headteacher has delegated EVC roles and responsibilities to EVC trained staff in school. The Headteacher undertakes final EV sign off.

Before a visit is advertised to parents the Head teacher and EVC's will approve the visit. The Head teacher/EVC's will also approve the completed plan and risk assessments for the visit before departure. This will then be undertaken using EVOLVE as the planning and approval system.

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=bradfordvisits.org](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bradfordvisits.org)

## **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/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's complaints procedure policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

## **The Role of the Head Teacher**

The Head teacher, whether accompanying the children or not, additionally has a responsibility for ensuring that there is appropriate supervision and planning. All relevant parts of the **The Educational Visits Planning Pack** (appendix 2) should be completed and discussed with the group organiser/party leader prior to departure and signed and dated by the head teacher.

Head teachers should satisfy themselves that Council, DfE, HSE, OEAP guidelines and recommendations for school visits have been followed, and that a school policy for visits has been approved by the governors.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the EVC 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 EVC is competent to oversee the coordination of off-site education.
- Completing relevant paper work in relation to appropriate DBS checks and 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 EVC, where required, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in the event of a member of staff being absent on the day of the trip or activity.
- Ensuring any identified training requirements, pertinent to the nature of the educational visit, have been met.
- Monitoring expected travel times, both departure and return are known. Ensuring the EVC has received EVC training and is competent to undertake this role.

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 during planning and organisation of the extra-curricular activities and trips.

- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Approving risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Approving an itinerary prior to an educational visit or school trip, distributing it to parents and staff to ensure the day is well organised and safe.
- Appointing an appropriate member of staff to be the Designated Leader of the trip.
- Ensuring that any problems are raised in a meeting with the governing board.
- Ensuring the EVC checklist (OEAP National Guidance) has been completed prior to approval.
- Ensuring that leader induction and training needs are identified and they support leader development, sampling activities to identify any further training needs.

**The Designated Leader** in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Appointing an assistant leader
  - 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 headteacher.
  - Completing all essential documentation for the trip including a risk assessment with the EVC.
  - Informing parents of the proposed extra-curricular trip or activity four weeks in advance of the trip.
  - Distributing permission slips to parents a minimum of 4 weeks prior to the trip and chasing up any permission slips that have not been returned one week 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 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.

- Complete briefing for all staff and volunteers on the trip before the event, ensuring they fully understand their roles, responsibilities, expectations and risks relating to the event.
- Ensuring the designated leader checklist (OEAP National Guidance) has been completed prior to approval.
- Creating an itinerary prior to an educational visit or school trip, distributing it to parents and staff to ensure the day is well organised and safe.
- Ensure that in the event of an emergency or last minute change an alternative option is in place if required – Detailed in risk assessment .
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Conducting individual risk assessments for children who have particular social, emotional and behavioural needs which may lead to a high risk to themselves or others on the trip.
- Sharing the Assistant Lead guidance (OEAP National Guidance) has been shared with the assistant leader.
- Ensure all documents are shared with all accompanying adults and an adult briefing is conducted at least 24 hrs before departure
- Complete post visit evaluation on Evolve

Staff are responsible for:

- Adhering to this policy at applying its principles when participating in extra-curricular trips and activities.
- Reading and following the risk assessments and documents , in advance of the trip.
- 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 visit to an outdoor space, e.g. parks and playing fields, are kept clean and free from litter during the trip.
- Cease the visit or activity if they think the risk to health and safety of children or adults is unacceptable.
- Ensuring that volunteers will not have sole charge of pupils.

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 Behavioural Policy, to enforce the Pupil Code of Conduct 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 Policy.

## **Training of staff**

Staff will receive training on this policy as part of their induction.

Staff will receive regular and ongoing training as part of their CPD.

A central staff training database (which is maintained by the Admin Team) records details of all staff training and therefore any relevant to Educational visits.

## **Planning Educational Visits.**

Prior to planning an educational visit, the following guidance will be read by organisers:

- DfE (2018) 'Health and safety: advice on legal duties and powers'
- HSE (2011) 'School trips and outdoor learning activities'

- OEAP National Guidance

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

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, such as 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.

### **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 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 generalised risk assessment form is available in Appendix 1 – it may be appropriate for schools to use a trip specific risk assessment depending on the potential risks of the trip.

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

### **Equal opportunities**

The school 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 Equal Opportunities Policy.

Due 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.

### **Vetting providers**

When considering external providers for activities, the educational visits coordinator 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 coordinator 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.

### **Parental consent**

Parental consent for "Level 1" trips is obtained via our School admissions form which is obtained at admittance however parents will be informed in advance of any level 1 trips via text or e-mail.

Written express consent is required for level 2 and residential visits and must be obtained before a child can go on a trip

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

### **Staffing ratios**

It is important to have a sufficient ratio of adult supervisors to children for any off-site visit. The factors to take into consideration include:

- gender, age and ability of group;
- children with special needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- Competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly. As general guidelines, the following ratio of adults to children will be used:

Nursery and Reception Years, visits off-site may be as low as: 1:2 no more than 1:5

Key Stage One, 1:10

Key Stage two 1:15

Regardless of the suggested ratios above, each visit will be assessed individually through the school's risk assessment procedure for educational visits.

Ratios are assessed using the STAGED method – Staff, Task, Activity, Group, Environment, Distance. Each element is considered and taken into account when assessing staff:pupil ratios.

Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents, guardians or volunteers may be used to supplement the supervision ratio. They will be carefully selected and they should be well known to the school and the pupil group. All parents, guardians and volunteers assisting residential visits will be vetted and have enhanced DBS with barred list check as this activity would be classed as "Regulated".

All adult supervisors, including school staff and parent helpers must understand their specific roles and responsibilities at all times. In particular, all supervisors should be aware of any children who may require closer supervision, such as those with special needs or those with behavioural difficulties. **Teachers** retain responsibility for the group at all times. For the protection of both adults and children, all adult supervisors should ensure wherever possible that they are not alone in a one to one situation with a pupil.

## Insurance and licensing

When planning activities of an adventurous nature in the UK, the EVC 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.

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

Should any medical expenses be incurred records will be retained and stored by the administration team.

## **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 First Aid Policy.

The headteacher will keep written records of any incident.

Media enquiries will be referred to the headteacher or, if they are not available, a member of SMT.

Staff will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' 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 museum and hotel risk assessments.

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 the school sweatshirt/cardigan with logo; failing this, pupils will be given a badge or wrist badge with the school logo on, which must be worn at all times.

## **First Aid**

First Aid provision will be considered when assessing the risks of the visit. Any trips from Nursery or EYFS must have a paediatric first aid trained member of staff. All adults in the group will be advised how to contact emergency services and procedures for liaising with school should an emergency occur.

The minimum first-aid provision is:

- a suitably stocked first-aid box/bag to be taken and first aid recording book.
- a named person will be appointed to be in charge of first-aid arrangements.
- an emergency contact protocol sheet will be included in the first-aid box (Yellow Card).

When signing consent to the educational visit, the Head Teacher will assess if the level of first-aid is adequate.

## **Emergency Procedures**

- The school will appoint the Head teacher (in their absence a member of SLT) and a Governor's (Chair of Governors) emergency contact number for each visit. All major incidents especially those involving injury or fatality must be reported immediately to those mentioned above and staff should follow the ***Critical Incident Management Plan (LA)*** and carry the **YELLOW CARD on all visits**.
- The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate. All data is then confidentially destroyed or retained in line with data retention guidelines.

## Missing person procedure

The school 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.

The EVC 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 EVC will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs.

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 trip leader will identify a rendezvous point, where pupils and adults should go if they become separated from the rest of the group.

Pupils and staff will wear the school branded clothing or something that will easily identify them as a pupil at the school, 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 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. British Embassy, should be contacted.
- If the police are called, the trip leader should contact the headteacher, or other available person, back at the school and inform them of what has happened.

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 EVC to ensure similar incidents can be avoided in the future.

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 EVC will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

## **Pupils with SEND**

The Headteacher will not exclude children with special educational or medical needs from school visits. Every effort will be made to accommodate them while maintaining the safety of everyone on the visit. Special attention will be addressed at the planning stage. (See Educational Visits Planning Pack, Appendix 1)

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO 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 will be arranged for all pupils.

Pupils with SEND will be accompanied with a responsible adult during the extra-curricular trip or visit.

## **Transport**

We ensure that coach companies adhere to LA coach company pre-use checks. Travel arrangements should be included in the risk assessment. If travel is by coach or mini bus, all pupils and adults must wear a seatbelt. Staff must ensure that pupils comply with this rule; and all pupils will be checked by an adult. If a mini bus is being hired, the driver must have passed the LBWF test for driving of council vehicles or community transport. If any of the seatbelts are not working/missing do not proceed with the trip until an alternative vehicle has been arranged by the company/school.

Parents will not be asked to transport children to and from an education visit and staff will not carry children in their own cars. Where this is deemed necessary it will be included in the specific trip risk assessment.

## **Water 'Margin' Activities**

Where pupils might participate in learning activities near or in water, such as collecting samples in ponds or streams, a walk along a riverbank or seashore, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is kept in the office and on the school server Teacher resources-Educational visits folder.

## **Finance**

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

The school 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 admit the pupil to attend future trips and visits.

The school 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.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £2 per pupil.

Any excess of expenditure will be subsidised by the school budget.

### **Monitoring and review**

The effectiveness of this policy will be monitored by the headteacher.

The governing board will review this every 2 years.

The scheduled review date for this policy is Nov 2023.

## Appendix 1 – Generic Risk Assessment

### RISK ASSESSMENT FORM

#### Part A

<b>DEPARTMENT/ SERVICE</b>				Silsden Primary School				
<b>Assessor/ Person(s) assisting with the assessment</b>							<b>DATE</b>	
<b>TASK / ACTIVITY</b> (Include duration and frequency of task activity)								

  

Likelihood of Occurrence	Severity of Outcome				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)

  

Persons / groups at risk			
<b>A</b>	Employees	<b>E</b>	General Public / Pupils
<b>B</b>	New Employees	<b>F</b>	Visitors
<b>C</b>	Contractors / Sub-Contractors	<b>G</b>	Volunteers
<b>D</b>	Young person / Work experience	<b>H</b>	Clients / Service users

  

**Likelihood of occurrence X Severity of outcome = Risk Rating**

**Example:**

5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)
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### Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
					6

### Part C

<i>Links to other risk assessments and or safe working instructions - please state</i>			
<i>Name and Sign</i> <i>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</i>		<b>Date</b>	
<p><b>Review</b> - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.</p> <p>For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?</p> <p>Please record any changes required and or action taken, then date and sign</p>			
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	

### **Checklist for Level 1 Events**

Timescales (prior to trip date)	Action	Date Completed
3 weeks	Check school calendar is clear for proposed date and seek approval from headteacher for the date that you wish the trip to take place and discuss costings and staffing	
2 weeks	Set up the trip on Evolve	
2-1 week	Ensure the following are added to Evolve: <ul style="list-style-type: none"> <li>• Staffing requirements inc first aid and 1:1 requirements</li> <li>• Pupils groups</li> <li>• Pupil specific Risk assessments e.g SEND, disability, behaviour etc.</li> <li>• SPS activity risk assessments – generic and specific activity inc contingency plans</li> <li>• Event activity Risk Assessment e.g. Rewind, Church, Fire Station etc required</li> <li>• Itinerary</li> <li>• Route map</li> <li>• Medical needs (medical tracker)</li> <li>• Letters to parents</li> </ul>	
	Submit your trip to EVC for approval	
1 week	Inform parents of the trip – advise what specific requirements there maybe i.e footwear, lunch, payment etc	
	Approval by HT before trip takes place	

### Checklist for Visitors in School

Timescales (Min prior to trip date)	Action	Date Completed
At least 6 weeks 6 weeks	Check school diary is clear and seek approval from headteacher for the date that you wish the visit to take place.	
	Agree voluntary cost/pupil to contribute to visitor costs	
	Book visitor and inform finance officer of visitor details and costs	
3 weeks	Set up the trip on Evolve	
3-2 weeks	Ensure the following are added to Evolve: <ul style="list-style-type: none"> <li>• Pupil specific Risk assessments e.g. SEND, disability, behaviour etc.</li> <li>• Activity risk assessments – generic and specific activity</li> <li>• Visitor Risk Assessment</li> <li>• Itinerary</li> <li>• Visitor PIL certificate</li> <li>• Visitor DBS or RA signed by HT if no DBS available.</li> <li>• Letters to parents</li> <li>• Medical / allergies of children</li> </ul>	
2 week	Inform parents of the visitor – advise what specific requirements there may be and the voluntary contribution cost.	
	Set up payment schedule on ParentPay	
2-1 week	Submit your trip to EVC for approval	
1 week	Approval by HT before the event takes place	

### Checklist for Level 2 Events

Timescales (prior to trip date)	Action	Date Completed
At least 12 weeks	Seek approval from headteacher for the date that you wish the trip to take place and discuss staffing	
	Agree voluntary cost/pupil to contribute to visitor costs	
	Book visitor and inform finance officer of visitor details and costs	
6 weeks	Set up the trip on Evolve	
6-4 week	Ensure the following are added to Evolve: <ul style="list-style-type: none"> <li>• Staffing requirements inc first aid and 1:1 requirements</li> <li>• Pupil group lists</li> <li>• Pupil specific Risk assessments e.g SEND, disability, behaviour etc.</li> <li>• Activity risk assessments – generic and specific activity inc contingency plans</li> <li>• Coach risk assessment</li> <li>• Provider Statement (where required)</li> <li>• Itinerary</li> <li>• Route map</li> <li>• Medical needs (medical tracker)</li> <li>• Letters to parents</li> </ul>	
4 week	Inform parents of the trip – advise what specific requirements there maybe i.e footwear, lunch etc	
3-2 week	Submit your trip to EVC for approval	
2-1 week	Approval by HT before trip takes place	

### **Checklist for Level 3 Trips (Residential Visits)**

<b>Timescales (prior to trip date)</b>	<b>Action</b>	<b>Date Completed</b>
At least 2.5 full terms prior to residential trip.	Obtain approval from Headteacher – Agree staffing requirements. Financial costs (Inc. PP contributions etc) and arrangements for pupils who will remain in school	
	Hold meeting to Inform parents of residential – dates, costings etc	
	Seek confirmation and deposits	
	If sufficient interest, Book stay, coaches etc and inform finance officer of visitor details and costs	
12 weeks	Set up the trip on Evolve	
12-8 weeks	Ensure the following are added to Evolve: <ul style="list-style-type: none"> <li>• Staffing requirements inc first aid and 1:1 requirements</li> <li>• Pupils groups</li> <li>• Pupil specific Risk assessments e.g SEND, disability, behaviour etc.</li> <li>• Activity risk assessments – generic and specific activity inc contingency plans</li> <li>• Itinerary</li> <li>• Route map</li> <li>• Medical needs (medical tracker)</li> <li>• All letters to parents inc kit list etc</li> <li>• Sleeping arrangements</li> <li>• Dietary requirements</li> </ul>	
8 weeks	Submit your trip to EVC for approval	

6 weeks	Approval by HT before trip takes place	