



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

OFF-SITE AND RESIDENTIAL ACTIVITIES POLICY

SEPTEMBER 2009

VISION:

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

GUIDING PRINCIPLES: WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

OBJECTIVES:

1. To ensure pupils have a safe, appropriate and worthwhile experience during an off-site visit.
2. To ensure there is a line of accountability for every stage in organising an off-site visit.

MONITORING (via Governors' Management Committee):

1. Throughout the academic year the committee will ask to see evidence of a wide range of interesting and worthwhile off-site visits.
2. The committee will gain evidence by reviewing visits carried out from the Head of College.
3. The chair of the committee will ask to see evidence that off-site visits fulfil the Academy's curriculum ethos and vision.
4. The committee will be provided with the findings of off-site visits from the Head of College.
5. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

REVIEWING

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

NOMINATED MEMBER OF STAFF:

HEAD OF COLLEGE

APPENDIX 1

Operating Statement

The Academy offers its students an enriched and exciting curriculum and therefore appreciates the value that off-site and educational visits bring.

Educational visits allow the students an opportunity to become inquirers and thinkers outside the restraints of their normal learning environment and in turn encourage them to be responsible and disciplined as well as tolerant and respectful for those around them.

APPENDIX 2

Roles and Responsibilities

The Role of the Governing Body

To fulfil its responsibilities for the health and safety of pupils on educational visits the Governing Body shall:

- Formally adopt the LEA Policy and Guidance on Educational Visits
- Determine and keep under review the Academy's policy on educational visits which will detail the scope and range of visits normally conducted by the Academy and the internal procedures by which visits are proposed and approved
- Ensure that the Academy's policy, enables whenever reasonable and appropriate, the inclusion of pupils with disabilities, special educational or medical needs
- Nominate a governing body committee to oversee the procedures and give approval as required by the Academy's policy on behalf of the whole governing body (governors involved should not be staff/teacher governors). [It is suggested that this role could be included as part of the work of an existing committee that has the health and safety remit and that two governors have authorisation to sign the relevant approval forms].
- Take advantage of LEA and other training and advice in order to be in a position to ask informed and reasonable questions
- Establish that each visit has clear educational objectives appropriate for the age, needs and experience of the target group
- Ensure that the Academy's policy establishes clearly the level of risk assessment information required to be seen for different types of visits in order for governing body approval to be given
- Ensure that monitoring procedures are in place to evaluate the effectiveness of policies and procedures including feedback following visits and to ensure that the Academy receives value for money
- Ensure that it is clear about its role in the event of an emergency

The Role of the Head of College

Responsibility within the Academy for the approval of visits remains with the Head of College and governors, but with the approval of the governing body, the Head of College may delegate certain of these tasks to the Educational Visits Coordinator (EVC).

The Head of College must:

- Be aware of relevant regulations and guidelines including Health and Safety responsibilities, this Educational Visits Policy and Guidance, the DCFS HASPEV Guidance and its supplements, school policies and related documents. These must be available and accessible to anyone involved in educational visits

- Take account of the above in drawing up and keeping under review the Academy's policy and procedures for educational visits
- Ensure that the educational objectives for visits are clearly defined and commensurate with the age, maturity and capability of the pupils
- Ensure that the governing body has considered and supports the nature and objectives of any planned educational visits and is provided with appropriate levels of information sufficiently in advance to enable governors to fulfil their responsibilities
- Be satisfied that all aspects of any visits, including the granting of approval, will be dealt with in accordance with this policy and guidance and the Academy's own policy and procedures
- Ensure that an assessment of the safety management systems of external providers has been undertaken prior to booking e.g. AALA licences
- Ensure risk assessments are reviewed periodically and changes are made in the operating procedures and/or control measures where identified
- Actively involve pupils in the risk assessment process to a level appropriate to their understanding, including the planning, organisation and conduct of visits
- Ensure that visits are evaluated to inform the planning and operation of future visits
- Be satisfied of the competence of group leaders to lead, manage and control pupils in the proposed setting
- Be satisfied that staff roles and responsibilities (including those of accompanying adults) are commensurate with their experience and competence to undertake them
- Ensure all staff are aware of their continuous pastoral care responsibilities (even when using a technical leader with their group) and are familiar with the Academy's child protection policy
- Be satisfied that the arrangements for supervision are appropriate, agreed and known by all concerned
- Secure the allocation of sufficient resources to meet identified training needs, including courses run by the LEA for staff and governors
- Record accidents and incidents where appropriate and report them to the governing body, LEA or HSE where required. A clear reporting system for accidents and incidents should be in place and staff must be made aware of the procedures
- Ensure all involved in visits are made aware of and understand the LEA's emergency procedures
- Ensure the Academy has emergency procedures in place in case of a major incident on an Academy visit
- Ensure that the Academy adopts a clear and effective system for recording risk assessments which is understood by those involved in visits
- Be aware of the contractual arrangements to be put in place with third party providers and the central role of the Academy in making external contracts
- Ensure that written contracts are made with the Academy and any Academy travel agent/tour operator on behalf of the pupils involved in the visit
- Ensure that all finances for the visit are controlled through the Academy's financial systems so that should any contract fail the Academy is able to withdraw further payments

Responsibilities of the Educational Visits Co-ordinator

The EVC is responsible for the planning and management of educational visits led by the Academy staff. They will ensure that Academy policies and guidance are followed. The EVC will:

- Produce an annual plan of educational visits
- Ensure that the objectives of the educational visit are achievable
- Support the Head of College and governors in their decision-making
- Be the principal contact with the LEA over visits planned by the Academy

- Confirm that the leadership of all visits are appropriate and to check staff qualifications and experience including accompanying teachers and adults
- Confirm that consideration has been given to the group concerned and the location i.e. group/site risk assessment
- Organise the induction and training of group leaders, teachers and other adults taking pupils on educational visits
- Ensure that emergency procedures are in place for each visit and that group leaders and Academy contacts know how to liaise with the LEA should an emergency occur
- Establish suitable record-keeping practices for use during educational visits e.g. medical matters, accidents and significant management decisions
- Ensure the Academy has a code of conduct applied consistently to all educational visits
- Monitor and review the Academy's programme of educational visits, establishing a clear picture of current practice and reporting on successes and targets for improvement
- Review the Academy's policy for education visits

The Role of Other Teachers and Accompanying Adults

All teachers and adults must do their best to ensure the health and safety of everyone in the group and follow the instructions of the Group Leader.

Adults should be guided in their role by teachers and must not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.

Only adults known to teachers should be given pastoral responsibilities. Instructors or other staff working for contracted organisations can support teachers and adults in their pastoral duties but cannot assume a full pastoral role.

Effective Off-site and residential activities guidelines
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TYPES OF VISIT

For the purpose of this policy the following types of visit are defined:

Local

Examples of the range of local visits include such things as a traffic census outside the school gate, taking a school team to an away fixture, special school life-skills excursions, local project work, a residential special school's evening programme, weekly swimming lessons.

Distant

These visits would always require some form of transport, but would not require an overnight stay. The test of 'distant' is the added difficulty an emergency would present over and above that on a local visit. Examples might be:

- Where a pupil is hospitalised on a local visit, the parent could be informed and arrive quickly, allowing the teacher to resume supervisory duties, but on a distant visit, the teacher may well be required to stay for an extended time with the pupil, requiring significant changes to plans
- Where there is a breakdown with transport, parents cannot easily be called upon to assist in collecting their children
- Where the distance means that the length of the Academy day is extended, and using a minibus may require two drivers

Parents must always be informed by letter of a Distant Visit.

Residential

These visits involve at least one overnight stay requiring supervisors to have 24 hours a day supervision responsibilities.

Visits can be further categorised by being overseas or involving adventurous activities:

Overseas

Overseas visits involve travel outside the United Kingdom.
Visits involving adventurous Activities (including study visits)

The activities listed below must be declared on Form EV1 and will have specific requirements associated with them for planning:

Climbing

Rock climbing (including artificial climbing walls)
Abseiling
Ice climbing
Gorge walking
Ghyll scrambling
Sea level traversing

Watersports:

Canoeing
Kayaking
Dragon boating
Wave skiing
White-water rafting
Improvised rafting
Sailing
Sailboarding

Windsurfing
Water-skiing
Powered safety/rescue craft
Snorkel and aqua lung activities
Open water swimming
Fishing

D of E Award: Bronze, Silver and Gold Expeditions

Trekking: Mountaineering
Hill walking
Fell running
Orienteering
Pony trekking
Cycling
Skiing (including dry slope)

Caving: Caving
Pot-holing
Mine exploration

Others: Camping
Air activities (excluding commercial flights)
Rifle shooting*
Archery
All forms of motor sport
High level ropes courses
Ice-skating
Paint balling*
Swimming in the sea or other natural water
Initiative exercises involving skills inherent in any of the above activities

*Managers should be certain of the educational benefits for their pupils of these activities

Study visits involving:

- Farms
- Moorland (open uncultivated land at any height above sea level) or mountain above 600m and from which it would take more than 30 minutes travelling time to walk back to an accessible road or refuge
- Rivers
- Lakes
- Coastal work (coastlines, cliffs and cliff pathways).

The list above is not definitive or exhaustive. Advice should be sought from the LEA if there is uncertainty over whether a particular activity should be considered 'adventurous' for the purpose of approval.

Approval of Visits

It is the responsibility of the Head of College within the Academy for the approval of visits, but the Head of College may delegate certain of these tasks to the Educational Visits Co-ordinator (EVC).

The Academy must notify the LEA of its plans for all visits (except non-adventurous visits) as far in advance as possible using Form EV1.

For all residential and overseas visits and all those involving adventurous activities as defined in section B8 above, approval must be obtained from the LEA unless advised otherwise on Form EV2.

The Academy does not need to obtain the approval of the LEA for local and distant visits unless adventurous activities are involved. However the LEA reserves the right to require its approval to be given in circumstances where it has any concerns about the quality of the risk assessments including the levels of competence or experience of staff involved.

Levels of Supervision

Risk assessments justify the minimum ratios. When approving visits Head of Colleges and governors must consider the age, gender, experience and maturity of all pupils involved and the nature of the planned activities, in particular the extent of any adventurous activities, to decide the level of supervision required.

Distant, Residential and Overseas Visits

The staffing ratios are set out in the tables (Appendix A) for distant, residential and overseas visits and are the **minimum** number and subject to risk assessment.

Local Visits

The Head of College is responsible for deciding the appropriate staffing and ratios for local visits. Teachers, other school staff and any adults working under the direction of the Head of College have a 'duty of care' for the pupils in their charge. The higher duty of care is held by teachers, by virtue of holding Qualified Teacher Status (QTS) and as such they will always hold the ultimate responsibility for tasks delegated to other adults.

Sixth Form Visits

The duty of care is not lessened for students above statutory school age, even though a higher degree of responsibility can be expected of them.

For non-adventurous activities, usually those associated with course work, the Head of College can decide the appropriate staffing and ratios. A teacher must still be nominated as the group leader, and the emergency plan must consider how another teacher could take over should the leader become incapacitated. For visits abroad a minimum of two teachers would still be required.

There are some visits that may be deemed within the normal expectation for individual or small groups of pupils to undertake unaccompanied. Examples of these are visits to Institutes of Higher Education (either day or overnight) or those related to interviews or work experience. Such situations would require parents to be informed (and agree) in writing beforehand.

Adventurous Activities

Most of these activities will require a higher supervision ratio.

If the Academy is using a commercial provider, it is the responsibility of the Academy to carry out a risk assessment on the qualifications of any staff employed by the provider who will be involved with the visit. For companies on the LEA approved list this will have been completed and affirmed by the LEA.

It must be stressed that staff employed by any commercial provider must not be taken into account in calculating the Academy's staffing ratio.

When using a commercial provider the group leader must pay heed to the smaller group sizes required for some of the planned activities. The staffing and planning by the Academy must take into account how the Academy staff will be able to support the supervision of the pupils in the smaller group.

Exploratory Visits

Exploratory visits must be sanctioned and approved by the Head of College and governing body in advance.

APPENDIX A

MINIMUM RATIOS ON ACADEMY VISITS

Risk assessments would have to justify why only the minimum ratios should apply.

PRIMARY AND SECONDARY PUPILS									
NUMBER OF PUPILS	20 or less	21 – 30	31 – 40	41 – 50	51 – 60	61 – 70	71 – 80	81 – 90	91 – 100
DISTANT VISITS teacher must be the party leader	1 teacher and 1 adult	1 teacher and 1 adult	1 teacher and 1 adult	2 teachers and 1 adult	2 teachers and 2 adults	3 teachers and 1 adult	3 teachers and 2 adults	3 teachers and 2 adults	3 teachers and 2 adults
RESIDENTIAL VISITS	1 teacher and 1 adult	2 teachers	2 teachers and 1 adult	3 teachers and 1 adult if more than 45 pupils	3 teachers and 1 adult	4 teachers and 1 adult	4 teachers and 1 adult but 2 adults if more than 75 pupils	5 teachers and 1 adult	5 teachers and 2 adults
OVERSEAS VISITS	2 teachers	2 teachers	2 teachers and 1 adult	3 teachers and 1 adult if more than 45 pupils	3 teachers and 1 adult	4 teachers and 1 adult	4 teachers and 1 adult and 2 adults if more than 75 pupils	5 teachers and 1 adult	5 teachers and 2 adults

Group Leader

A Group Leader must be appointed for each planned visit.

Responsibilities of the Group Leader, they should:

- Have the experience, training and qualifications to control the group and lead the team of accompanying teachers and adults
- Be conversant with good practice in planned activities including those he/she will not be instructing
- Prepare and brief the pupils, their parents and accompanying teachers and adults
- Make a comprehensive risk assessment and management plan and present it to the EVC/Head of College
- Have regard for the health and safety of the group (teachers/adults and pupils) at all times
- Determine the level of first aid that may be required and to nominate a teacher or other adult to have that responsibility
- Assess the initial and on-going suitability of the group in relation to the planned activities
- Ensure that the visit operates in accordance with the school and LEA policies and guidance

Criminal Records Disclosure

The criminal records of all staff employed to work in schools are required to be checked. The checks are necessary to prevent unsuitable people from any involvement with pupils.

Schools will need to consider responsibilities a volunteer may be asked to assume. However, the LEA's advice is that schools should seek to ensure that all volunteers are CRB-checked.

All contractor staff likely to have access to young people as part of their normal duties will need to be CRB-checked. The EVC in school should obtain assurances that this has happened.

Insurance

It is essential that the Academy has adequate insurance cover in place.

In addition, separate School Journey Insurance is required for visits abroad or in respect of those activities defined in the LEA guidelines as adventurous. Such cover is strongly recommended for any visit involving absence of one night or more, or for local or distant visits where tickets have been purchased.

The responsibility for ensuring that appropriate levels of cover in place rests with the Academy. Advice can be sought from the County's Insurance Section which can also arrange any additional cover you may require. They can also vet the adequacy of any trip insurance bought as part of a visit package and 'top up' such cover where it does not meet County standards.

Although the Trustees of the Duke of Edinburgh's Award have taken out a limited policy to cover injury to participants and helpers, any school offering the Award scheme through Buckinghamshire as the Operating Authority must ensure that additional cover is taken out to meet the normal minimum county standard.

Charging and Remissions

There are two types of financial contributions for which parents can be asked in relation to educational activities arranged by schools. These are 'permitted charges' and 'voluntary contributions' and they have different limitations as set out below.

Before any charges can be made to cover the cost of optional extras or board or lodgings both the LEA and the governing body of the school must have in place and keep under review an agreed and published 'Charging and Remissions Policy' conforming to sections 450-461 of the Education Act 1996 and to DCFS Circular 2/89.

(i) Permitted charges

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during Academy hours (which excludes the midday break). Further, no charge can be made for any education provided outside Academy hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A

charge may be made, however, for board and lodgings on any residential educational visit (subject to the provisions of the LEA and Academy's remissions policy).

If the activity is held outside Academy hours and is education other than non-chargeable education, then it is regarded as an 'optional extra'. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

When is an activity held in Academy hours?

A day visit is in Academy hours if:

50% or more of the total time (including travelling) occurs in Academy hours.

(As mentioned above Academy hours do not include the normal midday break).

A residential visit is in Academy hours if:

The number of Academy sessions missed is 50% or more than the number of half days spent on the visit (including travel).

An Academy session equates to a registration session (i.e. 2 per day).

A half-day is a 12 hour period ending at midday or midnight.

(ii) Voluntary contributions

The restrictions on charging for activities do not prohibit a school from asking for voluntary contributions.

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Voluntary contributions therefore can be used to subsidise parents of pupils who are unwilling or unable to pay the charges made and to pay the travel and accommodation costs of accompanying teachers or adults.

Letters requesting a voluntary contribution for any activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Remissions Policy

Where non-chargeable education is provided a residential visit, then the parents of a pupil who are in receipt of the following state benefits for either the whole or part of the time spent on the visit shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings:

- Income support
- Family credit
- Income based job seekers allowance or

- Disability working allowance
- Working families tax credit
- Disabled person's tax credit

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the Academy's remissions policy.

Special Education Needs and Disability Discrimination

It is unlawful for the governing body of a school to discriminate against a disabled pupil with regard to the education or associated services that are provided or offered by the Academy. There is also a duty not to treat disabled pupils less favourably than pupils who are not disabled without justification and the governing body must take reasonable steps to ensure that disabled pupils are not substantially disadvantaged when it comes to the education or associated services provided or offered.

In certain circumstances, however, a governing body may be justified in making an additional charge to parents of disabled pupils with regard to optional extras, for example, on health and safety grounds. The individual circumstances of each pupil must be considered and any charges made must be reasonable. You should contact Legal Services if considering making a charge in these circumstances.

Transport

Where the Academy asks adults to transport pupils in their cars, appropriate checks should be made to ensure:

- Their suitability to supervise pupils and
- That their vehicle is roadworthy and insured and that they hold a current valid driving licence

Transport arrangements must comply with the Council's 'Regulations for the Use of Vehicles'.

For general guidance on transport planning the Academy should refer to HASPEV Section 6.

Information and Training

The information received from the Academy on the proposal and approval forms will be logged on the LEA database. The database is being developed to provide information for schools and the LEA about the range of educational visits, the numbers of people involved the staff that have been trained and have other qualifications appropriate for educational visits and the commercial companies used by schools.

The database will automatically alert the LEA if information is not received by the due dates and reminders will be then sent to schools/the Academy.

The LEA will provide an annual programme of training for EVCs, the Principal and governors to assist them in fulfilling their responsibilities. It will also arrange a process for training Academy staff in leading educational visits. The staff training records will

automatically be cross-referenced as information received from schools/the Academy is entered.

The LEA will look at the risk assessment of school tour companies commonly used and put them on an LEA approved list. The Academy can be assured that the companies on this list have had their risk assessments checked and approved by the LEA on their behalf.

The Academy can assist greatly in this process by completing the evaluation form EV4. This gives an Academy's assessment of the centre/company, following the visit on a four-point scale. This will be updated on the database and at least annually an evaluation report will be made available to the Academy. The information collected will also be used on an annual basis during discussions with each company and influence its standing on the approval list.

The database will enable the Academy to share its experience of locations and providers more easily and should assist greatly in planning safe and enjoyable educational visits.

The Planning and Approval Process

This section is designed to provide practical guidance on the key elements of the educational visits planning process.

The approval of a visit happens at two points in the planning process.

In between these points all the significant risks are assessed and procedures agreed by which those risks will be managed at an appropriately acceptable level.

A flow chart is included (overleaf) that illustrates the four stages in the planning, approval, briefing and evaluation processes.

Stage 1: The initial approval of the outline proposals by the Academy and the presentation of initial information to parents

- Academy submits Form EV1 with details of visits to LEA as far in advance as possible
- LEA returns Form EV2 to Academy for each visit

Stage 2: The detailed risk assessment and management planning and the final approval of these plans by the Academy and, where required, by the LEA

- The final approval should be given as soon as practically possible, e.g. on a visit planned at least a year in advance this approval should be expected four months ahead of departure date

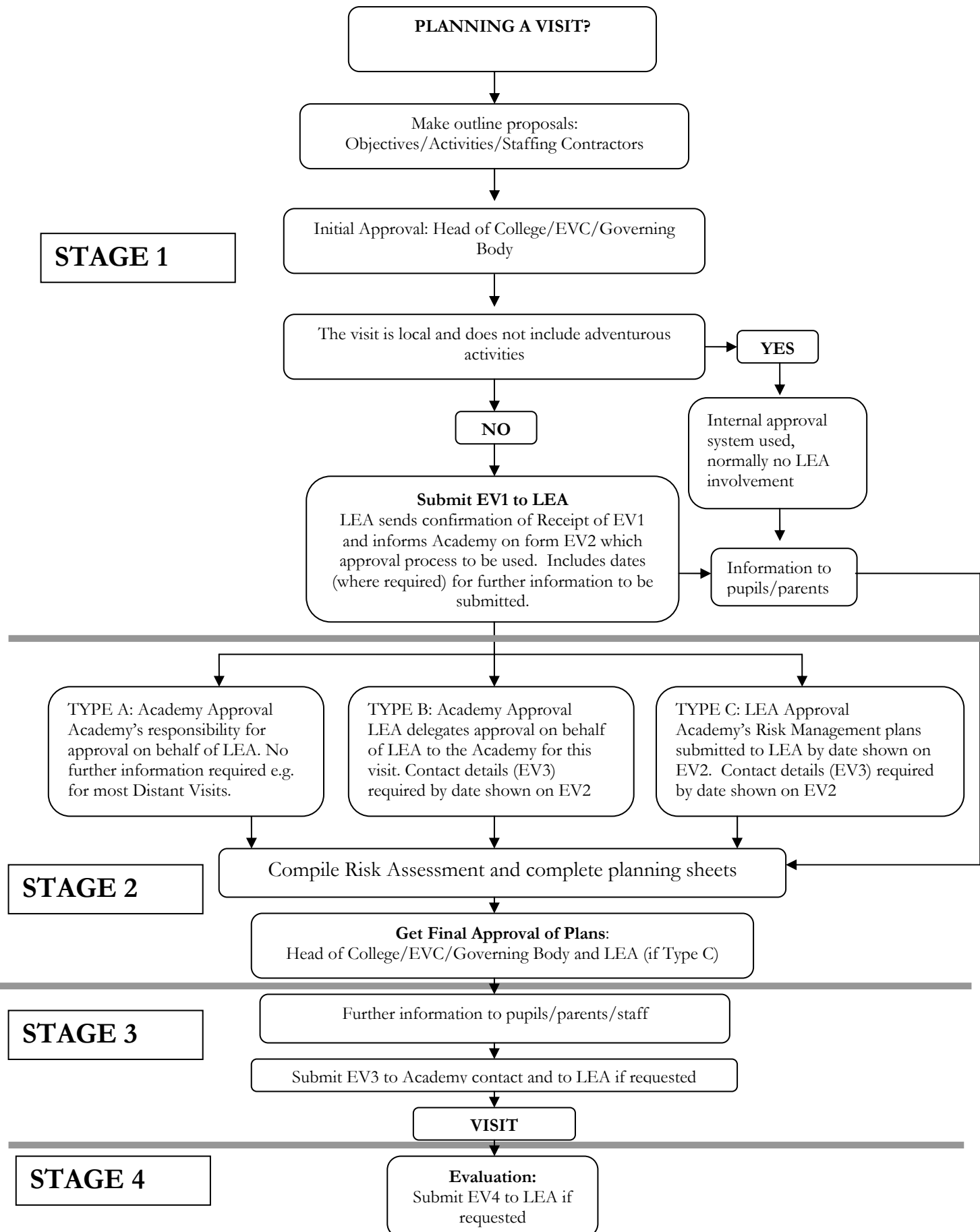
Stage 3: The briefing of accompanying staff, adults and pupils and confirmation of contact details

- Academy completes Form EV3 three weeks prior to departure and where requested sends this to the LEA

Stage 4: The Visit

- The LEA sends Form EV4 to the Academy if they have used third party providers

- The Academy returns Forms EV4 to LEA within two weeks of receipt to assist with quality assurance



The Context of Assessing and Managing Risk

Risk assessment for educational visits is simply the careful examination of what could cause harm during the visit and judging whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt (physically or emotionally) or becomes ill.

Management of risk is the procedure that results from a risk assessment. There are various people who must be made aware of the risks and how they are to be managed.

Risk Assessment

Risk assessment is principally about professional judgment, which is the ability to make sensible decisions based on experience and training.

For more significant hazards, the law requires that assessments must be recorded and reviewed. A written record must show that:

- a proper check has been made
- all significant hazards have been dealt with, taking account of all the people who will be involved
- the precautions are reasonable and the remaining risk is low

Generic Risk Assessments

These assessments will apply to an activity wherever and whenever it takes place. It would be overburdening to require written risk assessments each time the Academy travelled by coach.

A generic risk assessment, available to all schools, would result in a procedure being adopted for all its coach journeys. This generic risk assessment would need to be adapted to form a procedure that allows for the differences in transporting a group of 6 year olds and a group of 16 year olds.

The LEA proposes to establish a bank of generic written risk assessments on its Schools Extranet, which can be adopted or adapted for the more common features on educational visits, such as using a cross Channel ferry or basic lightweight camp-craft. It is hoped that the Academy will also share their experiences in submitting new or updating existing risk assessments.

Group and site-specific risk assessments

A visit to the planned venue may reveal other aspects that are a potential cause of harm or injury to the group. There is no real substitute for assessment of the on-site risks by the person who knows the composition and nature of the group.

Although first hand information can be gained from other people who have visited a site, this is a second best option. The greater the potential risks of the location and the activity, then the weaker this option becomes.

On-going risk assessments

These judgments are made during the visit and should be adjustments made because of unexpected circumstances, such as changes in the weather, or to 'fine tune' or improve the current plan.

Allocating pupils and staff to rooms at the point of arrival on a residential visit should not form part of the on-going risk assessment, but rather be part of the group and site-specific assessments completed well before departure.

Risk Management

This is the crucial outcome of risk assessment - the procedure that needs to be known to minimise the risk. It is important to identify who needs to know how the risk is to be managed for risk management to be fully effective.

Parents – need to agree to their children taking part in the programme. They must be told of all the activities their children will be involved in, how significant aspects of safety will be managed and the levels of acceptable risk that pupils will be expected to manage themselves.

The staff team – need to know their specific roles, duties and responsibilities in general and for specific groups at given times. They need to know when and to whom responsibility is passed for specific activities where higher levels of technical expertise are required.

The participants – need to be told what responsibilities are expected of them for their own safety and welfare.

Managers – the Head of College, the governors and the LEA need to know that risks have been assessed and that leaders have the training, qualifications and experience to manage them competently.

Planning Educational Visits

The following section provides a system that will help the leader to plan visits and ensure that:

- all significant risks are considered, assessed and managed
- those who need to know are informed about what the risks are
- everyone can accept their part in the management of them.

Stage 1 Initial Approval and Information to Parents

Initial Approval

Some fundamental judgments have to be made by the Head of College, with approval delegated by the governing body, to ensure that the proposed plans have addressed the key issues for educational visits and that the ethos and practice of the Academy is reflected.

The following checklist provides a useful starting point [all references in the square brackets are to paragraphs in HASPEV]:

The proposed activities, duration and venues match the age, number and maturity of

the group []

The party leader has appropriate training, experience, qualification, organisational skills, personal qualities, fitness, knowledge of the group and environment, prior experience of leading or assisting in leading the activity []

The deputy leader is able to replace the leader, should the leader leave the Academy before the visit takes place []

There will be sufficient staff with moderate experience and aptitude for the proposed group size []

The target pupil group and size have been agreed, together with criteria for inclusion of individual pupils []

There are clear principles for the choice of contracted agencies (best value) []

Specialist qualifications of the Academy and contracted staff are appropriate []

Accommodation requirements, including fire and security, have been specified as a condition of booking []

Elements of travel have been agreed as a condition of booking []

Insurance details are agreed and summarised for parents []

Outline costs have been checked and allow for contingencies []

Paying-in and accounting procedures are in place and understood []

First hand knowledge of venues and activities will be available []

A decision has been made whether or not to undertake a pre-visit []

Format of letters to parents has been checked with the Academy pro-forma []

A decision has been made to hold a parents' briefing or to send out further information by letter only []

Model Letter: Initial Information to Parents

It is critical that parents are given sufficient initial information to be able to make an informed decision on whether their child should go on a proposed visit. If, at a later date, it becomes apparent that the risks involved in the visit are greater than those described when an initial agreement to participate was made, parents must be informed of any change, otherwise a parent might justifiably claim to have received misleading information. The parent may then have the right to withdraw their child from the visit and ask for the return of all money paid.

When the Academy decides to use a tour operator to arrange the package, parents should be clear that this is the case and be provided with sufficient information from the tour operator's brochure. The Academy is responsible for the contract on behalf of the pupils,

and all funds paid to the contractor should go through the Academy's accounting procedures.

It is strongly recommended that the initial letter from the Academy should specify the 'service level agreement' expected from the travel agency in some of the key essentials e.g. the standard of accommodation (including secondary fire exits and night time security arrangements) and the standard of coach transport expected. It should also state that these conditions should apply for any unexpected changes made to the itinerary or venue.

Where the Academy organises and arranges its own visits, especially those occurring on a regular basis, then the Academy can be deemed 'a travel agency' and needs to comply with the 'Package Travel, Package Holidays & Package Tours Regulations 1992.' These regulations require that specific information must be given to those booking. In effect this amounts to no more than good practice, but it is important that the Academy makes a habit of ensuring this information is given in writing to parents.

The model initial letter for parents (overleaf) is suggested to adapt as appropriate. Further information on this aspect can be found in **HASPEV section 5, paragraphs 110 and 111.**

At the time the letter is being prepared to go to parents, the visit should be notified to the LEA on Form EV1.

On receipt of EV1 the LEA will send back Form EV2 which will say whether the visit should be approved solely in the Academy or by the LEA as well. It will indicate the latest date by which plans should be approved.

Approval is given agreeing the suitability of the planning, risk assessment and management for the visit.

Dear Parents,

EDUCATIONAL VISIT TO

A visit is being organised from the Academy for pupils in *(year groups)* to *(venue)* from *(dates)*.

The purpose of the visit is *(educational objectives)*.

The leader for the visit is *(name)* supported by *(deputy leader)* and *(number of other accompanying staff)*.

Pupils who wish to go will have a booking made with a travel agent/tour operator, by the Academy, on their behalf, and it is understood that all conditions of the booking are as laid down by the travel agent/tour operator, e/g deposits are non-returnable once they have been forwarded to the travel agents except for cancellation due to medical reasons, confirmed by a doctor. This is a condition of the travel agent/tour operator.

Additional points to include are:

- Information concerning the experience of staff in leading visits of this nature
- The name and address of the organiser (where appropriate)
- The name of the insurer and a copy of the insurance cover details (where appropriate).
- Transport details including times and departure points
- Type of accommodation, location, category (star rating) or degree of comfort and its main features
- Meals included in the visit
- The itinerary:
 - Plan A – the intended plan including all visits, excursions and other services included in the visit/package
 - Plan B – the back up plan in the event of poor weather or alternatives if the intended plan could possibly change
- Passport and visa requirements and health formalities (where appropriate)
- Deposits and stage payment timetable. The total price including extras
- Whether a minimum number of persons is required and, if so, the deadline for informing students in the event of cancellation
- The arrangements for security of money, e.g. bonding systems should the organiser become insolvent

Yours sincerely

Head of College

Stage 2 Planning, Risk Assessment and Management

It is the responsibility of the leader to ensure that a visit is well managed. The better the planning, the more effective and enjoyable the visit.

This section provides three planning tools:

1. A series of checklists to assist your planning
2. A format for thinking through risk assessments
3. A simple planning sheet to record your information

The Checklists

You only need the checklists that apply to the type of visit you are planning. Tick any boxes on the checklist that you might need to think through for your visit.

Each statement is prefaced by a letter, which gives a suggestion of what you might need to do about it:

P Requires some planning or forethought because it is information that people will need to know

J A significant decision has to be made – I can make an informed judgment or involve the rest of the staff team in the decision

G There is some risk involved with this, but a generic risk assessment is already written. I need to judge whether the control measure (or standard Academy procedure) is appropriate for this group

R A specific written risk assessment is required for this.

[All references in the square brackets are to paragraphs in HASPEV]

Individual/group procedures

R There is a clear rationale for who is included in the visit []

P Academy records have been checked to verify any individual pupil needs []

P Parental consent forms are checked for further individual needs []

J Relevant individual issues are discussed with the insurers []

P Pupils and parents understand the code of conduct for the visit []

P Contact details for parents during the visit are known []

Travelling procedures [HASPEV Section 6]

J Passports/visas []

R All transport provided meets appropriate safety standards []

G Transfer procedures (between coach/ferry, comfort stops) []

P Food and litter []

G Head count procedures []

G Lost pupil/staff procedures []

G Delay, breakdown of transport []

J Late arrival []

G Medical procedures and travel sickness []

P Food and stops en route []

Accommodation

R Sharing the accommodation with others []

R Floor plan of accommodation []

R Grouping of pupils for accommodation []

R Grouping and location of staff []

R Fire drill and emergency evacuation – are there secondary exits? []

G Signing out and in []

R Security and assistance at night []

R Location of any local hazards (busy roads, crime ‘hot spots’) []

J Pocket money arrangements []

P Emergency funds []

Daily procedures

G Code of conduct is known by pupils and signed by parents []

P Daily routines/timetables and staff /pupil responsibilities []

G Care of accommodation (bedrooms/tents/shared areas) []

P Arrangements for the storage and administration of pupils’ medicines []

P Emergency medical procedures are known []

P Duty staff are agreed []

R Using swimming pools at accommodation []

Activity procedures

All

R The daily weather forecast will be assessed against planned activities []

P Plan A and Plan B cover all activity contingencies including bad weather []

P Groups and supervisors are appropriately matched []

P Emergency contact with the group leader []

P Remote supervision is adequate []

R First aid is available and medical emergency procedures are known to all staff []

P Do staff have pupil lists? []

R Are remote supervision procedures appropriate? []

P Are pupil numbers being checked at appropriate times? []

P ‘Down time’ activities have been properly risk assessed []

Hazardous Activities

G Approval system for provider AALA, LEA etc. []

R Specific activity risk-assessment []

G Qualifications/experience of teachers conducting activities []

G Qualifications/experience of technical staff []

R Hand over responsibilities to activity staff []

G Suitability and condition of equipment []

J Match of difficulty of tasks to experience and capability of group []

G Clothing is appropriate to activities and expected weather conditions []

R Emergency evacuation plans are realistic []

R Access to school staff during activities is well thought through []

Risk Assessment

Not all aspects of planning have to result in a recorded risk assessment.

Only those that, in the professional judgment of the leader, are beyond the normal experience of the group and present a significant risk physically or emotionally need to be recorded.

Risk assessment is essentially a logical thinking process applied to an activity or situation. It begins with professional judgment (experience and training) that identifies aspects of a visit with the potential to be a hazard. Two questions are then asked:

1. Is the risk and the hazard significant (the likelihood to cause harm and the degree of harm)?
2. Is the remedy sufficient and suitable (is the remaining risk small and the procedure practicable)?

Risk assessments can be entered on the planning sheet described in the next section.

Those involved in pre-visits might find a simple form useful to take with them as a reminder. Here is an example (using a group of Y5 learning orienteering):

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is required to control the risk?
<i>Getting lost while orienteering in local woodland area. and do</i>	<i>20 pupils</i>	<i>Woodland has clearly fenced boundaries from the road. Pupils in groups of 3.</i>	<i>Equip with whistle and instructions. Keep together not move. Organise search teams.</i>

Planning Sheet

The planning sheet (overleaf) provides a format that can combine the following in one document:

- notes of planning and judgments
- the key points of the generic and specific risk assessments
- an aide-memoir for briefing key groups
- the basic information for having the visit approved

VISIT TO				
LEADER:				
ISSUE	HOW TO MANAGE IT	WHO TO BE INFORMED		
Hazard (to whom and likelihood)	What procedures will be in place	Parents	Staff	Pupils

Stage 3 Further Information to Parents

As the planning for the visit proceeds, parents will need to give their consent for their child to take part (use the model visit consent form). It is imperative that parents know the full details of what they have consented to in agreeing that their child can take part in a non-routine Academy visit.

As an early part of the planning process a decision should have been made as to whether a parents' briefing meeting would be arranged or whether a letter would provide those details.

To enable parents to ask any further questions, it is wise to give the contact name and details of the group leader.

When parents are unable to attend a briefing and cannot meet at another time with the group leader, they should receive a letter with all the briefing information.

At least three weeks prior to departure **Form EV3** should be completed and, where requested sent to the LEA. (Copies should be taken on the visit as well as being left with the Head of College and the school contact. The LEA will check that this information has been received.)

Stage 4 Post Visit

The Educational Visits Co-ordinator should ensure that all visits are evaluated.

This evaluation should focus on two aspects:

- the extent to which the aims of the visit were successfully met
- a review of the planning process

The review of the planning process should be an opportunity to review the appropriateness of generic and specific risk assessments, to look at any 'near misses' and to praise the effectiveness of the planning and the work of the staff. By doing this the Academy's procedures for visits will be improved and staff development needs and opportunities can be identified.

Useful documents for such a review could be the initial completed planning sheets and the **Model Form 5** from **HASPEV page 51**.

Finally, if a third part provider was used for the visit the LEA will send **Form EV4** to the school for completion. Comments supporting any judgments will be used by the LEA Outdoor Education Adviser in annual discussions with third party providers about their inclusion on an LEA approved list. This list – available on the Extranet – will be updated regularly to reflect the ratings given by Buckinghamshire schools/Academy.

Emergency Procedures

This section describes the actions to be taken in the event of a grave emergency, ie any incident that involves serious injury or fatality or which is likely to attract media attention.

Lower level emergencies such as less serious injury, serious misbehaviour or transport problems will normally be dealt with by the Group Leader in consultation with the Academy Contact and/or Head of College. Where appropriate the necessary accident/incident reports must be completed.

Copies of this section should be held by Head of Colleges and Academy contacts.

Academy Contacts

Prior to all visits, all involved must be fully aware of the arrangements to be put in place should an emergency arise. As part of the planning and preparation for all visits an emergency Academy contact should be identified. For residential and overseas visits and those involving adventurous activities, the Academy is required to identify two Academy Contacts whose details should be provided to the LEA on Form EV3.

In other cases where visits occur outside Academy hours an Academy contact may be considered advisable. The Academy Contact should normally be a senior member of staff and be contactable quickly and easily. The Academy's Contact's responsibilities should include the following:

- To be available to be contacted by LEA officers following the initiation of the Grave Emergency Procedure by the Group Leader
- To act as a link between the LEA and the school immediately following an emergency incident and until such time as alternative arrangements are agreed and established e.g. Incident Control Centre set up at County Hall
- To hold details of all members of any group (names, next of kin, contact numbers, etc). (Model Form 8 in HASPEV could be a useful way to present this information)
- Following liaison with the Head of College (where possible) be ready to join the County Incident Team at County Hall
- In a grave emergency where the Group leader has contacted the Academy Contact direct, to initiate the Grave Emergency procedure as set out above under "Actions to be Taken by Group Leader
- Depending on the circumstances and following discussions with the LEA and, where possible, the Head of College or other senior Academy staff, to communicate with parents/guardians when a party member is involved in an accident or taken ill or hospitalised. (This is a less traumatic and more reassuring way of notifying the parents rather than the Group Leader trying to contact the parents/guardians from a remote situation)
- Arrangements in the event of staff/adult injury or illness and possible need for a replacement
- As appropriate to initiate communications with parents/guardians (e.g. cascade arrangements)

Action by the Group leader

Immediately following the incident the Group Leader should ensure that he/she has accounted for all party members and delegate a responsible adult to take care of the uninjured members of the party and to protect them from the media. It is important not to allow any member of the party to use a telephone until advised that it is in order for them to do so.

The Group Leader should assume immediate authority for activating the emergency procedures by calling the County Grave Emergency number which is operated through the Buckinghamshire Fire and Rescue Service and is available 24hrs a day, 365 days a year.

The telephone number is **01296 395959**.

Please remember, when outside the UK, to include the international dialling code i.e. 0044 (0) 1296 395959.

Calls to this (ex-directory) number go straight through to the Control Room and all conversations are recorded. If you cannot get through on this number try the main switchboard number **01296 424666** and ask for the Control Room.

When through, ask the Control Room operator to page the Duty Emergency Planning Officer. Give the operator the following information:-

- your telephone number
- your name
- the name of your school

Please ensure you leave this information before any further discussion takes place, in case you are cut off.

These details will then be passed to the Duty Emergency Planning Officer within a few minutes, who will then arrange for a senior education officer to call you back. Depending on the severity of the incident the emergency planning officer may call you to reassure you that your initial call is being acted upon.

If you have no response from anyone to your initial call after 30 minutes please call again.

If this form of communication appears to have failed then, as a last resort, please contact Thames Valley Police Headquarters and explain the position.

The telephone number is **01865 846000**

When the Education Officer calls you back please be prepared to provide the following information:

- reconfirm your name and name of your school
- your location
- some indication of the nature of the incident
- details of any casualties
- contact information.

A copy of the Incident Record sheet can be used to note down the information.

In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader. 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 action taken and conversations held. [Copies of the log sheet can be used for this purpose].

You should not make any public statements about the incident without prior approval of the County's Incident Control Team.

Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police
- Begin to make appropriate arrangements for those not injured to return home immediately
- Arrange to visit the injured in hospital and to obtain the necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays
- Obtain receipts for all expenditure connected with the incident

Action by Buckinghamshire County Council

On being notified of a grave emergency an Incident Support Team is brought into action to support the party, the Academy and parents. There are teams of senior officers briefed for this role to provide continuous support from the moment the emergency alert occurs. The team will operate from County Hall and the Head of College or a senior member of staff will be asked to join the Team immediately.

The Incident Support Team will form a continuous link with the affected party, and depending on the level of emergency, send a senior officer to the incident location. It will direct all actions, provide links with the media, rescue agencies, tour operators, insurance companies etc. As appropriate it would arrange for the return of the party or arrange transport for parents to the location where pupils are unable to travel home soon after incident.

Depending on the circumstances, a Home Support Team might be established, involving the Head of College and/or other senior staff, possible on the school premises or an Area office, to provide a contact point for information exchange and support for all families.

The Communications Team will give accurate and periodic information through press releases and arrange necessary interviews, and try to reduce the media pressure on the school and parents.

Support and counselling will be arranged for families, young pupils and staff.

APPENDIX 4

APPROVED	21 st April 2008		
REVIEW DATE	20 th April 2010		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

Forms

ANNUAL CONSENT TO LOCAL OFF SITE VISITS AND MEDICAL TREATMENT

School

Name of Pupil **Date of Birth**.....

1 I understand that my child may leave the school premises for local visits as outlined in the school prospectus and hereby give my consent for my child to participate in such visits. I also understand that my child may leave the school premises at other times when I will be informed separately by letter and when further consent will be required from me.

2 I agree to my son/daughter receiving medication as instructed and any urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I undertake to inform the Head of College/party leader as soon as possible of any change in the medical circumstances of my child, after the date below.

Signed(parent/guardian)

Signed (parent/guardian)

Date

3 I/we [names] may be contacted by telephone on the following numbers:

Work: Home

Mobile:

Home Address:

.....
.....

If the contact above is unavailable then please contact

..... who may be contacted by telephone on the following numbers:

Work: Home

Mobile

Home Address:

.....
.....

4 Name, address and telephone number of family doctor:

.....
.....

5 Does your child suffer from any conditions requiring medical treatment or medication?

Yes No

If yes please give details:

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

6 Is your child allergic to any medication or treatment? Yes No

.

If yes please give details:

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

7 When was the last time your child received a tetanus injection

.....

8 Does your child have any special dietary requirements?

.....
.....

This form should be completed when a child is first admitted to the Academy. It will be placed on the child's Academy record and will be used throughout the compulsory schooling of the pupil. If a request is subsequently made for the withdrawal of the form a note or letter to that effect will be placed on the file and the copy of the form will be crossed through stating that the form has been withdrawn and the date on which such withdrawal takes effect.

VOLUNTEER DRIVERS FORM

1	To: The Head of College _____ Academy
----------	---------------------------------------

I confirm that I am willing to use my own vehicle for transporting pupils on Academy visits. I accept responsibility for maintaining appropriate insurance cover (Social, Domestic and Pleasure). I have a current valid driving licence and will ensure that my vehicle is roadworthy in all respects.

2	Name: _____ Signed: _____
----------	------------------------------

3	Address: _____ _____ _____ _____
----------	---

4	Date: _____
----------	-------------

The LEA and the Academy reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

INCIDENT LOG

Keep a detailed log of actions and conversations as they take place. Include nature of instructions given, names, addresses, telephone numbers, each person with whom contact is established.

DATE	INCIDENT
TIME	ACTION/CONVERSATION

INCIDENT LOG CONTINUED

DATE	INCIDENT
TIME	ACTION/CONVERSATION

INCIDENT RECORD SHEET

Academy:	Date:
Party size :- Pupils	Staff/Adults
Location	
Nature of Incident: Time:	
Contact Numbers: Venue/Hotel: Your mobile: Fax: Email address:	
Details of Casualties (No/names of injured/fatalities)	
Where injured taken Tel No: Accompanying Staff	
Other information	

MEDICAL CONSENT – MODEL LETTER

Dear Parent

ACADEMY JOURNEYS AND ACTIVITIES

During the coming years, your child is likely to take part in Academy activities outside the Academy premises and perhaps also outside Academy hours. It is hoped that your child will find these events both helpful and enjoyable and beneficial.

The governing body and Local Education Authority actively support participation in such trips and acknowledge the many benefits that can be gained from them. The intention of the LEA and the governing body is that all out of Academy activities are properly organised to ensure that the highest level of benefit can be achieved and that all reasonable precautions are taken to ensure the safety and well being of your child. Indeed, the LEA has had a policy document relating to educational visits in place for many years, which the governing body follows when arranging such visits.

It is important to recognise that your child may take part in activities that involve elements of adventure, which are outside the normal range of experience in the Academy. We will, of course, provide you with full details of any such planned activities. The governing body is mindful of its duties to select appropriate visits and to ensure that all relevant risk assessments are undertaken and the necessary insurance policies taken out.

Urgent medical treatment might be needed in circumstances where it is not possible to contact pupils' parents. In this situation, I hope you would be willing to agree that the teacher leading any party may take with them a copy of your consent for any treatment required. I would be grateful if you would sign the enclosed form and then return it to the Head of College.

Yours faithfully

Head of College

PARENTAL CONSENT FOR AN ACADEMY VISIT

Academy/Group:

Pupil's name: **Date of birth**

Visit to:

From:(date/time) **To:**(date/time)

1. I agree to (name) taking part in this visit and have read the information sheet. I agree to 's participation in the activities described. I acknowledge the need for to behave responsibly.

2. Medical information about your child

Any conditions requiring medical treatment, including medication? YES/NO

If YES, please give brief details:

a.
.....
.....

Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

b.
.....
.....

For residential visits and exchanges only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

.....
.....

d. Is your son/daughter allergic to any medication? YES/NO

If YES, please specify

.....
.....

e. When was the last time your child received a tetanus injection?

.....

Declaration

I agree to my son/daughter receiving medication as instructed and any urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I will inform the Group Leader/Head of College as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Signed: **Date:**

Full name (capitals):

Contact telephone numbers:

I may be contacted by telephoning the following numbers:

Work: Home:.....

Home address:

.....

If I am not available at above, please contact:

Name:..... Tel No:.....

Address:

.....

Name and address of family doctor:

Name: Tel No:

Address:

.....

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT.
A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT**

DETAILED PLANNING AND APPROVAL FORM

EV2(A)

(Academy responsible for approval on behalf of LEA)

Visit ID no:

Establishment name:

Date of departure:		Date of return:	
Destination:		Organising agency:	
Leader:		Deputy Leader:	

TYPE 'A' VISIT

I confirm receipt of your EV1 and that the approval of this visit is delegated to the Academy in accordance with the procedures outlined in the Buckinghamshire LEA Educational Visits Policy and Guidance

**Signature..... Date
(on behalf of the CEO)**

For Academy use:

The planning and risk management for this visit has been approved in accordance with the Academy's Policy and Procedures which are in line with the Buckinghamshire LEA Educational Visits Policy and Guidance

EVC: Head of College

Nominated Governor.....

Date:.....DateDate

This signed form must be retained by the Academy with the appropriate planning and risk management procedures attached

Please note that it is essential that any changes to the proposed arrangements are notified to the Academy Management Support Team, County Hall in writing (or by e-mail) as soon as possible

DETAILED PLANNING AND APPROVAL FORM

EV2(B)

(Approval delegated to the Academy on behalf of LEA)

Visit ID no:

Establishment name:

Date of departure:	<input type="text"/>	Date of return:	<input type="text"/>
Destination:	<input type="text"/>	Organising agency:	<input type="text"/>
Leader:	<input type="text"/>	Deputy Leader:	<input type="text"/>

TYPE 'B' VISIT

I confirm receipt of your EV1 and that the approval of this visit is delegated to the Academy in accordance with the procedures outlined in the Buckinghamshire LEA Educational Visits Policy and Guidance

Signature..... Date
(on behalf of the CEO)

For Academy use:

The planning and risk management for this visit has been approved in accordance with the Academy's Policy and Procedures which are in line with the Buckinghamshire LEA Educational Visits Policy and Guidance

EVC: Head of College

Nominated Governor.....

Date:.....Date Date

You are required to send a copy of this form when signed, to the Academy Management Support Team, County Hall by _____ for monitoring purposes

You are also required to return the attached form EV3 to the Academy Management Support Team, County Hall by _____

This signed form must be retained by the Academy with the appropriate planning and risk management procedures attached

Please note that it is essential that any changes to the proposed arrangements are notified to the Academy Management Support Team, County Hall in writing (or by e-mail) as soon as possible

DETAILED PLANNING AND APPROVAL

EV2(C)

(Approval required by the LEA)

Visit ID no:

Establishment name:

Date of departure:		Date of return:	
Destination:		Organising agency:	
Leader:		Deputy Leader:	

TYPE 'C' VISIT

I confirm receipt of your EV1

Signature..... Date
(on behalf of the CEO)

Please return this form to the Academy Management Support Team, County Hall together with Risk Management Plans by _____

For Academy use:

The planning and risk management for this visit has been approved in accordance with the Academy's Policy and Procedures which are in line with the Buckinghamshire LEA Educational Visits Policy and Guidance

EVC Head of College
 Nominated Governor
 Date Date Date

Risk management plans have been approved in accordance with the procedures outlined in the Buckinghamshire LEA Educational Visits Policy and Guidance

Signature..... Date
(on behalf of the CEO)

You are required to return form EV3 to the Academy Management Support Team, County Hall by _____

Please note that it is essential that any changes to the proposed arrangements are notified to the Academy Management Support Team, County Hall in writing (or by e-mail) as soon as possible

**EV4
EDUCATIONAL VISIT FEEDBACK ON THIRD PARTY PROVIDERS**

Visit ID no:

Establishment name:

Destination:	<input type="text"/>
Date of departure:	<input type="text"/>
Party Leader:	<input type="text"/>
Name of Organising Agency:	<input type="text"/>

How would you rate the Organising Agency?

Please tick:

Very good, will use again

Good but minor issues need addressing

Would only use again if significant Issues were resolved

Will never use again

Positive comments:

Negative comments:

Signature of Party Leader _____

Date _____

As part of the LEA's role in monitoring educational visits, schools are asked to complete and return this evaluation to the Academy Management Support Team, County Hall

PROPOSAL AND INITIAL APPROVAL FORM

EV1

Establishment Name: _____

Dates of Departure and Return	Location and Name of Accommodation	Names of Leader and Deputy Leader	Age Range	No of Pupils	Activities	Names of Contracting Agencies	Visit ID (LEA use)	Visit Type (LEA use)

The proposed educational objectives, leadership and contractual arrangements for the above visit(s) have been approved in accordance with the checklist for initial approval as outlined in the Buckinghamshire Educational Visits Policy Guidance

EVC: _____ Head of College: _____ Nominated Governor: _____

This form should be sent to the Academy Management Support Team, County Hall Date sent to the LEA: _____

RECORD OF FIRST AID TREATMENT

The following are the key tasks of the person nominated to be responsible for First Aid:

1. To arrange the place and time and procedure for routine medical attention and also for 'emergency' attention during the day and the night.
2. To keep a log of injuries and illnesses occurring during the visit and the treatment administered.
3. To ensure that parents are informed of any treatment administered during the visit. This may require consultation with the group leader on more serious issues about informing parents immediately, rather than waiting until the group returns home.
4. Where pupils have received medical treatment from a qualified person (doctor, dentist, surgeon, x-ray clinic), that parents receive a written note on what treatment was administered, together with any pertinent notes (x-rays, prescriptions etc).
5. On return to the Academy, copy into the Academy's accident/incident book all those events that would normally be required to be entered. Do this even though the incident has been reported by the centre at which you are staying.
6. Where there is a serious injury/illness, in conjunction with the group leader, prepare a report (with witness statements where possible) about the events leading up to the incident and the care and treatment afterwards. These notes should be kept with the Academy's accident/incident records.

FIRST AID RECORD

Person Treated	Date	Time	Nature of Injury or Illness	Treatment or Action	Signed

CONSENT FOR SWIMMING ACTIVITIES OR ACTIVITIES WHERE BEING ABLE TO SWIM IS ESSENTIAL

Academy

Name of Pupil **Date of Birth**

SWIMMING ABILITY

- Is your child able to swim 50 metres? YES/NO
- Is your child water confident in a pool? YES/NO
- Is your child confident in the sea or in open inland water? YES/NO
- Is your child safety conscious in water? YES/NO

- 1 I would like(name) to take part in the specified visit and having read the information provided agreed to him/her taking part in the activities described.
- 2 I consent to any urgent medical treatment required by my child during the course of the visit.
- 3 I confirm that my child is in good health and I consider him/her fit to participate.

Signed Date

Full name of parent/guardian:

Telephone numbers:

Home: Work:

My home address is:
.....

Name, address and telephone number of family doctor:
.....

THIS FORM OR A COPY SHOULD BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE ACADEMY CONTACT

**CONTACT DETAILS
EV3**

Visit ID no:

Establishment name	
Destination address	
Departure date	
Return date	
Group Leader: Name and contact number(s) at location(s)	
Deputy Leader: Name and contact number(s) at locations(s)	
Organising Agency: Name and contact number	
Principal Transport Companies: Names and contact numbers	
Insurance Company(s): Name(s) and contact number(s)	

	Female	Male
Number of pupils		
Number of teachers		
Number of additional adults		

	Name	Home phone no	Mobile no
School Contact 1			
School Contact 2			

This form should be sent to the Academy Management Support Team, County Hall by _____