

Sedgley Park Community Primary School



Educational Visits Policy

Mrs S Kemp
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Review November 2017

Context

We believe that educational visits are an integral part of the entitlement of every pupil and contribute to an effective, challenging and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Sedgley Park Community Primary School a creative and enriching 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 participant's not passive consumers, and 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

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 at Sedgley Park Community Primary School we:-

1. Adopt the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopt the National Guidance www.oeapng.info, (as recommended by the LA).
3. Use EVOLVE, 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 (ie this document), Local Authority policy, and National Guidelines. Staff need to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

1. **Category 1 - Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
These follow the 'School Learning Area' Operating Procedure (Appendix 1)
2. **Category 2 - Other non-residential visits within the UK that do not involve an adventurous activity.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
3. **Category 3 - Visits that are overseas, residential, or involve an adventurous activity i.e.**
 - Camping.
 - Water sports.
 - Ski-ing and snowboarding.
 - Activities in remote/open country.
 - Swimming.

As above, but the Head Teacher authorises and then submits these visits to the LA for approval.

ARRANGEMENTS/IMPLEMENTATION

Category 2 and 3 visits are processed on the on-line EVOLVE system

Category 1 visits should be recorded on the signing out sheet (Appendix 7). A guidance sheet is available from the EVC.

Proposals

The Group Leader will submit a proposal to the Head Teacher within the following timescale for each category of visit

<i>Category</i>	<i>Latest date for submission to the EVC and/or Head Teacher</i>
1 and 2	5 working days, but applications may be accepted up to 48 hours prior to visit
3	For overseas trips 8 WEEKS. For all other Category 3 trips 4 WEEKS

EVOLVE, the on-line approval system, must be used.

The requirements in the planning Check list must be met. Proposed visits should be clear with regard to insurance arrangements and the financial procedures that will be used including charging and remissions.

Parents should be given sufficient information in regard to the purpose and content of each visit.

Forms for parental consent and medical details should be sent out at least four weeks prior to the visit.

Notification

Notification will be made using the EVOLVE on-line system.

Notification to the LA Educational Visits team will only be allowed after the Head Teacher and EVC are satisfied that the form has been fully completed and that any requisite additional information is attached and they have signed all relevant documentation.

The Group Leader is responsible for sending the notification to the EVC for visits in Category 3. This must be at least **Eight weeks** prior to an overseas visit and **Four weeks** prior to any other Category 3 visit.

The Head Teacher/EVC will ensure that the Group Leader carries out this task.

Roles and Responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. A deputy leader must be appointed on all trips.

The Educational Visits Coordinator (EVC) is Sue Kemp, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's provides the Headteacher and staff with support, advice and information, drawing on its members' knowledge and experience. In these ways the governing body acts as a 'critical friend' to the school. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we will 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.
- Support for staff to attend training courses relevant to their role, where necessary.
- Education Visit Co-ordinator and / or Senior Leadership Team will escort all new members of staff to monitor their confidence.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher Senior Leader Team and the Education Visits Co-ordinator 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.

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 2). 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. (see Appendix 3)

Educational Visits Checklist

Sedgley Park Community Primary School 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'. Sedgley Park Community Primary School Educational Visits Checklist may be downloaded from EVOLVE Resources. (Appendix 4)

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school will obtain blanket consent at the start of each year for certain other routine activities, eg. after school fixtures, etc. through a traditional paper consent form. (see Appendix 5)

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis through a traditional paper consent form.

Inclusion

The Equality Act 2010, says it is unlawful to treat a young person less favourably and/or fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

At Sedgley Park Community Primary School endorses the principles of:

- a presumption of entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Adjustments made to include a disabled child or young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence.

Charging / funding for visits

The Headteacher, Senior Leadership Team, Education visits co-ordinator and the Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996.

The establishment's charging policy for off-site visits is:

Parents are requested to make a voluntary contribution to cover the cost of trips. If the amount gathered makes the trip uneconomic then the trip may not go ahead. Those parents receiving free school meals are offered a reduced charge for residential trips based on the cost of subsistence for which they would have to pay for in the home.

Transport

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.

If travel is by coach or minibuss, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

Use of staff cars to transport pupils

If any pupils are to travel by car, the driver must complete Form EV6 (see Appendix 6). This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

Insurance

On all trips appropriate insurance must be in place before the trip takes place.

The responsibility for arranging adequate insurance cover rests with the Head Teacher in conjunction with the organiser of each trip.

It is the responsibility of the Headteacher to determine whether any additional insurance should be taken out. For visits abroad, please check to see if any additional trip insurance is necessary.

Staff can check who the Authority insurance cover is with by telephone Eileen Riley on 0161 253 7787 or email on insurance@bury.gov.uk

Medical Precautions/First Aid

A basic medical kit will be provided by the school office and a designated member of staff with a working knowledge of first aid should be put in charge. The group leader must make everyone aware of the designated person for first aid.

All staff should be informed about children who are on or liable to need medication. This is particularly important in the case of children who suffer from asthma, epilepsy, diabetes or children who have a serious allergy and may need to carry an EpiPen.

Staff must check with the school office and take on the trip medication that any child from their class may need in the course of the day. i.e inhalers cream etc.

Residential visits

The visit leader for this kind of trip must consider the following:

- The leader must be aware of the sleeping capacity for all rooms to be used.
- There must be both male and female teachers for mixed groups
- There must be separate male and female sleeping and bathroom facilities for pupils and adults
- The immediate accommodation area must be exclusively for the group's use.
- There must be appropriate safe heating and ventilation
- The whole group must be aware of fire precautions, its regulations and routines
- There must be security arrangements that stop unauthorised visitors
- All staff at the site must have been checked as suitable to work with young people. Doors should be able to lock, but appropriate access should be available to teachers.
- There should be adequate space for storing clothing, luggage, equipment, and for the safe keeping of valuables
- There should be adequate lighting
- There should be provision for those pupils with SEND and those who may fall sick
- The fire alarm must be audible throughout the accommodation area.
- There should be recreational accommodation and facilities for the group
- There should be at least two supervisors on duty during the night

During the visit staff should be given the 'down time' periods where they will not be expected to directly supervise the pupils.

All residential visits will need to be approved by the LEA. The EVC will ensure that the relevant electronic forms are completed and sent to the LEA to gain approval. No trip can go ahead without the approval of the LEA.

Undertaking the visit

Once the category 3 trip notification has received approval, the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment made prior to the alteration taking place.

A record must be kept of all such instances for evaluation and review purposes.

Any accidents that result in a student or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the LA Educational Visits team.

Monitoring

The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.

On occasions the EVC, Headteacher or a member of the Governing Body will accompany a group.

The school may also request the Education Visits Adviser to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

Evaluation and Review

Every visit will be reviewed by the Group Leader.

The results of the evaluation and review process will be provided to the EVC/Head Teacher.

The Head Teacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

The evaluation and review report will be maintained in the school's educational visits file for reference.

Swimming Lessons

Swimming is a statutory requirement of the National Curriculum with the aim of all pupils achieving their 25 metres.

Bury Council provide our swimming lessons at Castle Leisure Centre and Paul Wilcock's is our Aquatics Development Officer.

Coaches are booked and arranged through the Aquatics Development Officer and this information including a risk assessment is passed to school each year.

Year 3 current swimming provision is 5 hours over a one week period and Year 4 current swimming provision is 10 hours over a two week period.

A class register is taken before they go, the children line up in twos with a member of staff at the beginning and at the end of the line. Seat belts are worn and a head count is done once the children are on the bus.

The children go into the changing rooms separately (boys and girls) with a member of staff in each. They are then escorted onto the pool side.

Once the lesson is over a member of staff will escort the children back into the appropriate changing room and monitor their behaviour.

The children are lined up again and then escorted back onto the coach once a head count is done and all the children have their belts on the coach will return to school.

A member of staff will make sure nothing is left on the coach by walking up and down the bus.

All children will return to their classroom.

Staff member need to take first aid kits, any inhalers or medication that belongs to the children attending the outing

Dismissal of pupils after evening activities

When an after school activity has been provided, the teacher or person who has delivered the club need to escort the children to the main entrance.

All parents will wait in the school foyer until the end of the club. A member of staff will bring the children and deliver them to their parents. If a parent has said their child can walk home the staff member must open the door for them, no pupil will be able to leave the school without the teacher permission.

Trips by Cars

When a trip includes transporting children by staff own cars Appendix 6 will need to be filled in prior to the visit.

The law requires all children travelling in the front or rear seat of any vehicle they must use the correct child car seat until they are either 135 cm in height or 12 years old (which ever they reach first). After this they must use an adult seat belt. There are very few exceptions.

It is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law.

Parents will be asked to leave their child's booster seat in school so staff can use them on the day of the trip.

All children will exit the vehicle onto the pavement. Plan the route that you will be going (if more than one car), plan your parking and park in an organised Car Park. Make sure all staff drivers have a mobile phone

Staff member need to take first aid kits, any inhalers or medication that belongs to the children attending the outing

Walking to and from a Venue

Children will be briefed before the trip starts on how to walk sensibly along the roads. Make sure child to adult ratio is correct and assign an adult to the children before the outing so that the children are aware whose group they are in. Make sure the staff member has a list of their children.

Walk round the route beforehand to plan the safest way of getting to your destination using pedestrian crossings or an island.

The children should be walking in twos in a straight line with a member of staff at the front one in the middle and one at the end. Head counts must be done regularly. Plan your

Staff member need to take first aid kits, any inhalers or medication that belongs to the children attending the outing

School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the 'Operating Procedure' below.

These visits/activities:

- do not require parental consent if pupils are visiting the 'School Learning Area'.
- do not normally need additional risk assessments / notes (other than following the 'Operating Procedure' below).
- do not need to be recorded on EVOLVE

Boundaries

The boundaries of the School Learning Area are shown on the attached map (see Appendix 1). This area includes, but is not limited to, the following frequently used venues:

- *Shops on Kings Road*
- *St Gabriel's Church*
- *Sedgley Children's Centre*
- *Play Park on Kings Road*
- *Top Field on Fairways*
- *Swimming*
- *Visiting High Schools*
- *Allotments*
- *Heaton park*

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- A signing out sheet (Appendix 7) must be filled in prior to the visit taking place
- The Head Teacher, Senior Leadership Team and/or the Education Visits Co-ordinator must give verbal approval before a group leaves.
- Only staff judged competent, to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and school office.

- The concept and 'Operating Procedure' of the 'School Learning Area' is explained to all new parents when their child joins the school and a letter is signed by parents giving consent if required.
- There will normally be a minimum of two adults. As a general guide and in normal circumstances, the adult /child ratio may be :-

Age	4 - 1:4
	5- 6 - 1:6
	7-11 -1:10

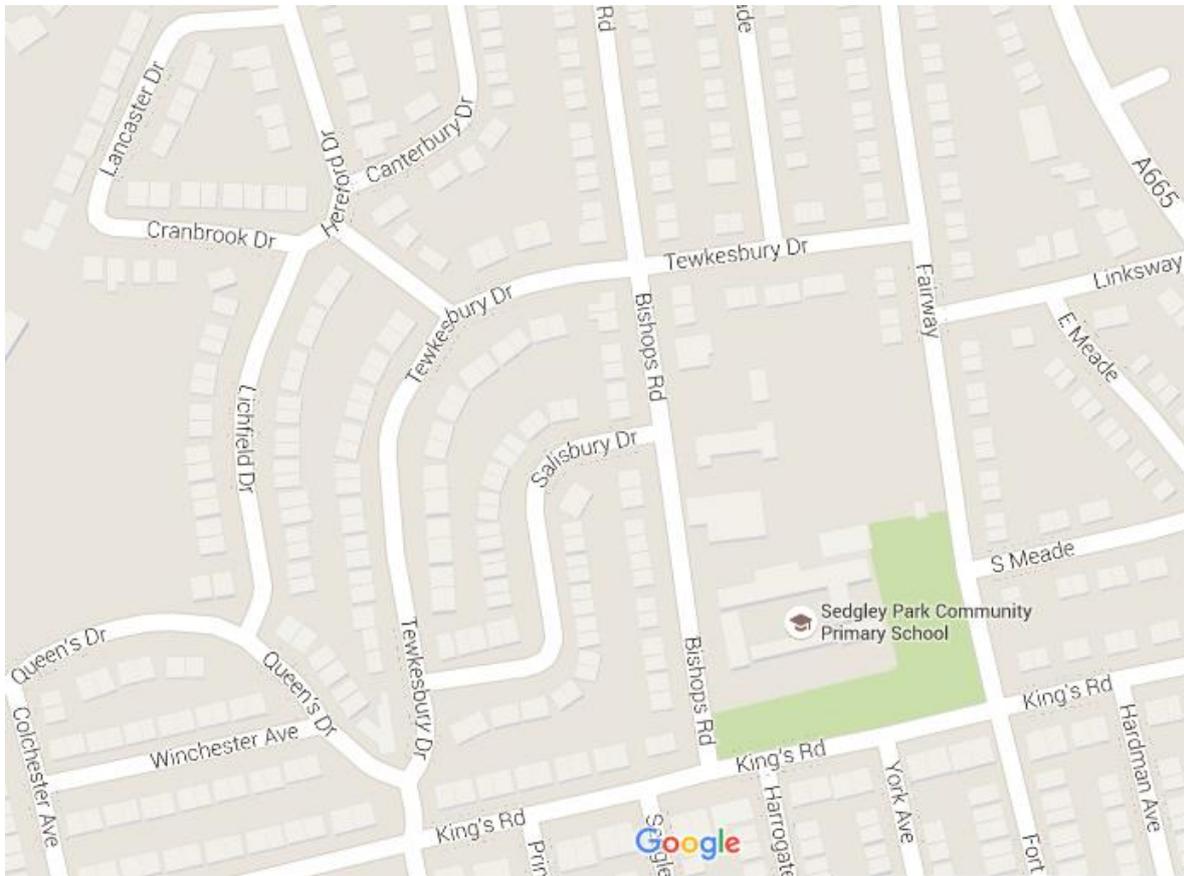
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- A mobile is taken with each group and the office have a note of the number. (Appendix 7)
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Emergency Procedure

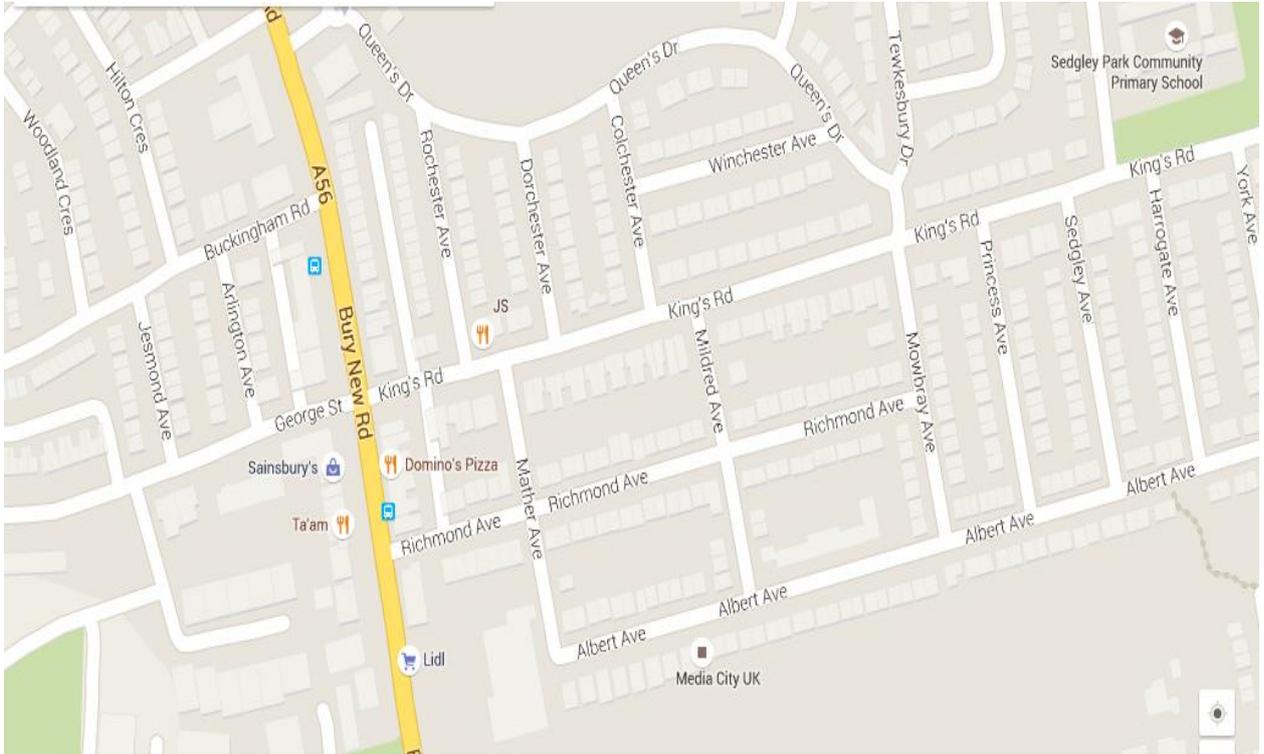
The school's emergency response to an incident is based on the following key factors:

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 The Head Teacher, a member of the Senior Leadership Team or the Education Visit Co-ordinator.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
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. (see Appendix 3)
6. For visits that take place outside the School Learning Area, the visit leader will carry either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

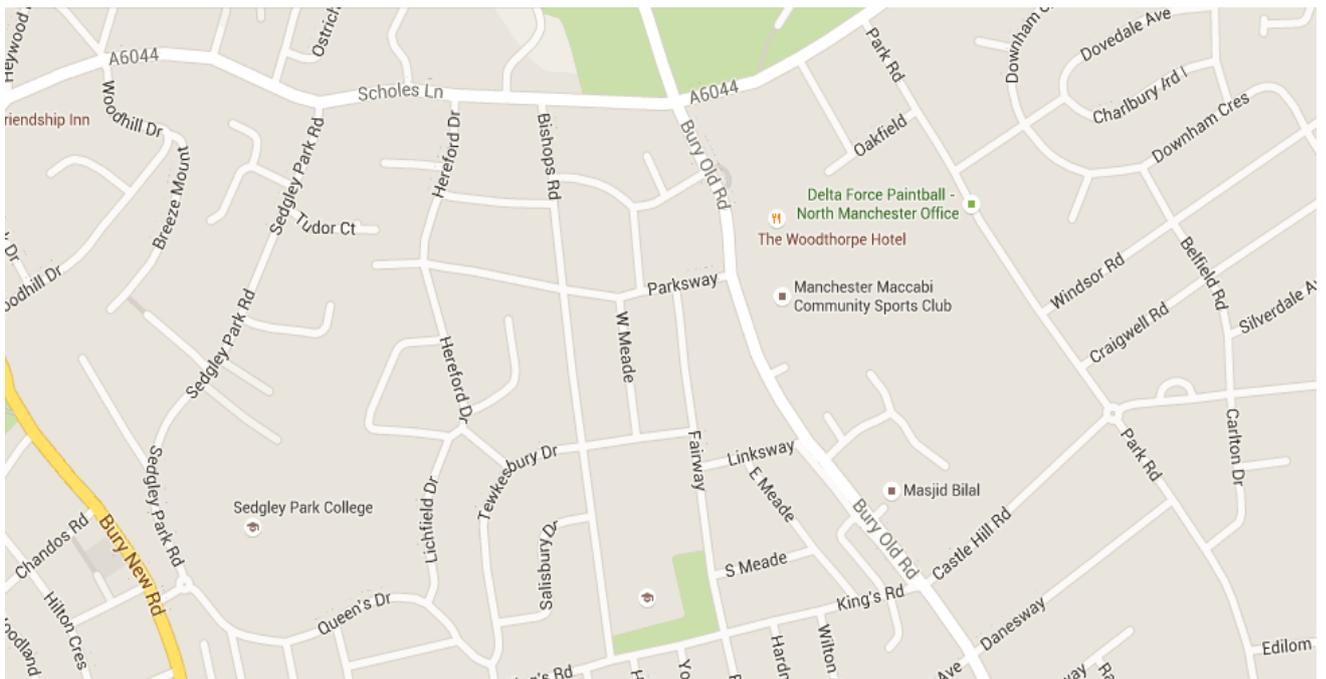
School Learning Area'



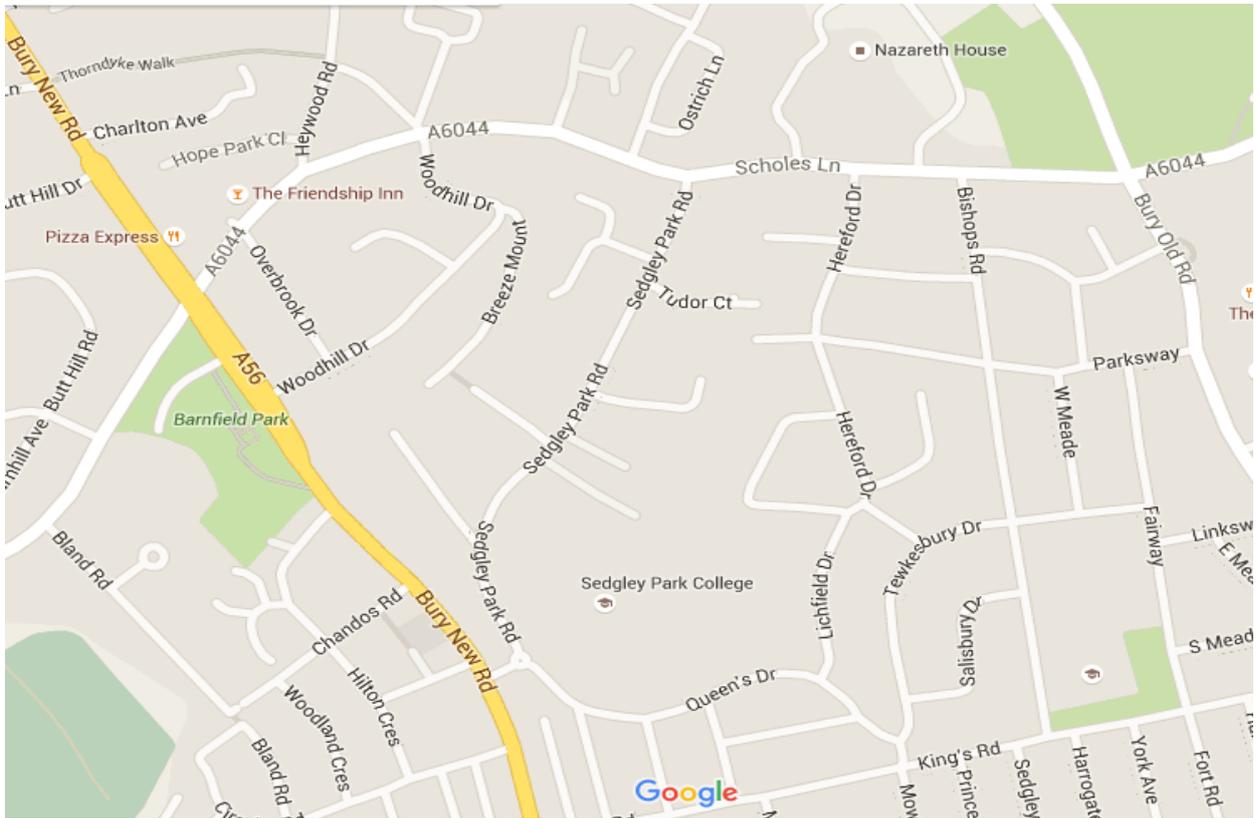
- *Shops on Kings Road*
- *Streets around the school*
- *St Gabriel's Church*
- *Sedgley Children's Centre*
- *Play Park on Kings Road*
- *Top Field on Fairways*
- *Allotments*
- *Post Box*
- *Places of Worship*



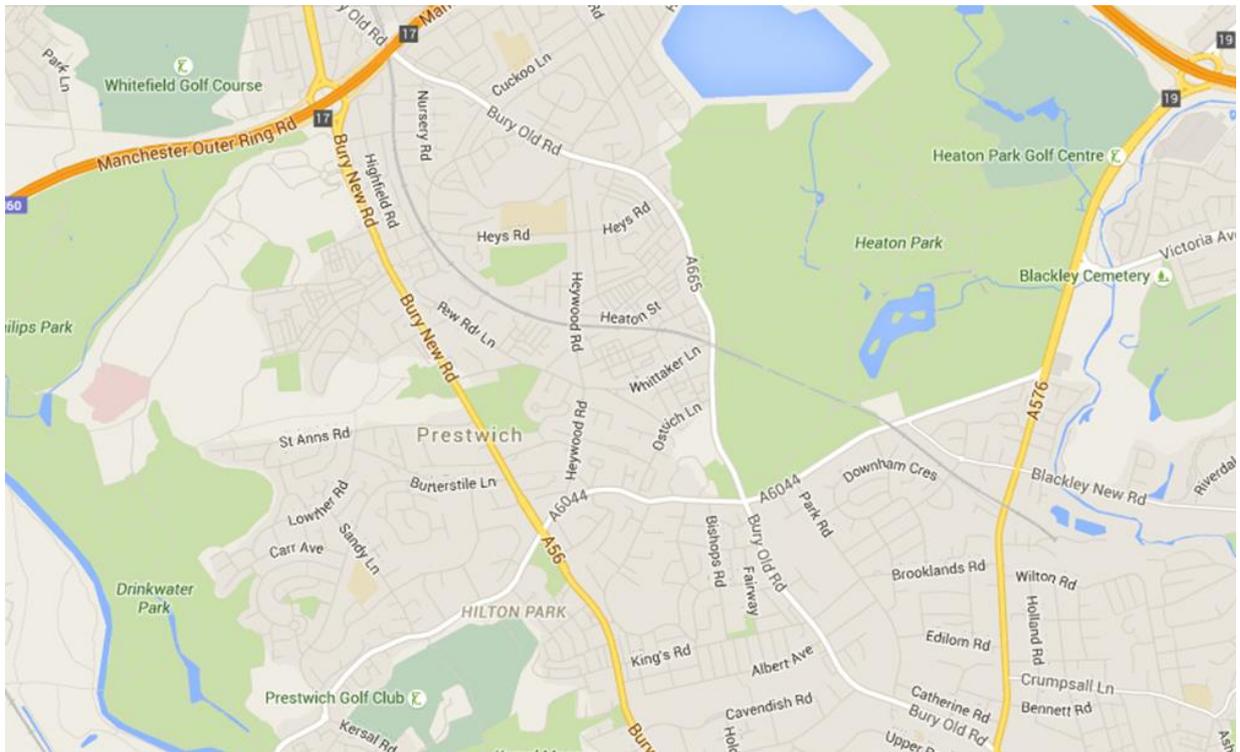
- *Kersal Moor*



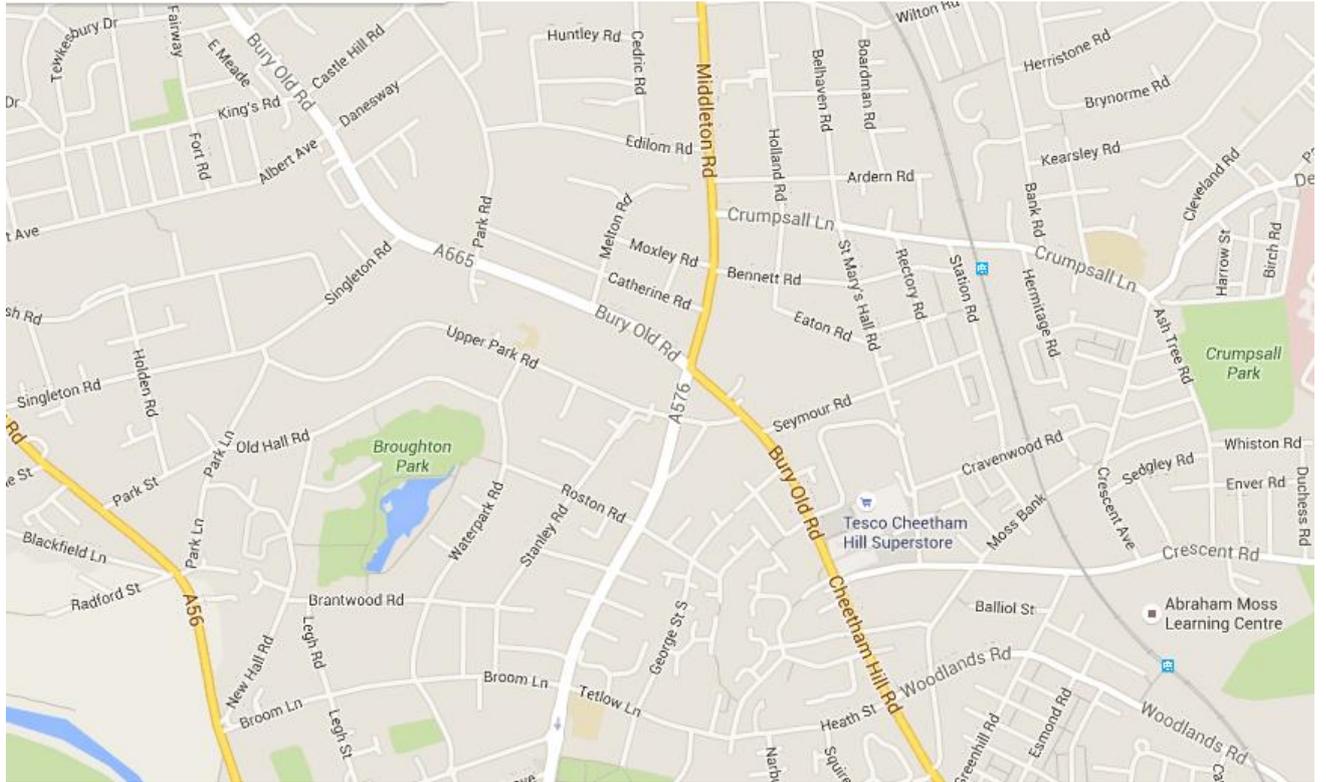
- *Manchester Maccarbi Centre*
- *Heaton Park*



- *Pizza Express*



- *Prestwich Library*
- *Visiting High Schools*
- *Sports Fixtures and competitions*



- *Cheetham Hill Village*

For the Apple Shop in Manchester City Centre and Castle Leisure Centre in Bury Please use Google Maps and plan your route on your pre-visit.

Emergency Procedures

Visit Leader

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** and request the help of the Emergency Response Team.

Bury Council Emergency Contact

Tel: 0161 253 6606

Ask for the Emergency Response Team

Be prepared to give:

- Your name and Establishment/Group
- Phone number & back up phone numbers
- Exact Location
- Nature of Incident
- Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;

- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale
- It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Head of Establishment		
Bury Council Emergency Call Centre (for initial contact during an emergency only)	0161 253 6606	

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact		
Head of Establishment /Chair of Governing Body (optional)		
Other/EVC		

Emergency Procedures

Home Contacts

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Bury Council on 0161 253 6606 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back within 30 minutes;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.

- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment		
Deputy Head of Establishment		
Bury Council Emergency Call Centre (for initial contact during an emergency only)	0161 253 6606	
Chair of Governing Body (optional)		
Other/EVC		

Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for **all** visits.

The visit should only go ahead if the answer to all applicable questions is 'YES'

In advance of the visit:

1. Have the educational aims of the visit been clearly identified? (see Section 4) yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
3. Has there been suitable progression/preparation for pupils prior to the visit? yes
4. Does the visit comply with any guidelines specific to your school? yes
5. Does the visit comply with any specific Bury Council guidelines? (see relevant sections) yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by Bury Council? (see Section 28) yes n/a
7. If using an external provider or tour operator, has the provider satisfactorily completed and returned a 'Provider Form EV4'? (see Section 29) yes n/a
8. Are transport arrangements suitable and satisfactory? (see Section 14) yes n/a
9. If the visit is residential, have appropriate measures been taken to ensure the suitability of accommodation? (see Section 17) yes n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section 18) yes n/a
11. Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). yes
13. Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability, and been DBS cleared where necessary (eg for residential visits)? yes n/a

14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role? yes
16. Are all support staff aware of and comfortable with their roles? yes
17. Are all helpers aware of and comfortable with their roles? yes
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see Section 7 and Form EV5) yes
19. Is insurance cover adequate? (see Section 13) yes
20. Does at least one member of staff know the pupils that are being taken away, including any behavioural traits? yes
21. Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff? yes
22. Are pupils aware of the nature and purpose of the visit? yes
23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 11) yes
24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) yes n/a
25. Are staff aware of any medical needs and/or other relevant details of pupils? yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid, and is first aid provision appropriate to the activity? (see Section 12) yes
29. Is a first aid kit (appropriate to the visit) available? (see Section 12) yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and has parental consent been obtained? yes
31. For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff? yes n/a

32. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27) and will Form EV7 be with the Visit Leader at all times? yes
33. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 19) yes n/a
34. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
35. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
36. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
37. Have all financial matters been dealt with appropriately? yes
38. Has the visit been approved by the Headteacher and Educational Visits Coordinator, and in line with Governing Body policy? (see Section 3) yes
39. Are full details of the visit (including Form EV8) at school and if appropriate with the School Emergency Contact(s)? yes
40. If residential, overseas or involving adventurous activities, has/is the visit been/being approved by Bury Council? (see Section 3) yes n/a
41. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (See Section 16) yes n/a

Signed.....

Dated

Visit Leader

On the day of the visit

42. Do all staff have a list of pupils/groups? + emergency contact details and Form EV7 if out of school hours? yes
43. Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours) + Form EV8? yes
44. Do staff have sufficient funds to allow for any contingencies? yes n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
47. Are pupil numbers being checked at appropriate times? yes

- 48 Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
- 49 Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.) yes n/a
- 50 Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively? yes n/a
- 51 If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet? yes n/a
- 52 Do pupils know what action they should take if they become separated from the group? yes
- 53 Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances? yes

Signed.....
Visit Leader

Dated

At the end of the visit

- 54 Are appropriate arrangements in force for the dismissal of pupils? yes
- 55 Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
- 56 Has the group been debriefed and any relevant follow-up work completed? yes n/a
- 57 Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
- 58 Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
- 59 Have all staff and helpers involved in the visit been thanked for their input? yes
- 60 Visit Leader has filled in the EVOLVE evaluation section yes

Signed.....
Visit Leader

Dated

Parental Consent

During the course of the year and as part of the National Curriculum work your son/daughter will be given the opportunity to participate in events or lessons within the school locality but not always on the school site, for example, visiting places of worship, or representing the school at a sporting event or visit the local shops.

The school is seeking to gain your consent for us to operate a single permission letter to cover these events. It goes without saying that you will ALWAYS be informed of such events before they take place.

This single letter of consent will cut down on the paper work and allow the school to concentrate more carefully on the success of your child's experiences and quality of their work. Where school visits range further afield or are deemed to be longer or exceed the locality boundary, we will always inform you and seek further authority from you as parent or carer.

Please can you complete the attached slip below and return it to school by

Yours Sincerely

Mr J Gregory
Head Teacher

I give consent for my son/daughter in yearto take part in activities within the school learning area throughout the academic year 2015-2016.

Signed ----- Parent/Carer

Use of a private car to transport young people PRIVATE CAR

1	To: The Head of _____ Establishment
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits/other activities. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

Copies of my V5 and Insurance are attached.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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This information should be update on an annual basis/when vehicle details change.

MOT/Tax

<https://www.vehicleenquiry.service.uk>

checked by _____

Driving Licence

<https://www.gov.uk/check-driving-information>

checked by _____

Insurance Cover required	
For teachers youth worker or other employees	'use by Policyholder in connection with the business of the Policyholder'
for parents and other volunteers	'use for social, domestic and pleasure purposes'

Signing- out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.

Leave this completed form in the office or other agreed place when you go out.

Date	
Visit Leader	
Deputy Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit/EV7 taken?	
Time out	
Expected time due back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Keep a record of this sheet.