

## Planning Educational Visits

If you have any questions regarding planning educational visits, see Paul Coward, Educational Visits Coordinator (EVC).

All the necessary forms are hyperlinked into this document and can be accessed via these links. You will need to **make your own copy** of each document and share it with the relevant staff.

***Please bear in mind that college policy is to aspire for disadvantaged students to make up at least 20% of the total number of students on the visit.***

### STEP 1: Getting Permission

- Any prospective Party Leader must be able to prove that they are competent to lead the visit. To this end, **they must have attended Visit Leader Training within the last 4 years.**
- Any staff taking part in the visit who lead, facilitate or take direct responsibility for sub-groups within a visit **MUST have undergone Visit Leader Training within the last 4 years.**
- Prior to a non-residential educational visit taking place, **permission must be obtained from the headteacher** by applying in the form of a written letter/email. If the visit is **residential** (i.e. involves at least one overnight stay), permission must be obtained from the **headteacher and from the Governing Body** by applying in the form of a written letter/email.
- Application letters/emails for prospective visits must outline the educational aims/purpose (use the [Planning and Negotiating Provider Learning Outcomes mind map](#)) and destination of the visit, the dates of travel, the cost and the proposed numbers of staff and pupils taking part.

## Planning Educational Visits

### STEP 2: Planning

- Once permission has been granted, complete the '[Application form for the Approval of an Educational Visit](#)'. Once this form has been completed, send a copy to Mr McClarey, Katy Hickman, Sue Stock and Paul Coward (EVC).
- Make a copy [of this itinerary](#) and share it with Paul Coward.
- If staff cover is required, it must be arranged with and approved by Emma Duell by completing an Absence Known in Advance form (AKIA form) which must be given to Mr McClarey.
- If the visit is to take place during school hours, permission for students to miss lessons must be sought from the relevant Heads of Department i.e. for each subject in which students will miss lessons.
- Subject teachers must then be notified of which pupils will be absent from their lesson. Teachers should be given adequate notice (i.e. at least 7 days), in order that they may arrange for pupils to catch up on missed work.
- If the visit is more than 50 miles from school and/or involves a hazardous or adventurous environment (e.g. rock climbing, walking in open countryside or all water-based activities), the EVC must notify Worcs. County Council using the on-line Evolve system. In order to do this, your 'Application for the Approval of an Educational Visit' form **must be emailed to/shared with Paul Coward**. This needs to be done **as soon as Mr McClarey has given permission for the visit to go ahead**.
- If a visit will take place outside college hours e.g. on a weekend or returning after 4.00 pm, then one of the senior leadership team is required to act as a home-based contact (see Lisa Burfitt to find out which senior leader is on duty at that time).
- If you are undertaking any kind of outdoor or adventurous activity, it is essential that you check that the centre you plan to use has licences in the activities that will be undertaken e.g. AALS License, Learning Outside the Classroom Quality Badge or Adventuremark (see EVC if unsure).
- If you have any concerns about the behaviour of any students involved in the visit, discuss this with the Head of Year.

## Planning Educational Visits

### Charging Policy

If the principal purpose of a venture is a statutory requirement of the National Curriculum or part of the syllabus of a public examination or to fulfill any statutory duties relating to Religious Education, then no charge may be made for either education or transport.

- If more than half of the time taken up by a visit is during school hours, it is deemed to take place during school time and no charge may be made for education or travel. Charges may be made for board and lodging but all other costs must be met through voluntary contributions.
- If no charge may be made for an activity, then payment must be sought through voluntary parental contributions. It must be made clear in letters to parents that charges are not compulsory, but if parents choose not to contribute then the visit may have to be cancelled if it is not financially viable.

If a visit meets the following criteria, then the text in blue must be added to letters home to parents:

- the visits is wholly within curriculum time;
- a charge is to be made;
- it has direct relevance to the curriculum in any subject area.

"Parents/carers or guardians of Free School Meal, Looked After and Service Children may be eligible through the Pupil Premium Grant for assistance with the cost of Educational Trips and Visits.

An application form for funding is available from Mr McCormack."

If a visit is recreational, is not related to the curriculum or is wholly outside normal college hours, then the Pupil Premium Grant may not be used to fund it.

## Planning Educational Visits

### STEP 3: Documentation

These forms should be completed and handed-in to the headteacher at least 7 days before the visit is due to take place. The Party Leader should also keep a copy of all forms.

- [‘Application form for the Approval of an Educational Visit’](#);
- The letter for pupils/parents needs to be written and given out to pupils and/or sent home to parents. Exemplar letters can be viewed [here](#).
- [Parental Consent/Medical Form](#). If an activity is close to the college and is part of the planned curriculum then a parental consent form is not required as long as parents are given notice that their child will be taken off-site e.g. it could be written in a letter to parents with a reply slip for parents to sign and return.

This notice can be given in the form of a general college/departmental letter sent to parents at the start of the academic year.

- [Generic](#) and [specific risk benefit analysis](#) forms must be completed (all activities and areas encountered on the visit must have a separate risk benefit analysis form e.g. coach travel, shopping trips, museums, galleries, canoeing, sailing, swimming etc.);
- **It is vital that all sport and leisure activities are separately risk assessed**, especially high-risk activities e.g. walking in open countryside, any activity near water, snow sports and adventure activities etc.;
- For residential visits, **accommodation must be risk assessed separately** and must consider the following: fire drill procedures; adequate gender separation in rooms/areas of the accommodation; adequate ventilation; bathroom and toilet facilities and washing and drying facilities.
- Remember: [Risk Benefit Assessment](#) is a **statutory requirement and a written record must be kept**.

Use [this guide](#) to help you complete a risk benefit analysis, or see the EVC for advice. Risk benefit analysis/risk assessment is an ongoing process and changing circumstances must be taken into consideration.

This involves professional judgements regarding group management and behaviour of individual students, in response to changing circumstances. It is critical that control measures are monitored and confirmed or adapted as required.

It is these ongoing decisions that will determine the safety of the group and success of the activity.

## Planning Educational Visits

The school office, the home-based contact\* and the Party Leader must also have copies of the following information:

(\*please see Lisa Burfit for the name of the Senior Leader who is timetabled as home-based contact during the time of your visit)

- Lists of all staff and students accompanying the visit (this must be correct for the day of this visit e.g. not include any students who are absent and are therefore not on the visit);
- A detailed itinerary;
- Mobile number of party leader;
- The LEA emergency contact numbers: 07624 909756 (24 hr. service);
- Addresses and telephone numbers of staff next of kin;
- Copies of [Parental Consent/Medical Form](#);
- Insurance Policy details i.e. a photocopy of the policy schedule.

**The Party Leader must also hold copies of the following:**

- Emergency contact numbers of the home based contact (kept electronically on a password locked device).
- Scans of the consent forms: electronic copies must be kept as a **password-protected file** on a **password-protected** locked device i.e. phone/tablet. **Having paper copies of the consent forms is optional** (To comply with **GDPR regulations**: paper copies of the parental consent forms **must not be left unattended at any time**; they must be kept with the Party Leader or locked in a safe (**not** left in a hotel room).

Paper copies with pupil lists and contact information should refer to pupils and parents with initials only (i.e. JS for John Smith); this list can then have medical information and parents' contact numbers on it.

- Lists of all staff and students accompanying the visit (this must be correct for the day of this visit e.g. not include any students who are absent and are therefore not on the visit);
- It is good practice to provide every pupil with an ID card with the accommodation (if applicable), school and party leader's contact information (this **must be a school phone** and **not** the party leader's personal mobile phone number) on it. Click [here](#) for an example.

## **Planning Educational Visits**

- A detailed itinerary; here is the '[Visit Itinerary](#)'. This is **compulsory** for overseas visits.
- [Injury Report form](#): if there are any injuries that require hospital treatment, use this form to record the details of the circumstances leading to the incident, how it was dealt with and of any treatment given. Upon returning to college, report the incident to the staff in pupil reception who will complete the online accident record;
- The [Worcs. County Council Emergency Telephone Number](#): **07624909756** (follow the link for a printable card).
- Visit leaders should take a copy of the '[Emergency Procedure Action Plan](#)' with them on the trip. This will help to deal with any emergencies or major incidents that occur during the visit.

Use the [SAGED planner](#) to ensure that you have planned your visit correctly.

**Any staff accompanying a visit who are not employed by this college must have enhanced DBS clearance carried out; see Rose Delord for help with this.**