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EVC and Children Off Site Policy

Version and Date		Action/Notes: To be reviewed every 2 years. 23.05.2021
v.1	23.05.2019	Agreed by the Trustees

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Introduction:

Elevate Multi Academy Trust (Elevate) Board of Trustees has agreed this Policy and as such, it applies to their Academies within the Trust.

References to 'the Head teacher' includes the Executive Head teacher, Head teacher or acting Head teacher as appropriate.

Definition:

Any activity which requires a child to leave the Academy site is classified as an Off-Site Activity and must be undertaken in accordance with this policy, eg:

- a walk in the locality;
- a traffic survey;
- swimming lessons;
- theatre, museum, farm visits;
- residential visits;
- sports events/fixtures;
- Forest Schools;

Name of Academy:

The Head teacher has appointed **please complete** Educational Visits Coordinator. They will have the training and experience to enable them to competently discharge their responsibilities.

Responsibility:

As employer, the Board of Trustees retains overall responsibility for Health & Safety of all Off Site Activities. Elevate will discharge its duties through the adoption of this policy and retain competent advice, approval and monitoring through North Yorkshire/Leeds educational visits advisory service.

Where there is conflict with non statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Head teacher, and if required from North Yorkshire/Leeds educational visits advisory service.

The Head teacher and EVC are responsible for planning and carrying out risk assessments for Off-Site Activities and to carry out an evaluation (*Appendix 9*) after the trip.

Elevate use EVOLVE to assist with this process.

Day Trips: The Head teacher has been delegated responsibility for day trips.

National Residential Trips: The Local Governing Body of the Academy has been delegated authority in accordance with the Scheme of Delegation to approve national residential trips provided they have received details of the trip set out in the form (*Annex 1*), including the risk assessment.

The Head Teacher is responsible for assessing and approving the planned arrangements, for recording and reporting all Off-Site Activities in her/his Reports to governors.

If there is not enough time to ensure the trip is safe (ie: the risk assessment is not complete or handed in), the activity may be cancelled.

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Oversees Residential Trips: Overseas residential trips must be approved by the Trustees. A form (*Annex 2*) must be submitted to the Trustees by the Head teacher prior to parents being informed and at least 6 months before the trip is due to take place.

Aims:

Elevate and its Academies aim to enrich the curriculum which is offered within the academy environment through activities and experiences which it believes:

- raises achievement;
- raises levels of self-confidence and motivation;
- develops social education and citizenship;
- promotes health and fitness.

The Purpose of this Policy is:

- to ensure that every Off-Site Activity has a specific stated objective;
- to provide staff who arrange and/or lead Off-Site Activities with clear procedures to follow in order that the activity is safe and successful;
- to reassure parents that Elevate and its Academies take all reasonable care for the safety and wellbeing of children throughout the activity.

Equal Opportunities:

All Off-Site Activities will be made available and accessible to all eligible children irrespective of ethnicity, sex, religion, SEN or disability.

In accordance with legal requirements no child will be excluded from any activity unless it can be established that the Academy has explored every possibility for managing difficulties including those of challenging behaviour.

Staffing:

The EVC will be sufficiently experienced/qualified/informed to process the trips and ensure appropriately trained staff accompany the children. A qualified first-aider will accompany activities subject to availability and Risk Assessment. The minimum adult: child ratio may be acceptable, e.g. for coach travel to a venue with its own staff.

Swimming:

For classes attending swimming lessons at the local pool travelling on coaches, 2 adults should accompany each class.

With the exception of Reception, where possible, at least half of the total adults accompanying the children should be Academy staff members.

Assisting Adults:

Other Teachers

The Head teacher may agree arrangements for teaching staff other than the class teacher(s) concerned to accompany visits where this is deemed either

- necessary for supervision purposes; or
- expedient for INSET purposes.

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Non-Teaching Staff

Whenever possible this will include the Teaching Assistant (TA) attached to the class and subject to individual circumstances, any TA attached to a child in the class. With the agreement of the Head teacher, other TAs, Lunch Time Mid Day Supervisors, Office Staff may be recruited.

Remuneration of Non-Teaching Staff

Where the visit/activity exceeds the number of paid hours, the member of staff will be paid for the hours worked up to a maximum of 5 in any one day or given time off in lieu.

Other Adult Volunteers

DBS checks will have been carried out in accordance with Keeping Children Safe in Education September 2018. Where DBS checks have not been completed, that adult should never be left alone with any children but work alongside a member of staff who has been checked.

Work Experience/Sixth Form Pupils

Sixth-formers undertaking work experience may assist with visits but will not be placed in charge of groups and must not count in the adult: pupil ratio.

SEN Personal Support Assistants

In the case of children with support for Emotional and Behavioural Difficulty, no child other than the child concerned will be placed in the care of their assigned TA. Otherwise, subject to the arrangements ensuring maximum opportunity for the child concerned to benefit from the visit, other children may be placed in the care of the TA. If the child has a statement of educational needs for behaviour, provision (1:2:1 support) is to be discussed with the Head teacher.

The Headteacher will approve all arrangements.

Child Protection Issues

During day visits, arrangements will ensure that no adult has substantial access to children in a lone situation. Similar safeguards will be built into residential visits in addition to the requirement that all adults undertaking residential supervision shall have been subject to a DBS check.

Venues:

Selected venues ideally will (at Head Teacher's discretion):

- have been visited by the EVC or a colleague **within one year** of the proposed visit/activity (Reasonable expenses incurred will be reimbursed);
- have relevance to current curriculum studies;
- offer appropriate levels of educational/cultural opportunity and challenge;
- be reached within reasonable constraints of time, travel arrangements and costs;
- contribute to an overall balance and variety of visits.

Usually YR and KS1 children will visit venues within a short distance of their Academy or which cater specifically for young children. The Academy will retain records of venues previously visited and exchange information with other Elevate Academies.

Costs:

The Academy will consider the costs of visits in terms of good value for money and the need to make reasonable financial demands on parents. The cost for a child for a visit will be the total expenses shared equally by the number of children eligible to participate. Parents will be asked to

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make a voluntary contribution of this amount and informed of the necessity to do so. **No child will be excluded from a visit because of a parent's inability or refusal to contribute. However, the Academies reserve the right to cancel a visit if sufficient financial support is not forthcoming.**

Academies also reserve the right to retain the cost of purchasing, for example, entrance tickets for a child who fails to attend an activity.

Safeguarding:

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits.

The Teacher in charge should as part of their planning liaise with the designated safeguarding lead (DSL) and other staff to identify any relevant safeguarding issues and have access during a visit to the DSL either directly or through the Base Contact.

Transport:

When deciding a mode of transport, certain things need to be considered, ie: is it more sustainable to go to the venue by public transport? Will the children learn more about life skills if they are going by tube or train, as opposed to sitting on a coach?

Coach/Minibus Travel

Only coaches fitted with seat belts will be used. Every passenger will have a seat. Seat belts will be worn throughout the journey.

Car Travel (to be used as a last resort)

The Academy will require all drivers to confirm in writing that they are adequately insured to transport children (comprehensive insurance – *Appendix 3*) and to show their insurance certificates. Alongside this, proof will have to be obtained that their vehicle has an up-to-date MOT certificate if applicable. Only cars fitted with rear seat belts will be used.

Where necessary (when a child is below the minimum height of 135cms) a booster seat is provided and used (together with a seat belt) throughout the journey. Every passenger will have a seat. All children will travel in the rear seats. Seat belts will be worn throughout the journey. Child locks will be operated if available.

Children will leave the car on the pavement side only. A written reminder of these requirements will be issued to drivers (*Appendix 3*). Parental permission will be requested from all parents/carers whose children are to be transported by car.

Ratio: two adults and one adult must be a member of staff.

Public Transport Travel

Better adult: pupil ratios will be required.

Reception/KS1 - 1: 4 or better

KS2- 1: 6

Reception will only use public transport for short, simple journeys. For trams and trains the party will be distributed to use different doors but always 2 groups together to enable one adult to be first on/off and the other last on/off. Supervising adults will endeavour to negotiate seats, shared if

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necessary, for all children who, once seated, must then remain seated throughout the journey. Parents will be informed before giving their consent, that public transport seating cannot be guaranteed.

Road Crossing:

Wherever possible, children will cross at controlled crossings. If no such crossing place is available, 2 members of staff will ensure that either the road is clear in both directions or that traffic has stopped in both directions before instructing the children to cross in the most expedient formation for the situation. This could be in a crocodile, in a sideways line kerb to kerb or in small groups. The decided arrangement will be made clear to supervisors and children before the procedure commences.

Risk Assessment:

The Academy will undertake Risk Assessments (*Appendix 10*) for all Off-Site Activities (generic risk assessments provided by venues can be used to inform this process) and build into the arrangements appropriate preventative and protective measures which may include:-

- The selection of supervisory personnel with specific competences;
- The provision of training and/or information;
- Arrangements for First Aid;
- Appropriate briefing of children regarding standards of behaviour required and instructions to observe.

Arrangements for emergency procedures and for recording and reporting accidents or incidents are included in the Guidelines for Supervisors, see *Appendix 5*.

The Academy will include Health and Safety issues when reviewing Off-Site Activities. The Academy will maintain a bank of Risk Assessments appropriate to particular visits or types of visit.

Information for Parents:

When a child is admitted to one of Elevate's Academy's, the parent/carer will receive general information regarding the type of visits arranged. This will include statements regarding charging policy, the importance of reliable behaviour and the need for support/cooperation of parents/carers for children with medical conditions or challenging behaviour. A general 'Local Visits' permission form will be given to parents to sign.

Letters to Parents/Carers advising of Non-Residential Off-Site Activities:

Must include the following information (*Appendix 3*):

- Date of visit;
- Expected times of departure and return;
- Venue;
- Means of transport (including reference to seating, if applicable);
- Teacher in Charge and total number of supervising adults;
- Purpose of visit and proposed activities;
- Requirements:
 - food/drink
 - clothing
 - spending money (if any);

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- Costs and statements about voluntary contributions including need to cancel insufficiently supported visits;
- Deadline for application/consent;
- Details for emergency contact during the visit (applicable for residential visits);
- Consent form.

Children with Special Needs – Medical, Physical or Behavioural

The Academy will initiate personal liaison between the EVC and Parent/Carer depending on Risk Assessment.

Residential Visits

Letters to parents/carers will provide the above information together with further details in accordance with Government guidelines.

Care Throughout the Activity

All adults will receive a “Supervisor’s Pack” in advance of the activity (*Appendices 4 & 5*).

This will include:

- Brief information re the purpose of the activity;
- All relevant information relating to the venue and the timetable for the day;
- Precise details for what to do if lost and where to assemble for the return journey;
- Copies of worksheets/hints for supporting children;
- Full details of children’s groupings and designated supervisors;
- Details of any child with Special Needs and how to respond to these in an emergency;
- Name(s) of First Aider(s) or First Aid arrangements.

The Teacher-in-Charge will also carry:

- A mobile phone or coins/phone cards,
- Their Academy and any other necessary contact numbers.

And will delegate who will carry:

- First Aid appropriate to the nature of the visit,
- Any medication (together with written parental consent and instruction).

Planning and Approval:

The Planning Document (see *Appendix 8*) has been developed to guide teachers through the procedures necessary to meet the requirements of this policy.

Step 5 requires approval for the visit/activity in principle.

Step 15 requires final approval for the actual arrangements.

Provisional Approval:

The EVC will give provisional approval for routine Off-Site Activities after assessing the proposal arrangements. Where required, which includes residential trips, the Head Teacher will first seek further assessment of the arrangements by the Governing Body.

Final Approval:

Final approval will be given by the Head Teacher after, where required, further assessment by the Governing Body and/or approval by Elevate at Step 15 of the Planning Requirements. This step must be reached **at least 2 weeks before** the Off-Site Activity takes place.

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Evaluation:

Elevate Standards Committee will undertake regular monitoring of the Evaluation Section of the Planning Documents.

Linked to:

- NYCC/Leeds policy for educational visits, outdoor learning and adventurous activities;
- National Guidance (www.oeapng.info)

Appendix:

1. Form to governors to approve national residential trips;
2. Form to Trustees to approve Overseas residential trips;
3. Drivers declaration;
4. Example of letter to parents and consent form;
5. General guidelines for adults accompanying children on off site activities;
6. Guidelines for teachers in charge of off site activities;
7. Proposed off site visit form for Academy office;
8. Check list for final planning;
9. Evaluation;
10. Risk Assessment information and pro forma
11. Risk Assessment record

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Appendix 1:

Form to Governors to approve National Residential Trip

Name of Academy:

Head teacher:

EVC:

Dates of trip	
Location	
Teacher in Charge	
Travel arrangements: Coach/train/cars How long trip to take	
Year group/s	
Number of children (state if SEN etc)	
Number of staff: Does this include the Head?	
Number of volunteers/parents:	
Staff Training eg first aid	
Number of nights away	
Accommodation	
Risk Assessments carried out and date	
Cost	
Use of accessibility funds e.g.PP	
Insurance details	
Reason for Trip	
Other schools on trip	
Agreed by LGB	

Head teacher.....

Date.....

Agreed by Governors on

Chair of Governors.....

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Date.....

Appendix 2:

Form for the Board of Trustees to approve Overseas Residential Trip

Name of Academy:

Head teacher:

EVC:

Dates of trip	
Location	
Teacher in Charge	
Travel arrangements: Coach/ferry How long trip to take	
Year group/s	
Number of children (state if SEN etc)	
Number of staff: Does this include the Head?	
Number of volunteers/parents:	
Staff Training eg first aid	
Number of nights away	
Accommodation	
Risk Assessments carried out and date	
Cost	
Use of accessibility funds e.g.PP	
Insurance details	
Reason for Trip	
Other schools on trip	
Proposed by LGB	

Head teacher.....

Date.....

Agreed by Trustees on

Chair of Trustees.....

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Date.....

Appendix 3: DRIVER'S DECLARATION

Name of Academy _____

Name of Driver _____

Vehicle Make _____ **Registration** _____

Insured with _____

Policy number _____
(copy attached)

I confirm that the above vehicle is insured for carrying passengers for the Academy's Off-Site Activities.

The MOT Certificate is valid.

The vehicle is fitted with rear seat belts.

I have read Elevate's regulations for children travelling by car.

Signed _____ **Date** _____

Drivers will be asked to renew their declaration each academic year.
Please let the Academy office know if there are any changes to the above details before the renewal date.

You must:-

- Only carry children in the rear seats;
- Ensure seat belts are fastened before setting off and kept fastened throughout the journey;
- Ensure where necessary (when a child is below the minimum height of 150cms) that a booster seat is provided and used together with a seat belt throughout the journey;
- Set childproof locks if available;
- Set Children down on the pavement side only.

Thank you for helping. Have a safe journey.

Academy telephone number:

Appendix 4: Example of letter to parents

Date:

Dear Parent/Carer,

Off-Site Activity to (e.g. York Minister)

Arrangements have been made for the above visit to take place on (date). The purpose of the visit is to (e.g. look at the architecture).

The Teacher-in-Charge will be (name) and other adults will assist in supervising the children.

The children will travel by (e.g. coach fitted with lap seat belts). The children will leave () Academy at (time). The estimated time of return to () Academy is (time).

The children will need a packed lunch in a carrier bag and a non-fizzy drink.

Academy uniform should be worn and a warm waterproof coat if necessary.

The cost of the visit will be (amount) per pupil and Academy requires that parents/carers contribute this amount.

The assistance of some parents/carers in supervising the children will be appreciated. Please contact the Teacher-in-Charge if you are available or indicate this on the consent form.

Please return the enclosed Consent Form, together with your contribution to the cost of the visit, as soon as possible and NO LATER THAN (date).

Yours sincerely,

Off-Site Leader/and or Class Teacher

Year (5) Visit to (York Minister) Consent Form

I give permission for my child to go out on a visit to (venue) on (date).

Please give instructions if any medication is needed during the visit.

.....
I understand that I need to contribute to the cost for my child to participate and enclose £(Amount)

Signed (Parent/Carer) Date I am able/not able to accompany the children on this visit.

My emergency contact number is

Appendix 5: GENERAL GUIDELINES FOR ADULTS ACCOMPANYING CHILDREN'S ON OFF-SITE ACTIVITIES

Thank you for volunteering to accompany children during this activity. In this pack you will find details of the arrangements for the day. Please read these carefully and bring your pack with you.

You will be expected to exercise the same degree of responsibility for your group as would any wise and reasonable parent looking after his or her own children. This duty of care is continuous throughout the activity.

You are responsible to the Teacher-in-Charge for the children assigned to you.

Please will you ensure that your group stays with you throughout the day. Count your group frequently and at every moving-on stage. To avoid any confusion or misunderstanding do not take responsibility (unless mutually agreed) for children from other groups beyond ensuring that they are safely returned to the designated supervisor.

We expect a high standard of courtesy and good behaviour. Please let the Teacher-in-Charge know as soon as possible if any child in your group is disobedient or unruly.

Please be responsible for checking the seat belts for your group.

Please do not smoke or drink alcohol during the visit.

The Teacher-in-Charge will brief you if any child needs medication, e.g. inhaler, during the day.

Please ensure that the children spend their money on approved items only and do not buy them any extras.

Please do not give the children sweets.

Enjoy your day!

Toilet Arrangements

Opportunities for all children to visit the toilets will be planned for – before leaving our Academy, on arrival at venue, lunchtime, before leaving. This will enable maximum supervision in toilet areas and outside, allowing adults to cover for each other.

If all supervising adults are female, Infant boys should be taken into the Ladies' toilets. Junior boys should use the Gents' but never alone and a supervising adult must wait outside.

If a child needs the toilet at any other time during the visit, the group supervisor must take the whole group and wait outside for those who need to use the toilet. **No child must ever go alone.**

Crossing Roads

If this is necessary the Teacher-in-Charge will plan the best place to cross and the procedure to be followed and will make the arrangements clear to you.

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Emergency Arrangements

All supervising adults should ensure that they keep their groups within the vicinity of other groups or of the staff in charge of the venue. This will enable them to summon help in the event of any accident or other emergency. The first responsibility is to stay with the group and obtain help.

The person responding to the summons will contact the Teacher-in-Charge (and venue Personnel) who will decide appropriate action/give advice. Should it be necessary for a child to be taken to a first aid post or to hospital the Teacher-in-Charge will delegate one adult to accompany the child, taking over responsibility for that adult's group. As soon as possible, the Teacher-in-Charge should arrange to contact their Academy by telephone and given details of the emergency and the action taken. The Academy will then contact parents as appropriate.

Emergency Message – details which should be relayed:

- What has happened and when
- Injuries or damage
- Treatment or action
- Where participants are now
- Who is with whom
- What is going to happen next – any changes to itinerary for example.

Keeping Records

The Teacher-in-Charge should note the time of the incident and make written notes of events as soon as possible.

Any damaged equipment should be retained in an unaltered condition.

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Appendix 6: GUIDELINES FOR TEACHERS-IN-CHARGE OF OFF-SITE ACTIVITIES

Thank you for accepting responsibility for planning this activity.

By complying with Elevate's policy and following the planning procedures you will know that the Head Teacher (and where appropriate, the Governing Body or the Broad of Trustees) have assessed and approved your arrangements.

Feedback and Retention of Record

Please complete the activity evaluation before placing this planning record in the EVC's file.

Planning Your Visit

- Step 1: Log the proposed visit with EVOLVE. Carry out your preliminary visit or briefing.
- Step 2: Complete Provisional Planning Sheet and EVC
- Step 3: Complete Risk Assessment Sheet
- Step 4: Obtain any relevant maps/guides
- Step 5: Submit your plans to the EVC for provisional approval

- Step 6-14: Carry out all steps which apply

- Step 15: Submit your plans to the Off-Site Activities Leader for final approval
- Step 16: Carry out what applies and the final check list

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Appendix 7: PROPOSED OFF-SITE ACTIVITY form for Office

MUST be given to the school office minimum **1 month** prior to class/school trip

PART 1:		EDUCATIONAL VISIT REQUEST																																																					
NAME OF ACADEMY																																																							
TEACHER IN CHARGE																																																							
CLASS																																																							
DATE OF VISIT																																																							
VENUE																																																							
FULL ADDRESS INCLUDING POSTCODE																																																							
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ADMISSION COST (<i>payable by ParentPay only</i>)		£																																																					
DETAILS OF ACTIVITIES/WORKSHOPS																																																							

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CURRICULUM AREA(S)	
ADDITIONAL ADULTS ATTENDING	
RATIO OF STAFF TO CHILDREN	
VISIT APPROVED BY SLT	Date:

PART 2:		TO BE COMPLETED BY SCHOOL OFFICE
TRAVEL BOOKED WITH		
TOTAL COST OF TRAVEL	£	
PART 3:		EDUCATIONAL VISIT CHECK LIST
Arranged staffing with SLT	YES / NO	
First Aider Name(s)		
First Aid kits obtained	YES / NO	
Risk Assessment(s) completed	YES / NO	
Parental consent received for all children	YES / NO	
Pupil list with emergency numbers obtained from office	YES / NO	
Details of children with special medical requirements obtained	YES / NO	
Medication collect from Academy office	YES / NO	
Briefed members of accompanying staff on their roles, responsibilities and emergency procedures	YES / NO	
Group lists issued to staff for registering and head counts	YES / NO	
Pupils briefed on our expectations of them	YES / NO	
Contact number for Group leader		
Contact details for emergency contact at school in case of problems	School: Named Contact : Mobile:	

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Additional Information:

TOTAL COST (ADMISSION + TRAVEL)	£ £.....	COST PER CHILD
NOTIFIED KITCHEN / BOOKED FSM		
LETTER SENT TO PARENTS		
ENTERED IN SCHOOL DIARY/WEBSITE		

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Appendix 8: CHECK LIST FOR FINAL PLANNING

With the support of the EVC, carry out all of the following steps which apply.

Date and initial the check list to confirm the required action.

As soon as possible:

- Step 6: Prepare costings as per Policy
- Step 7: Confirm venue booking in writing
- Step 8: Confirm coach booking in writing
- Step 9: Arrange Special Risks insurance
- Step 10: Send information letter, consent form and requests for assistance to parents/carers (Page 6).
- Step 11: Make any special arrangements identified in Risk Assessment (Provisional Planning).

2 weeks before activity:

- Step 12: Collect monies and consent forms.
- Step 13: Prepare nominal roll and group lists.
- Step 14: Check all car drivers meet requirements
- Step 15: Obtain Head Teacher's (Governors') Final Approval.

48 hours before activity:

- Step 16: Provide supervisors with:
 - Guidelines for Supervision – General
 - Specific information for the day
 - Any required Special Needs information
 - Worksheets (if any)
 - Car Drivers' Reminders slips (if necessary)

Final Check: Don't forget to take:

- First Aid/Medication (First Aider's responsibilities)
- Teacher-in-Charge Emergencies Pack
- Entry Tickets/Parking Permits
- Nominal Roll
- Leave names of all children and adults taking part in the activity with the Academy office

Please keep copies of all letters and attach to this planning document.

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Appendix 9: EVALUATION

Please record any observations which will be helpful for arranging further visits.

Venue:

Transport arrangement:

Supervision arrangements:

Value for money:

Any unexpected problems:

Other:

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Appendix 10: RISK ASSESSMENT INFORMATION AND PRO FORMA

**A risk assessment is only needed for longer trips, not necessarily for shorter, local trips.
What is risk assessment?**

Hazard:

Look for hazards which you could reasonably expect to result in significant harm under the activity you are choosing to do (these are just examples).

- crossing roads
- open water
- vehicles - as passengers
- challenging behaviour (e.g. pupils)
- specific activities

People at Risk (Who may be harmed):

There is no need to list individuals by name - just think about the groups of young people and staff who are taking part in the activity i.e.

- young people – including those with disabilities
- staff

Is the Risk Controlled?

Have precautions been taken against the risks from the hazards listed? e.g. have the following been provided?

- Adequate information.
- Instruction or training.
- Adequate systems or procedures.

Do the precautions:

- Meet the standards set by legal requirement?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce the risk as far as reasonably practicable?

If so, the risks are adequately controlled, but there is a need to indicate the precautions in place, possibly referring to procedure, manuals, company rules etc. giving this information.

Further Action to Control Risk:

What more could reasonably have been done for those risks which were found to be not adequately controlled?

There will be a need to give priority to those risks which affect significant numbers of people and/or could result in serious harm. Apply the following principles when taking further action; if possible, in the following order:

- remove the risk completely;
- try a less risky option;
- prevent access to the hazard e.g. by guarding;
- organise work and, if necessary, staff, to reduce exposure to the hazard;
- issue personal protective equipment;
- provide welfare facilities e.g. washing facilities for removal of contamination and first aid.

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Risk Assessments

Risk Assessments for **Off Site Activities** will be undertaken by the group leader and will relate to specific occasions. They will take account of the site, the environment, transport, the group and the activity needs.

Appendix 11: RISK ASSESSMENT RECORD

Name of Academy:
Assessment undertaken by:
Date of Assessment:

ACTIVITY:		Group Leaders:			
Visit Details:			Date of Visit:		
Assessment by:		Date:	Target Date for review:		
Approved by:		Position: Headteacher		Date:	
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	Control Measures(CMs): Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)		Additional CMs required? If existing CMs cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)

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DATE OF REVIEW:	REVIEWED BY:	COMMENTS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:		