



POLICY

for

EDUCATIONAL VISITS

The purpose of all educational visits is to enhance children's learning and experiences, to give opportunities for sensitive and purposeful social interaction with peers and other adults in a safe and supportive framework. When carefully prepared and sufficiently supervised, they provide long lasting memories for all who took part.

Head Teacher - Miss Claire Robinson

Chair of Governors - Mr Roy Hirst

Educational Visits Coordinator (EVC) - Mrs Jessica Croft

Context

At Barnby Dun we believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Barnby Dun Primary Academy a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants, not passive consumers and therefore a wide range of learning styles can flourish.
- Enhanced opportunities for real world, learning in context and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Each year the school arranges a number of educational activities and visits that take place off the school site and/or out of hours. These include:

- Out of hours clubs.
- Inter school team sports, such as football, athletics, netball etc.
- Regular visits within the local areas (see the Extended Learning Locality Statement (ELL) map for coverage of this area).
- Day visits for particular year groups linked to teaching and learning.
- Residential visits and activities.

For full coverage of educational visits please refer to Barnby Dun's LOTC grid.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Barnby Dun Primary Academy:

1. Adopts the Local Authority's (LA) document: 'Educational Off-site Visits and Adventurous Activities Guidance' with reference to Outdoor Education Advisers' Panel (OEAP) National Guidance.
2. Uses 'Exeant' offsite Activities Planner, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), DMBC policy and guidance, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended Learning Locality Statement' (See Appendix A) - Category A.
2. Day visits within the UK (outside of London) that do not involve an adventurous activity - Category B.
3. Visit to London, and/or that are overseas, and/or residential, and/or involve an adventurous activity - Category C.

Roles and responsibilities

Visit leaders are responsible for:

- Identifying the purpose and planning the visit - following the school checklist.
- Obtaining outline permission for a visit from the Head Teacher prior to planning and certainly before making any commitments.
- Ensuring that their visit will comply with all relevant guidance and requirements and continually assessing and managing risks in line with the risk assessment.
- The completion of all site specific risk assessment using the Exeant system.
- Fully briefing staff and volunteer helpers on the purpose of the visit and the risk assessment control measure.
- Overseeing the running of the whole visit and being able to address any issues straightaway, for this reason, the Visit Leader does not supervise a group of children directly.
- Staffing, money, obtaining parental consent and medical forms.
- Ensuring that adequate insurance arrangements are in place.
- Ensuring that parents are provided with information regarding visits prior to them taking place. (The amount of information and style of provision will depend upon the type of visit planned).
- Evaluating the trip and reporting to the Educational Visits Coordinator (EVC) on return.

The Educational Visits Coordinator (EVC) is responsible for:

- Supporting and challenging colleagues over visits and learning outside the classroom (LOtC) activities, liaising with the LA's Outdoor Education officer on any queries.
- Providing advice and documentation. The EVC is the first point of contact for advice on visit related matters.
- Producing and monitoring a school policy.
- Ensuring Visit Leader competence.
- Arranging staff training (where appropriate).
- Keeping records of all visits and associated paperwork.
- Recording and monitoring accidents and near misses.

The Head Teacher has responsibility for:

- Authorising all visits, and for submitting all overseas, residential or adventurous activities visits to the LA for approval, via Exeant.
- Ensuring the competency of the Educational Visits Coordinator and Visit Leaders.
- Ensuring that all procedures are followed including the notification of the LA where necessary.
- Ensuring that the Governing Body is made aware of visits.
- Ensuring that arrangements are in place for the educational objectives of a visit to be inclusive.
- Ensuring that visits are monitored and evaluated to inform the operation of future visits.
- Ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff.

The Governing Body is responsible for:

- Ensuring that the Head Teacher is supported in matters related to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities.
- Ensuring that the establishment has an 'Educational Visits' policy in place.
- Ensuring that visits are approved as necessary by the LA.
- Ensuring that the Head Teacher has taken all reasonable and practical measures to include pupils with special educational needs or medical needs on a visit.
- Asking questions about a visits educational objectives and how they will be met.
- Ensure that monitoring procedures are in place and that they review procedures with the Head teacher on an annual basis.

The Local Authority is responsible for:

- The final approval (via Exeant) of all visits that are either overseas, residential, and/or involve an adventurous activity.
- Supporting the EVC.

Supervising teacher and other adults are responsible for:

- Supervising children, continually assessing risk and managing risks in line with risk assessment.

They need to be appropriately briefed on:

1. Relevant establishment and visit procedures.
2. Group characteristics, including age, health, capabilities, special educational needs, behaviour and any other relevant matters in the context of the visit.
3. Nature, location and aims and objectives of the activity.

Where the Helper is a parent (or otherwise in a close relationship with a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise group management, particularly if there is serious accident. There is a probability that the Helper may be distracted by the needs of their own children, rather than looking to the needs of the whole group. This means that the Visit Leader should directly address the issue as part of the risk-benefit assessment and not assign a Helper to a leadership role which gives them direct responsibility for their own child, other than where this is a risk managed part of the Visit plan.

Pupils are responsible for:

- Following instructions and procedures in line with the risk assessment.
- Acting in a responsible, sensible and safe manner at all times.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits. We support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced Visit Leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a Visit Leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Category 'A' - Local visits follow the 'Extending Learning Locality Statement' (see Appendix A).
2. Category 'B' - Day visits within the UK that do not involve an adventurous activity. These are entered on Exeant, and must be submitted to the EVC for checking at least 6 weeks in advance, and then forwarded to the Head Teacher for approval.

3. Category 'C' - Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix B). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Visit Leaders must take with them a copy of the Emergency Action Plan (VLEAP) and Vehicle Breakdown Action Plan (VBAP) cards which set out the local authorities' procedures to be followed in the case of an emergency. The Visit Leader is responsible for decisions and action taken in an emergency situation. It is therefore the responsibility of the accompanying staff to keep the leader informed of any situation that might be deemed an emergency. The Visit Leader does not have direct responsibility for a group of children on a trip but oversees the whole trip and is in a position to make decisions.

For activities that take place during normal school hours, the school office holds visit information including the itinerary, venue details, names and emergency contact details and any medical information for all participants including staff. Copies of the Emergency Contact Action Plan (EECAP) and record sheet are located next to each phone in the office and the Head Teacher's office, detailing procedures for supporting Visit Leaders and liaising with the local authority.

For activities that take place outside normal school hours, the visit leadership team and the nominated base contact will be aware of and have any relevant medical information and emergency contact information for all participants, including staff. They will also hold a copy of the EECAP at all times.

Educational Visits Checklist

Barnby Dun's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. **A visit should only go ahead if the answer to all relevant questions is 'YES'. (See Appendix C)**

If the Head Teacher and EVC have not agreed to the visit, and the necessary forms are not completed, then THE VISIT MUST NOT GO AHEAD.

First Aid

First aid forms part of the risk assessment. Before undertaking any offsite activities the Head teacher, EVC or the Visit Leader must assess what level of first aid might be needed. Appropriate First Aid equipment should be carried on all school visits and it is best practise to have a trained first aider among the staffing complement. For all Foundation Stage trips a fully trained paediatric first aider must attend on a trip.

Staff should be aware of any specific medical needs of the children. Children should not carry their own medication. All medication should be carried in the class 'Grab and Go' first aid bag. Children with specific medical conditions such as diabetes are attached to an adult who is trained and responsible for their medical needs. To ensure the safety of all on the trips some medical conditions may require a family member to be present on the trip e.g. where a child suffers from seizures and an incident could result in hospitalisation.

For residential visits, parents/carers need to complete a Confidential Information Form.

Mobile Phones

Mobile phones are a highly useful tool and enable groups to keep in contact and advise of change of routes and timings etc. In summoning the emergency services they can cut rescue times by up to half. Coverage varies greatly between networks and technical difficulties can easily arise. The Visit Leader always carry a mobile phone of a network that will work in that area. All staff on the must visit carry mobile phones. If no mobile phone network will work in the area chosen, the Visit Leader takes advice as to other methods to be used to communicate.

Children are not to take mobile phones on a trip.

On residential trips where pupils may be permitted to take an electronic device they must have the Wi-Fi capabilities switched off. Accessing of social media sites such as Instagram, Twitter and Facebook is strictly prohibited.

Supervision

Pupils must be supervised throughout all visits, this includes over the lunch period and is the responsibility of all staff on the visit.

Supervising staff and parents must be fully briefed on the programme, venue, activities, supervising arrangements and responsibilities. They must be given a written list of the pupils in their immediate care.

During longer residential visits it is essential that school staff work closest with external staff (when appropriate) but the duty of care still lies with Barnby Dun staff, and pupils will be supervised at all times by a member of Barnby Dun staff.

Whilst on a residential Barnby Dun, staff remain 'on duty' at all times and alcohol is not be consumed by staff.

Parental Consent

The school obtains blanket consent at the start of each year for regular/routine activities that take place wholly within the 'normal' school day. Category A visits are covered by using the 'Extended Learning Locality Statement' (Appendix A) and parents/carers are informed of visits via electronic means, newsletters or letter.

For Category B visits that are less routine, parents/carers must be fully informed of the arrangements and acknowledgement received from parents/carers that they have received the information regarding the visit via a reply slip.

Specific, (ie. one-off), parental consent must be obtained for all visits that take place either partly or wholly outside of 'normal' school hours. For these visits, sufficient information must be made available to parents (letters, meetings, etc.), so that consent is given on a 'fully informed' basis.

Inclusion

Every effort is made to ensure that outdoor learning opportunities and visits are available and accessible to all, irrespective of special education or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every reasonable effort is made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

The safety and well-being of all on the trip and the type of venue and activities needs to be taken into consideration. Where there is a concern over safety or suitability, parents will be consulted and the final decision will be made by the Head Teacher.

Financing Education Visits

The school complies with the EDUCATION ACT 1996 (section 451) and procedure is outlined in the school's charging and remissions policy.

Charging / Funding for Visits

When planning an educational visit towards which parents/carers will be asked to make a voluntary contribution or a charge is to be made, staff look at the cost of the trip and discuss with the Head Teacher before organising.

The Visit Leader ensures that parents have early written information about the cost of the visit and how much each parent will be asked to contribute. Parents are given enough time to prepare financially for the visit.

For day visit, a voluntary contribution or charge is asked for in a one off payment.

For residential trips parents/carers have the option to spread the cost and pay in instalments. The school office sets up a payment record for each child and manages it.

Where a voluntary contribution is asked for to cover the cost, the trip may not be viable without the contribution. If sufficient contributions cannot be raised and the shortfall cannot be made up, the visit may have to be cancelled. Where this is the case, all monies received would be returned.

Transport

The school does not have a school minibus and where a coach or minibus is used this is done through a reputable provider company and a Coach Assurance Form (CAF) is used. All pupils must wear a seat belt and staff must ensure that pupils comply with this rule.

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

Use of staff care to transport pupils -

If any pupils are to travel in a staff member's car, the driver must complete the VVU form (see Appendix D). A new form must be completed for each visit.

Plan B

Despite the most detailed and careful pre-visit planning, things can go wrong on the day e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum has lost booking. To avoid having to make important decisions under pressure, it is important that some advance thinking is done to cater for any foreseeable eventuality. This takes the form of a 'Plan B'.

Threat from Terrorism

The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk faced by all of us. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. To provide some perspective, the UK government identifies five levels of threat from 'low' to 'critical'. Since 2006, when the levels were first published, it has never been below 'substantial' - the middle level.

When planning any off-site visit, Barnby Dun Primary Academy follows Outdoor Education Advisers' Panel (OEAP) guidance and considers the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack. Please see Appendix E - Visits and the Threat from Terrorism for guidance.

Insurance

The school's insurance policy includes travel cover for school visits both in the UK and abroad. If planning an outing that includes a hazardous activity, the Visit Leader must check with the School Business Manager, as additional insurance cover may be required.

Waivers/Disclaimers

In line with LA advice the school will not use a provider who requests that either the Visit Leaders and/or participants complete a waiver/disclaimer form. Staff should speak to the school's EVC if asked to complete such a form.

Visit Evaluation

Within a week of a visit, the Visit Leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

Evaluation

The effectiveness of this policy is reviewed annually or in response to any significant changes.

Policy Adopted: March 2016

Policy Updated: September 2017

Review Date: September 2018

Appendix A - Extended Learning Locality Statement



Extended Learning Locality Statement for Barnby Dun Primary Academy

Boundaries

The boundaries of the locality are shown on the attached map (Appendix 1). The extended learning locality includes the following frequently used venues: e.g.

- *Local Walk – Church Road, Top Road, Sycamore Road, High Street, Madam Lane, Marlow Road, Caitlin Lane*
- *St Peter & Paul's Church Barnby Dun (1)*
- *Barnby Dun Post Office (2)*
- *Farm Shop (3)*
- *Parish Hall Park (4)*
- *Marlow Road Park (5)*

- *Pyramid Schools*
 - **Edenthorpe Hall Primary Academy (6)*
 - **Kirk Sandall Infant School (7)*
 - **Kirk Sandall Junior School (7)*
 - **Canon Popham C of E School (8)*
 - **Hungerhill Secondary School (9)*
 - **Dunsville Primary School (10)*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the Exeant visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic (busy road with lorries, tractors, vans)
- Pedestrian traffic (people on foot, bicycles, mobile scooters)
- Other people / members of the public / animals
- Participant becoming lost/separated from group
- Curbs and uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Canal
- Bin day – Friday (bins & green boxes obstructing the paths)
- Animal's fouling on paths
- Temporary road works obstructing the paths and crossing places
- Narrow pathways
- Caitlin Lane – one way and no pathway
- Swimming day (Wednesday) – bus parked in front of school.
- Entrance to school car park (narrow and concealed) - delivery vehicles and visitors use this area throughout the day
- Parked cars
- Area around the Spar shopping area – bus stop, litter bins, car park, busy area.

These are managed by a combination of the following:

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and stored in the school office along with a copy of this statement.
- The Head must give verbal approval before a visit is planned and an 'EVR' form will be completed, signed and retained within school.
- The concept and Operating Procedure of the 'Extended Learning Locality' is explained to all new parents when their child joins the school and consent for visits covered under this statement will be obtained at the start of each academic year using the 'RVC' form.
- Staffing will depend on the nature of the group and the activity. For explorations of the local area, as a minimum, staffing ratios are in place (KS2 - 1:8 KS1 - 1:6 FS - 1:4).
- Safeguarding procedures will be followed at all times and staff will maintain an appropriate level of vigilance and supervision.
- Staff are familiar with the area, including any 'no go areas', and have practiced and are competent in appropriate group management techniques. 'No go areas' – the canal path.
- Pupils have been trained and have practiced standard techniques for road crossings as part of a group. Once a safe place to cross has been established, the staff and pupils line up away from the edge of the road, once the road is clear and safe to cross, the teacher will blow a whistle twice to signal it is time to cross. When crossing Church Road a clear stretch of road is used after the Spar shopping area.
- Prior to leaving the school, all group members are briefed on their responsibilities and expectations and are fully aware of the nature of the activity being undertaken. Where appropriate, pupils are fully briefed on what to do if they become separated from the group – to wait where they are for a member of staff.
- Participants clothing and footwear is checked for appropriateness prior to leaving school and must be fit for purpose.
- Staff and pupils to each wear a Barnby Dun 'necker' to support easy identification.
- Staff are aware of any relevant pupil medical information and ensure that any required medication and care plans are available. Any medicine to be taken on the visit using the 'Grab and Go bag' Where appropriate, staff trained to administer the medication will accompany pupils with specific medical conditions e.g. epilepsy, diabetes etc.
- For regular after school sporting fixtures staff will have a list of contact information for each participant. In addition the school link person will have a list of all participants and their contact details (incl. staff) if they are not to be based at school for the entire duration of the event.
- First aid provision will be in place that is appropriate for the nature of the visit and the group.
- A first aid kit, a copy of the emergency procedures and a fully charged and operational school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles). Each class has and takes out with them a 'visits' bag which includes, contact numbers, medicine/accident record sheet, copy of the policy, tissues wipes, gloves, tissues, 'nappy bags' and two whistles.

Specific Venue and Activity Issues

Key Stage 2 Curriculum Swimming

Armthorpe Leisure Centre - Mere Lane, Armthorpe, Doncaster, DN3 2BZ – 01302 834268

- DMBC/DCLT Key Stage 2 Curriculum Swimming Guidelines to be implemented and followed at all times.
- Safeguarding procedures to be adhered to at all times with particular reference to the transition times and changing areas.
- Specific Exeant risk assessment in place and is followed (running alongside this policy).

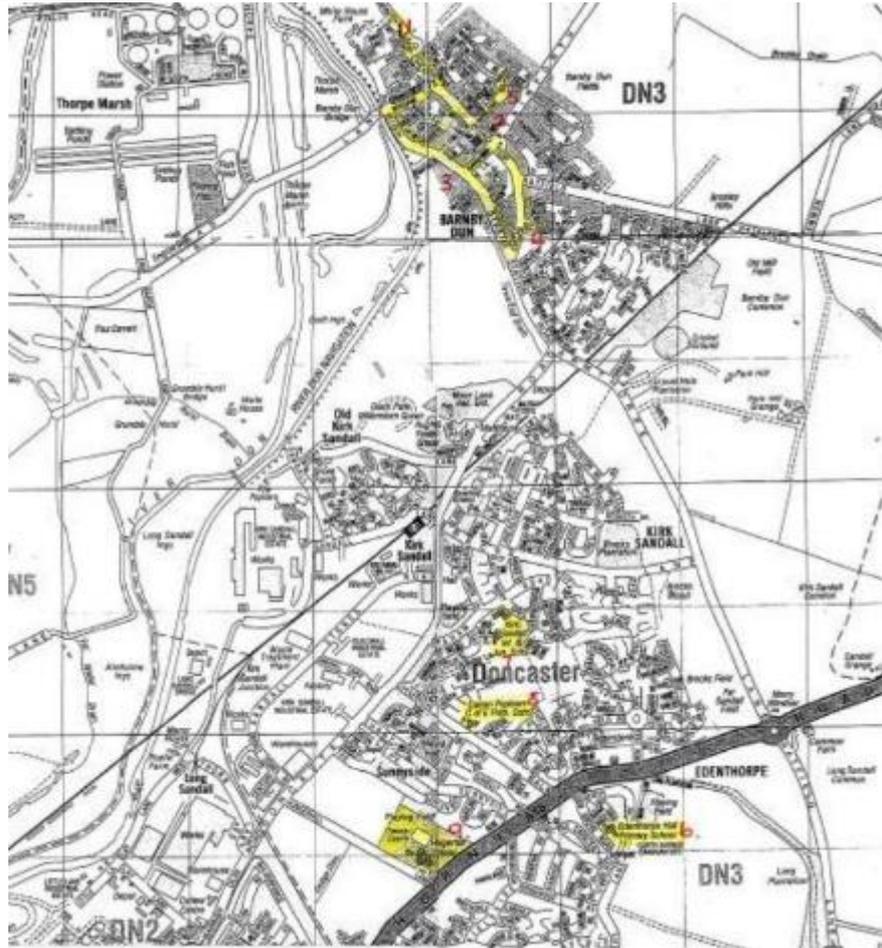
After School Regular Sporting Fixtures

- For after school sporting activities a procedure will be in place for the dismissal of participants following the end of the event.
- Written confirmation is always sought from the parent to confirm who will be collecting their child. Staff wait with the children until all have been collected. If any collection issues should arise then the staff member contacts the parent and also informs the head teacher.

Other Specific Venue/Activities

- When crossing Church Road everyone must cross at the safest, clear stretch after the Spar Shops.

Appendix 1: Locality Map



Appendix 2:

Visit Leaders 2017 – 2018

Miss Claire Robinson (Head Teacher)

Miss Carly May (Deputy Head)

Mrs Davinia Pedder (Assistant Head & Inclusion Manager)

Mrs Rebecca Pearson (KS2 Phase Leader)

Mrs Sarah Harris (Class teacher)

Mrs Tracey Bailey (Class teacher)

Mrs Ruth Cowling (KS1 Phase Leader)

Mrs Natalie Walker (Class teacher)

Miss Joanne Curtis (Class teacher)

Mrs Rachel Wilkinson-Leigh (Early Years Phase Leader)

Mrs Jessica Croft (EVC & Class teacher)

Miss Abigail Hirst (Class teacher)

Miss Alice Nettleton (Class teacher)

Mrs Sharon Smith (Class teacher)

Mrs Sarah Wilton (Class teacher)

Miss Leanne Jackson (Class teacher)

Policy approved and added – March 2016
Policy Updated – September 2017
Policy Reviewed Annually

J.Croft 09.2017

Appendix B – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the school office holds visit information including the itinerary, venue details, names and emergency contact details and any medical information for all participants including staff. Copies of the Emergency Contact Action Plan (EECAP) and record sheet are located next to each phone in the office and the Head teacher's office, detailing procedures for supporting visit leaders and liaising with the local authority.
4. For activities that take place outside normal school hours, the visit leadership team and the nominated base contact will be aware of and have any relevant medical information and emergency contact information for all participants, including staff. They will also hold a copy of the EECAP at all times.
5. The Visit Leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
 - a) The Visit Leader will carry a Visit Leader Emergency Action Plan (VLEAP) card and 'Phone Crib' card.
6. This Emergency Procedure is tested through both desktop exercises and periodic scenario calls from the EVC and Head Teacher.

Appendix C – Visit Checklists

Barnby Dun Primary Academy



Planning an Educational Visit Checklist (Off-site day visits)

For every educational visit this checklist is to be completed by the Visit Leader and a copy given to the EVC after the visit has taken place.

Place/Activity		
Purpose of Visit		
Date		
Time of Visit		
EVC (state if accompanying)		
Visit Leader (should not have a group)		
Additional Group Leader (venue staff which lead a session)		
Accompanying Adults		
Children (numbers and classes)		
	Completed	Comments
Transport Arrangements CAF in place		
Pre Visit Completed		
Risk Assessment Completed		
Insurance in place		
Parents Informed		
Medical forms completed		
Visit Leader aware of all medical conditions		
Evaluation (to be completed on return and form handed to EVC)		

Barnby Dun Primary Academy



On the Day Checklist (Off-site day visits)

For every educational visit this checklist is to be completed by the Visit Leader and a copy given to the EVC after the visit has taken place.

Place/Activity:	
Date:	Completed
<p>Each adult has a pack containing:</p> <ul style="list-style-type: none"> *the names of the pupils in their group and key information for these pupils *the itinerary *the contact numbers of the staff on the trip *the VLEAP (Emergency Action Plan) *the VBAP (Vehicle Breakdown Action Plan) (school staff only) *the medication & accident sheet. <p>If the class stays together then medical forms are to be kept by the Visit Leader. If the group splits at any point then each Group Leader needs to carry a copy of the medical forms for their group.</p>	
Ensure all adults are briefed on their role, supervision expectations, safety in car parks, crossing roads etc.	
First aid kits, hand gel and cold compress packs (all adults to carry a cold compress pack).	
Sick buckets (at least 2 per coach)	
Ensure any medication is taken in the 'Grab and Go bag' e.g. inhalers, travel sickness etc. and that staff are clear on how they are to be taken (details to be written down).	
All adults to carry a mobile phone which must be switched on before the trip starts.	
All pupils and adults have and wear a 'school necker'.	
Payment sorted - either paid in advance or cheque taken on the day Please sue the Office Manage to arrange a cheque to take on the day or payment in advance.	
<p>Let the school office know when you:</p> <ul style="list-style-type: none"> *have arrived safely at the venue. *are leaving the venue to head back to school. *Make school aware of any incidents that arise or traffic delays. <p>For day visits extending beyond the school day inform the emergency contact</p> <ul style="list-style-type: none"> *on departure *on arrival at venue * with regard to delays *expected time of arrival back at base *that you have arrived home safely and all pupils have been collected. <p>The SLT & EVC contact assumes all is well unless they are contacted to the contrary. The school text message system will be used to keep parents/carers up to date with the trip, time due back at school etc.</p>	
Have a really brilliant time helping the children make wonderful memories!	

Appendix D - VVU



VVU: Voluntary Vehicle Use (Version 1.1 2016)

For completion by drivers using private vehicles for the transportation of young people for educational establishments.

Establishment:

Name of Driver:

Make and Model of Vehicle:

Registration:

Make and Model of Vehicle:

Registration:

I am the driver of the above vehicle(s) and confirm that:

- I have a valid full driving licence suitable for the type(s) of vehicle above.
- A valid MOT certificate is held (or not required if the vehicle is less than 3 years old) for the vehicle(s)
- The vehicle(s) are serviced correctly and are deemed to be roadworthy.
- I have appropriate motor vehicle insurance covering the vehicle(s) and myself for 'business use'.
- I will ensure that young people will wear seatbelts in both front and rear seats.
- Young people under the age of 12 or less than 135cm in height will use an appropriate child restraint whether in the front or back seat. In the following exceptions it is legally acceptable for these children to use adult seat belts when travelling in the rear seats:
 - For a short, unexpected but necessary journey
 - Where the vehicle has three adult seatbelts in the back but there are two occupied child restraints which make it impossible to fit a third restraint. A third child may use the adult seat belt.
- I will not be under the influence of alcohol or drugs whilst driving young people.
- I will ensure that explicit parental/carers consent has been obtained for the transport of the young people concerned.
- I fully understand my duty of care in using my private vehicle to transport young people.

I understand that I am not covered by any establishment or Local Authority insurance for the use of the vehicle(s) listed above unless my employer informs me otherwise. Under the terms of the Data Protection Act 1998 we must inform you of the following:

By signing this form you are giving your explicit consent to Barnby Dun Primary Academy to process your data. The processing involved will be for the purpose of monitoring health and safety in Barnby Dun Primary Academy in accordance with relevant legislation. This may involve the sharing of information you provide with local regulatory bodies.

I consent to Barnby Dun Primary Academy processing the information detailed in this form. I understand that this will be used by Barnby Dun Primary Academy in pursuance of its purposes and my consent is conditional upon Barnby Dun Primary Academy complying with their obligations under the Data Protection Act 1998.

The establishment reserves the right at any time to request copies of any relevant documentation including: vehicle registration/ownership, MOT certificate, insurance certificate, vehicle excise duty and driving licence.

Signed:

Full Name:

Date:

Appendix E - Visits and the Threat from Terrorism

The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk faced by us all. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. To provide some perspective, the UK government identifies five levels of threat - from 'low' to 'critical'. Since 2006, when the levels were first published, it has never been below 'substantial' - the middle level.

When planning any off-site visit consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack. It is sensible to:

- Be aware of the latest news relating to your destination

In the UK, know the current threat level (available at: www.mi5.gov.uk/home/the-treats/terrorism/threat-levels.html).

- When travelling abroad check the FCO website www.fco.gov.uk in the early stages of visit planning, at regular intervals and immediately prior to leaving.
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans. When visiting a major city, venue or event, where the risk of attack may be greater, consider within your planning:
 - Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.
 - How to minimise waiting time at busy transport venues.
 - How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
 - The possibility of an enforced overnight stay and what this might entail - for example do you need a reserve of any critical medication?
 - How the leadership team might manage an enforced group split.

During the visit:

- Be vigilant and aware of your surroundings - know where the exits are and where you would run to.
- When staying at any place for more than 30 minutes identify emergency meeting points in case the group is forced to move and becomes split.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers (see point 2 in 'recognising the terrorist threat': <http://tinyurl.com/pp4fxmu>)
- Another useful source of information is the website of the National Counter Terrorism Security Office: <https://www.gov.uk/government/organisations/national-counter-terrorismsecurity>

