



Windsor Academy Trust

Goldsmith Primary Academy

Educational Visits Policy	
Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	October 2019
Next review date:	October 2021

Educational Visits Policy Statement

1. Introduction

- 1.1 Windsor Academy Trust (WAT) is committed to child protection and safeguarding, protecting the health, safety and welfare of all its pupils/students in all of its activities. Educational visits are activities arranged by or on behalf of the academies, and which take place outside the academy grounds. WAT considers that off-site activities can supplement and enrich the curriculum by providing different experience. All off-site activities must serve an educational purpose, enhancing and enriching our pupils/student's learning experiences. Visits will usually take place within the academy day, but not exclusively.
- 1.2 It is our policy to embrace diversity and to promote inclusiveness so that all children/young people can where eligible, participate in educational visits. We may seek guidance from parents/carers to help us adapt our programme, and we will make any reasonable adjustments to our itineraries to include a child/young person with disabilities.
- 1.3 **WAT is committed to supporting off-site visits and activities aimed at:**
- **Enhancing the curricular and recreational opportunities** for our pupils/students.
 - **Providing a wider range of experiences** that could not be provided on the academy site alone.
 - **Promoting the independence of our pupils/students as learners** to enable them to experience new learning environments.
 - **Promoting inclusiveness across all years groups** in participating in short excursions and longer residential visits.
 - **Enabling our pupils/students to grow and develop**, supporting their progress in both life skills and knowledge of the curriculum.
- 1.4 The range of visits and activities may vary between our primary and secondary academies and may include, but are not limited to:
- Sporting fixtures involving travel to another school or venue.
 - Visits to local amenities (sacred spaces, towns and villages).
 - Day visits within the UK.
 - Residential visits within the UK.
 - Overseas visits including exchange visits.
 - Adventurous activities including the Duke of Edinburgh Award.
- 1.5 **WAT will ensure that its employees are provided with:**
- Appropriate guidance relating to educational visits and Council for Learning Outside the Classroom (LOtC) activity.
 - Access to training to support guidance.

- Suitable systems, processes and procedures to ensure that staff are suitably trained and are kept up to date.
- Access to advice, support and further training from appointed advisers that have proven experience and professional understanding of the guidance, the training and expectations set by current good practice.

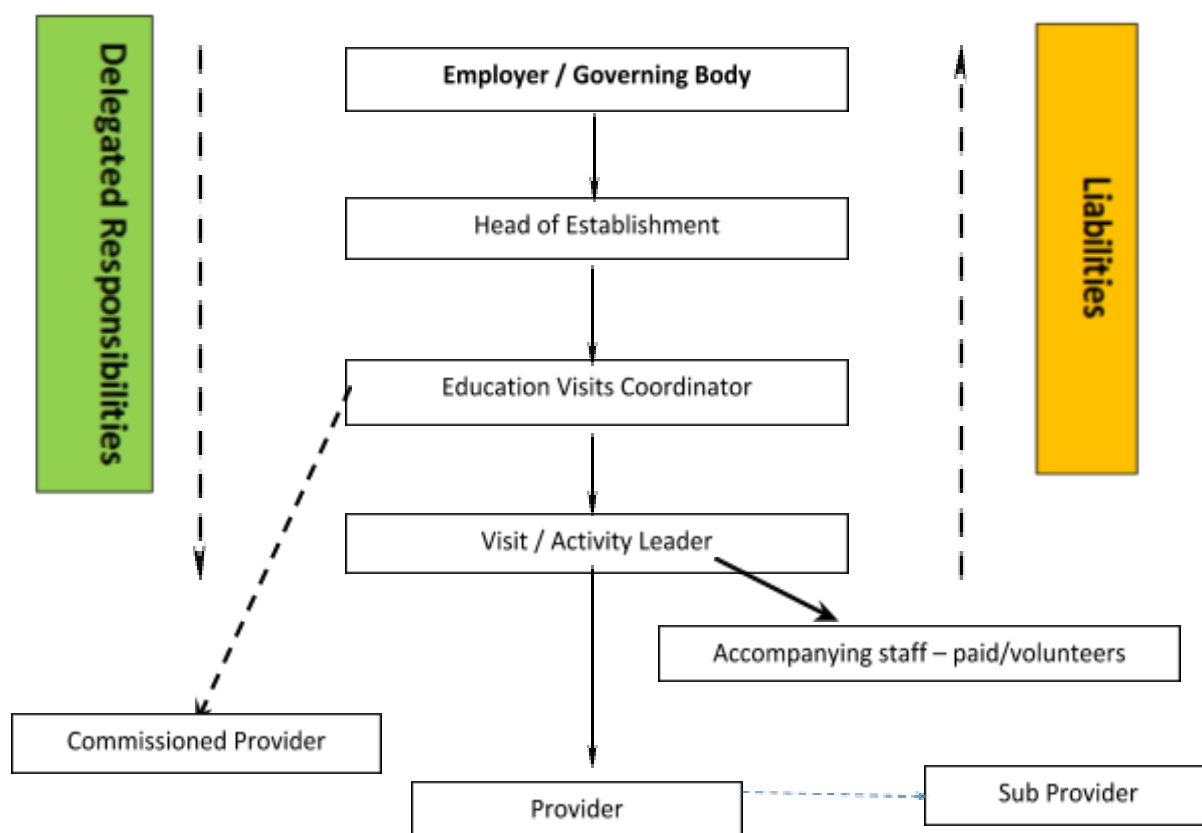
2. Purpose

- 2.1 In this policy document we seek to establish a clear and coherent structure for the planning, delivery and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum in protecting the health, safety and wellbeing of all pupils/students at all times.

3. Approach

- 3.1 WAT has formally adopted the Outdoor Education Advisers' Panel's (OEAP's) 'National Guidance' as its own Employer Guidance and is the principal source of guidance and information regarding practice for educational and offsite visits. It is a legal expectation that all employees work within the requirements of their employer guidance; therefore employees must follow the requirements of this policy in conjunction with the OEAP National Guidance. This guidance can be found on the following website:
<http://oeapng.info>
- 3.2 Where there may be variance of policy/practice between National Guidance and this policy clarity should be sought from the Headteacher or a designated Educational Visits Coordinator (EVC).
- 3.3 This policy and OEAP National Guidance is applicable to all employees whose work involves:
- Direct supervision of pupils/students undertaking experiences beyond the boundary of their normal operational base.
 - Direct supervision of pupils/students undertaking experiences that fall within the remit of Learning Outside the Classroom (LOtC).
 - Facilitating experiences for pupil/students undertaking experiences beyond the boundary of their normal base.
 - Deploying staff who will supervise or facilitate experiences for pupils/students undertaking experiences beyond the boundary of their normal operational base.

The flow diagram below illustrates the lines of responsibility and liability



- 3.4 Where an employee commissions a LOtC activity they must ensure that such commissioned agents have systems and procedures in place where standards are not less than those required by the employer and/or OEAP National Guidance.

4. Governance

- 4.1 The Headteacher will have an overview of all educational visits and make suitable arrangements for authorisation of these. The Headteacher will provide the Local Advisory Body (LAB) with an overview of educational visits and activity. The LAB will approve all visits abroad.
- 4.2 The WAT executive must be notified of the full details of all overseas or high risk adventurous educational visits for prior approval at least one month before the visit is due to commence.
- 4.3 The notification and approval process is as follows:

Category A (Defaulted if using eVisits) – Simple low risk 'everyday' activity (usually within the school day). Requested information to the EVC (normally no later than 6 weeks prior to the visit). These visits will normally be checked / approved by the Educations Visit Coordinator (EVC).

Category B (Default or Overnight if using eVisits) – Medium risk activities. Requested information to the EVC (normally no later than 8 weeks prior to the visit). These visits will normally be checked / approved by the EVC and if appropriate by the Outdoor Education

Adviser.

Category C (Adventure or Abroad eVisits) – Higher risk activities. Requested information to the EVC (normally no later than 6 months prior to the visit). These visits will be checked / approved by the EVC / Headteacher / Outdoor Education Adviser.

- 4.4 This procedure may be facilitated by a suitable electronic system.

5. Education Visits Coordinator

- 5.1 A competent appointed group leader will be responsible for running the activity. This will normally be a teacher or employee of the academy.
- 5.2 The academy's EVC will support the planning and management of all off-site visits as required. The duties and role of the Headteacher and the EVC should be considered in conjunction with WAT's Health and Safety Policy and procedures
- 5.3 The EVC is responsible to the Headteacher for ensuring that:
- There is careful planning and preparation of the trip to include a suitable and sufficient assessment of the risks and benefits of all activities.
 - The academy procedures for educational visits are implemented and adhered to.
 - All academy visits comply with all regulations in every respect.
 - Off-site activities are properly supervised, and that the pupils' health, safety and well-being are paramount.
 - The competency of all supervising staff and volunteers is checked.
 - Staff involved in educational visits are fully aware of their responsibilities regarding the off-site policy and have access to it.
 - Risk assessments (as appropriate) are completed by the visit leader well in advance
 - support is provided to the Headteacher and the LAB in their decisions regarding approval
 - Related staff training is organised.
 - All accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks
 - Records of visits are kept in accordance with the WAT Information and Records Retention Policy and statutory and legislative requirements to ensure compliance
- There is access to suitable generic assessments of the risks (for example road-crossing) where there are frequent/regular visits to local venues (for example a swimming facility).

6. Responsibilities of Staff

- 6.1 Staff arranging or otherwise involved in educational visits/off-site activities must familiarise themselves with this policy and the regulations, advice and procedures available through OEAP National Guidance <http://oeapng.info>.
- 6.2 Where staff are proposing to arrange an off-site activity, they must seek and obtain prior written approval which should be retained/recorded and a comprehensive visit plan should be provided by the member of staff to allow an informed decision to be made.
- 6.3 For academies using the eVisits system, this system contains details of providers who hold the Council for Learning Outside the Classroom Quality Badge. These providers do not require safety or quality checks.

Risk Assessments

- 6.4 Staff planning an off-site activity should, where possible, make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the visit leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils/students. They will also consider the venue's own approach to security and to health and safety. Venues providing their own staff led activities or organising events will have their own risk assessments in place for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if she/he lacks the skills required to make informed judgements about the risks it may involve. The EVC will not give approval for the visit unless satisfied with the venue, its staff and their risk management procedures.
- 6.5 A risk assessment must also cover transport to and from the venue.
- 6.6 A copy of the completed risk assessment must be retained/uploaded on the recording system and sent to the EVC. All adults supervising on the visit should also receive a copy of the completed risk assessment.
- 6.7 It is important to assess and record any significant health, safety or security issues that are identified during the preliminary assessment. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of any preliminary visits will be met by the academy, and should be built into the overall financial arrangements for the visit itself.

7. Effective Supervision

- 7.1 Effective supervision should be determined by consideration of the following:
- Age of pupils/students in the group.
 - Gender issues.
 - Ability of group including special or differing needs.
 - Nature and location of the activity.
 - Staff experience/competence.
- 7.2 Visits should normally have sufficient employees taking part to provide the following ratios:
- Years 1 to 3: 1:6
 - Years 4 to 6: 1:10
 - EYFS - There should be at least as many adults to children as there would be in the classroom and depending upon location of trip and associated risks this is to be agreed with the Educational Visit Coordinator prior to the trip being authorised. Please see **appendix one** for EYFS Ratio guidance.
- 7.3 **Please note:** These are **minimum** requirements, and may **not** provide adequate supervision in all cases. Please remember that 3rd party provider 'free staff place' ratios may not reflect those shown above.

8. Staff Competence Requirements

8.1 Education Visits Coordinators: -

- There will be at least one nominated senior member of staff to act in the capacity of EVC.
- The EVC will undertake formal OEAP revalidation on a minimum 3 year cycle
- EVCs should be specifically competent, ideally with practical experience in leading and managing a range of visits.

8.2 Visit Leaders: -

- Leaders should be current in their knowledge and expectations regarding good and safe practice.
- It is recognised as good practice for newly qualified staff or staff involved with higher risk activities to attend recognised OEAP Visit Leader Training for which there is no current requirement to revalidate.

8.3 The EVC will support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits.

9. First Aid

9.1 Before undertaking a visit the Visit Leader should assess the level of first aid cover required. Whilst there is no statutory requirement for qualified first-aiders all staff should have a good working knowledge of first aid and ensure that a first aid kit is available. They should also be familiar with how to contact the emergency services.

9.2 The minimum first aid provision for a visit is:

- A suitably stocked first aid kit.
- Person/persons appointed to be in charge of first aid arrangements.

9.3 Other considerations when considering first aid include:

- Numbers in the party and the nature of the activity
- Likely injuries and how effective first aid would be
- Duty of Care requirements
- Distance to the nearest hospital
- Venue/providers first aid availability
- All minibuses are required by law to carry a first aid kit

10. Disclosure and Barring Service (DBS) Checks

10.1 Employees and volunteers who work are working in Regulated Activity either with young people or carrying out certain activities for adults, must undergo an enhanced DBS check as part of their recruitment process. With specific reference to LOTC activities and Offsite Visits, Regulated Activity for Children is defined as any adult (staff or volunteer) carrying out **unsupervised** activities **at least once a week, 4 or more days, or once overnight** (between 2am and 6am) **in a 30 day period**.

10.2 For the purposes of this guidance, “activities” are to: teach, train, instruct, care for or supervise children, provide advice/guidance on well-being, provide relevant personal care, e.g. washing or dressing, or drive a vehicle only for children.

10.3 Volunteers used on a temporary or occasional basis or supervised volunteers no longer

fall within the scope of regulated activity and are not entitled to an enhanced DBS with barred list check, although the academy can still carry out an enhanced DBS without barred list check. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

10.4 It is normal practice that all academy staff (employees / volunteers) having access to pupils/students will be DBS and barred-list checked.

- The use of volunteers should only be permitted by the Headteacher or EVC. Permission will be based on knowledge of the volunteers and their previous experience and training.
- All volunteers will require a current DBS check.
- Volunteers have responsibility to follow the instructions of the visit leader.

11. Transport

11.1 Careful consideration must be given to planning transport to support educational visits in accordance with local policy for the use of school minibuses and national guidance <http://oeapng.info>. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and therefore staff must follow statutory and good practice requirements – coaches/private cars/minibuses/public transport.

Minibuses

11.2 The driver of the vehicle cannot safely drive and supervise passengers at the same time. Therefore a risk assessment should be undertaken to ascertain the likely behaviour and individual needs of pupils/students.

11.3 Considerations should include –

- The length of the journey and time of day when it takes place
- The nature of the group (age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey
- The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers)

11.4 Based on an assessment of these factors, it may be prove satisfactory to have only a driver present in the vehicle (no supervisor/s). It may also demonstrate the need for additional staff to share driving duties or to act as supervisors.

11.5 Any driver should have access to a mobile phone and have available school contact details in case of difficulty or emergency.

11.6 Where more than one minibus is being used to provide transport to the same destination vehicles should normally travel in convoy.

11.7 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Staff using Private Cars

- 11.8 Staff must consult the EVC / Headteacher regarding the use of their own vehicles. Should permission be granted it will be subject to the following –
- The vehicle has tax and is roadworthy
 - The driver has business use insurance cover
 - Parents/carers have given permission
 - Child seat and seat belt laws are adhered to
- 11.9 Child and Seat Belt laws state that children in cars, vans and other goods vehicles must be carried in an appropriate child restraint from birth until either they are 135cm (4'5") tall or 12 years old, whichever comes first. There are very few exceptions (the rear of mini-buses being one). They must then use a seat belt (although it would be preferable to use a booster seat until they are 150cm (5') tall).
- 11.10 Where possible there should be 2 staff present in the vehicle and there should be male and female staff present if there are male and female students.
- 11.11 Academies may charge parents/carers if their children are transported by the school. The charge covers the expenses of the journey only; no profit is made from this.

12. Charging for Visits

- 12.1 WAT has a Charging and Remissions policy which outlines the arrangements for charging for Educational Visits.
- 12.2 The costing of off-site activities should include any of the following that apply:
- transport
 - entrance fees
 - insurance
 - provision of any special resources or equipment
 - costs related to adult helpers
 - any refreshments the school has opted to pay for
 - Administrative costs
- 12.3 The timetable for the payment of parental contributions should allow the EVC to make a decision regarding the financial viability of the activity in reasonable time.

13. Insurance

Pupils/Students

- 13.1 The academy provides limited Insurance cover for pupils/students regarding delays / curtailment, personal belongings or accidental personal injury. Visit Leaders should check that the Insurance cover in place is sufficient.

Staff

- 13.2 Employer's Liability Insurance is a statutory requirement and academies must hold a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to persons who are acting in a voluntary capacity as assistant supervisors.
- 13.3 The academy must also hold Public Liability insurance, indemnifying it against all claims

for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

- 13.4 Some level of Personal Accident Insurance is provided for all employees in the course of their employment, providing predetermined benefits in the event of an accident. Staff are advised to consider taking out additional personal accident cover privately, or obtain cover through a professional association.

14. Communication with parents/carers

- 14.1 The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/carers must give their permission in writing before a child can be involved in any off-site activities.
- 14.2 For simple low risk everyday activities taking place within the academy day (including after school sports fixtures), a one-off permission / consent slip will be sent out to parents / carers at the point of admission (blanket consent).
- 14.3 For medium or higher risk activities specific consent must be sought from parents /carers.

15. Emergency Planning and Critical Incident Support

- 15.1 A critical incident is an event where any member of the group undertaking an offsite activity has:
- Suffered a life threatening injury or fatality
 - Is at serious risk
 - Has gone missing for a significant and unacceptable period
 - Or an event which is beyond the normal coping mechanism of the Visit Leadership Team
- 15.2 The academy must provide an emergency 'base' contact number which should be carried by visit leaders at all times during an offsite activity. This should only be used in the case of a genuine emergency. Under no circumstances should these numbers be issued to students or to their parents/carers.
- 15.3 For medium and higher risk visits parents /carers may be issued with the academy's mobile number carried by the visit leader, in case they need to speak urgently to the visit leader, accompanying staff or students.
- 15.4 The visit leader needs to ensure that they collect phones, first aid kits, emergency action plan cards and the first response emergency recording sheet before they depart on a visit or activity from the EVC administrator.

16. Further Health and Safety Considerations

- 16.1 All adults accompanying a party must be made aware, by the visit leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the academy number, but where an

- activity extends beyond the normal school day the home or mobile telephone number of the designated emergency 'base' contact person should be provided.
- 16.2 Before a party leaves school the EVC administrator or academy office should be provided with a list of everyone, pupils/ students and adults, travelling with the party, together with a programme and timetable for the activity.
- 16.3 The safety of the party, and especially the pupils/students, is of paramount importance. During an activity the visit leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils/students are both safe and well looked after at all times.
- 16.4 Prior to an activity, if it is felt that the behaviour of an individual pupil/student is likely to compromise the safety of others or the good name of the academy/Trust, the visit leader should discuss with the EVC the possibility of excluding that pupil/student from the activity.

17. Visit Leaders' Planning

- 17.1 Visit leaders must be familiar with the contents of this policy document and relevant information available through OEAP National Guidance. The EVC is available to provide advice or support if required.

18. Visit Plan

- 18.1 The visit plan for intended educational visits must include the following:
- risk assessment
 - report on preliminary visit/assessment
 - applications for approval of visit
 - general information
 - names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
 - travel schedule
 - accommodation plan (where applicable)
 - full plan of activities
 - fire precautions and evacuation procedures (where applicable)
 - intended arrangements for supervision
 - insurance arrangements for all members of the group
 - emergency contacts and procedures
 - general communications information
 - guidance for visit leaders
 - guidance for the emergency contact and Headteacher
 - medical questionnaire returns
 - first-aid boxes

19. Monitoring

- 19.1 The academy will periodically review arrangements, develop and share best practices and learning by ensuring that there is sample monitoring of visits and LOtC activities. Monitoring will be in keeping with the recommendations of OEAP National Guidance. Updates will be provided to the LAB and Board of directors on any matters warranting specific attention, particularly those matters that have wider implications for the Trust.

20. Retention of Records

- 20.1 The retention of documents and the circumstances in which records should be retained are outlined in the WAT Information and Records Retention Policy. Records should be kept in accordance with statutory and legal requirements. Information relating to personal data should only be retained if there is a clear need to do so.
- 20.2 Any records carried by the visit leader and accompanying staff containing personal information should be disposed of after the visit in accordance with WAT's Data Protection policies.

In the event of an accident

- 20.3 Reference should be made to WAT's Health and Safety Policy. Whenever there has been an accident or incident the academy will consider whether the nature of any accident or incident might, in the future, give rise to an insurance claim or a civil claim for damages. Where this is considered to be a possibility, or where an incident was reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR), sufficient information regarding the visit and incident will be retained to allow for an investigation, and, if necessary, defend any actions:
- Full details of the incident and any related report/witness statements/follow-up actions.
 - The plan for the visit (including risk management and individual care plans)
 - Names of the pupil/students and adults on the visit.
 - The programme of activities that took place on the visit.
 - A copy of the information about the visit sent to parents prior to the visit.
 - A copy of the completed parent/carers consent form(s) for anyone directly involved in the accident or incident.
- 20.4 Due to the time limits on civil claims for negligence, such records should be kept in accordance with the WAT Information and Records Retention Policy and with statutory and legal requirements.
- 20.5 Other policies and procedural documents related to this policy include:
- Health and Safety
 - Emergency and Business Continuity policy, plans and procedures
 - Charging and Remission Policy
 - Inclusion/Equality/SEND
 - Student/Staff Behaviour
 - Child Protection and Safeguarding
 - The Duke of Edinburgh's Award
 - School Minibus
 - First Aid
 - WAT Data Protection Policies

21. Local Arrangements

- 21.1 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored to meet the needs of their own local circumstances. Such arrangements will be supported and informed by WAT's Health

Safety Advisor and other specialists advisors. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. A reference copy of the full document is to be kept in the academy premises and must be readily available.

22. Communication

- 22.1 This policy statement must be brought to the attention of all members of staff involved in arranging or delivering educational visits.

23. Policy Review

- 23.1 This policy and local arrangements will be reviewed regularly and as a minimum on a two yearly basis.

Appendix 1

In the table below we have summarised the staffing ratio and qualification requirements for different settings teaching children from under 2 years old to reception age. These requirements are set out on pages 23-26 of the statutory [Early Years Foundation Stage \(EYFS\) framework](#).

Age of children and setting	Number of staff	Qualification requirements
Children under 2 years old in any EYFS group setting	<ul style="list-style-type: none"> At least one member of staff for every 3 children 	<ul style="list-style-type: none"> At least one member of staff must have a full and relevant level 3 qualification, and suitable experience of working with children under 2 At least half of all other staff must have a full and relevant level 2 qualification At least half of all staff must have received training that specifically addresses the care of babies In the judgement of the provider, the member of staff in charge of a room for children under 2 must have suitable experience of working with children in this age group
Children aged 2 in any EYFS group setting	<ul style="list-style-type: none"> At least one member of staff for every 4 children 	<ul style="list-style-type: none"> At least one member of staff must have a full and relevant level 3 qualification At least half of all other staff must have a full and relevant level 2 qualification
Children aged 3 and over in maintained nursery schools and nursery classes in maintained schools	<ul style="list-style-type: none"> At least one member of staff for every 13 children 	<ul style="list-style-type: none"> At least one member of staff must be a 'school teacher' At least one other member of staff must have a full and relevant level 3 qualification

Children aged 3 and over in independent schools (including free schools and academies)	<p>Where a person with Qualified Teacher Status (QTS), Early Years Professional Status (EYPS), Early Years Teacher Status (EYTS), or another suitable level 6 qualification, an instructor or a suitably qualified overseas trained teacher is assigned to the class:</p> <ul style="list-style-type: none"> · If the majority of pupils will reach the age of 5 or older within the school year, there must be at least one member of staff for every 30 children · If not, there must be at least one other member of staff for every 13 children 	<ul style="list-style-type: none"> · At least one other member of staff must hold a full and relevant level 3 qualification (where the majority of pupils will not reach the age of 5 or older within the school year)
	<p>Where there is no person with the qualifications mentioned above:</p> <ul style="list-style-type: none"> · There must be at least one member of staff for every 8 children 	<ul style="list-style-type: none"> · At least one member of staff must have a full and relevant level 3 qualification · At least half of all other staff must have a full and relevant level 2 qualification
Children in reception classes	<ul style="list-style-type: none"> · At least one 'school teacher' for every 30 children · If reception-age children are mixed with younger children, ratios for the younger and older children must be calculated and applied separately 	<ul style="list-style-type: none"> · No other requirements specified

*This KeyDoc is featured in our article 'Staffing ratios and qualifications: Early Years Foundation Stage (EYFS)'. To read the article, visit <https://schoolleaders.thekeysupport.com> and enter the reference number **1267** in the search box.*

Feb 2019

EV Administrator Checklist (Office use only)

Action Required	By who	by when	Done
Trip Leader provided with EV pack			
Set deadlines with Trip Leader/EVC		MINIMUM!!!	
EV Request Form to be returned & HT authorisation sought		<i>Min 5 weeks before</i>	
Draft letter to parents		<i>Min 5 weeks before</i>	
Date Parental written consent to be returned		<i>Min 3 weeks before</i>	
Wristband information provided		<i>Min 3 weeks before</i>	
Risk assessments obtained or completed by EVC		<i>Min 3 weeks before</i>	
Set date for EVC and Trip Leader/staff Briefing & to obtain final HT authorisation		<i>Min 2 week before</i>	
Set deadlines for completing			
Book transport + 24hr contact number available		<i>Min 5 weeks before</i>	
Date to send finalised letter to parents		<i>Min 5 weeks before</i>	
Ensure all consent forms returned for above deadline		<i>Min 3 weeks before</i>	
Create Pupil and staff essential info lists (medical/dietary and next of kin details)		<i>Min 2 weeks before</i>	
Inform catering Manager and Principal Lunchtime Supervisor		<i>Min 3 week before</i>	
Create Wristbands		<i>Min 2 week before</i>	
Submit EVC briefing to HT for final authorisation		<i>Min 2 week before</i>	
Provide pupil register for final headcount		<i>Min 2 weeks before</i>	

Copy of pupil register to attendance officer/Principal Lunchtime Supervisor		<i>On the day</i>	
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Educational Visit Request – Trip Leader to complete

This form needs to be completed as soon as trip is being considered. MINIMUM 6 weeks in advance

Trip leader Name	
EVC Name	Beverley Walker-Gordon
Date of request	
Date of trip	
Destination (incl full address/postcode)	
Year group/Class	
Departure time from school	
Return time to school	
Date set for final Trip Briefing with EVC prior to trip (minimum 2 weeks before departure)	
Minimum Staff Ratio Requirements: See Appendix 1 for EYFS ratio Guidance. Years 1 to 3 1:6 Years 4 to 6 1:10	
How many staff attending:	
Staff names attending: Designated First Aider:	
Purpose/Link to Curriculum:	

Has a pre visit been completed Yes/No/why not?	
Seek relevant Risk assessments from venue and provide to EVC	
Risk assessments for medical needs required?	
Please provide a breakdown of anticipated costs	
Number of pupils:	
Cost per pupils:	
Cost per adult:	
Please detail any other costs:	

- Please attach any supporting documents/marketing literature
- Please return completed form to the Educational Visit Administrator, Mrs L Attwood.

EV Costings

Office use only:

Office	Finance Manager	EVC
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Transport Costs: <hr/> Details of transport booked company/seats: <hr/> <hr/> Number of Pupil Premium children attending: <hr/>	Total cost of Trip: <hr/> Voluntary contribution requested per pupil: <hr/>	Check Risk Assessment's <hr/> Cover implications: <hr/> Schedule meeting with trip leader. <hr/>
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Authorised by Headteacher _____

Date: _____

Educational Visit Coordinator Briefing Template

Deadline guidance minimum two weeks before departure

Date of briefing: Trip leader Name:

Destination:

.....

Year Group: Class:

Designated First Aider:

.....

Designated SLT/ Trip Leader:

.....

Other staff names:

.....
.....
.....

Requirement	Completed	Notes
All written consent forms received consent acquired from parent/carer		
Essential information lists for pupils/staff prepared and ready from EV Administrator		
Child safeguarding procedure/disclosure form included in EV pack		
First Aid kit and relevant medication ready to take		
Wristbands prepared and ready		
Copy of all relevant Risk assessments provided to Trip Leader and EV Administrator		
Reminder to Trip Leader: final headcount register to be completed immediately prior to departure from school. Instruct Trip Leader to give to EV Administrator, Mrs Attwood, who will photocopy register before departure		

Authorised by EVC signature:

Date:.....

Authorised by Headteacher signature:

Date:.....

Trip Leader “On The Day” checklist to be completed

Action Required	Completed
Essential information list for pupils	
Essential information list for staff	
Wristbands	
First Aid pack/medication	
Copies of relevant risk assessments	
Child Safeguarding Guidance	
Child Safeguarding Disclosure/Concern form	
Final headcount register to be completed just prior to departure- give direct to Educational Visit Administrator, Mrs Attwood	

Please ensure that you have inhalers for the children who require one.

NB: A spare school salbutamol inhaler can be kept in the first aid kit for emergency use

Goldsmith Primary Academy Telephone
number: 01922 710182

Mrs Zoey Lowe Headteacher mobile number:
07967 354990

PA to Headteacher – Emergency Direct Line:
01922 665558

24 Hour Service 01922
653252
Office Hours 01922 652026

Resilience 39a Council House
Lichfield Street
Walsall
WS1 1TP

Goldsmith Primary Academy
Child Safeguarding Guidance

In the event of a disclosure being made to you, please follow this procedure:

confidentiality – you have a duty to share this information with the appropriate people

- Listen to what is being said without displaying shock or disbelief. Reassure the child, but don't make promises you cannot keep e.g. *"Everything will be alright now"*, *"you'll never have to see that person again"*
- Do not use leading questions – e.g. *"Did he/she hurt you?"* Ask open questions such as *"Anything else to tell me?"*
- Do not ask the child to repeat the information to another member of staff
- Do try to reassure the child
- Explain that you will have to speak to Mrs Lowe, Mrs Middleton or Mrs Taylor-Janes
- Write up your conversation within 1 hour of talking to the child using the form overleaf
- Record the date and time, and sign the form
- Record statements of observable and factual things, rather than interpretations or assumptions
- As soon as possible after the disclosure (verbally if necessary should you feel a child is at risk), report to one of the following in this order:

Mrs Lowe - Head of school Designated Safeguarding Lead (07967 354990)

Mrs Middleton - Deputy Safeguarding Lead

Mrs Taylor-Janes - Family Support Worker

Disclosure / Concern Form

Name:	Class:
Date:	Time of Disclosure:
Disclosure made to:	
Nature of disclosure / concern:	
Signed:	

Action Taken:

