



# Off Site Visits Policy

Date: November 2024

Review date: November 2025

Approved by the Advisory Board: December 2024

Linked with other policies:

- Safeguarding Incorporating Child Protection
- Curriculum
- Charging
- Transport and Vehicles Policy

Signed:

A handwritten signature in blue ink that reads "S. Day" with a horizontal line at the end.

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V2	Nov 2021		Parent/guardian changed to parent/carer
		P.5	<p>Added: <b>DBS Checks</b></p> <p>In line with our safeguarding policy, all DBS checks are confirmed with the external provider for their employees, for all timetabled lessons in school. For example, East Coast College Great Yarmouth confirm all checks are completed at the start of each academic year.</p> <p>For all other 'non timetabled' trips all visits must be approved by the EVC who will report to the Headteacher. Where possible it is recommended, in line with NCC guidance and the EVOLVE approval system, for the venue to hold a 'Learning Outside of the Classroom Quality Badge'.</p>
		P.8 Appendix 1	<p>Venues and lessons added:</p> <p>Drama (Lessingham Village Hall)            Poppy Centre, Stalham (PE)            East Coast College, Great Yarmouth (Catering, Construction, Hair and Beauty lessons)</p>
V3	November 2022	P3 (now P4) Summary point 4	Removed: <i>Parental consent will be required for all visits.</i>
		P3 (now page 4)	Removed: <b>Status Recommended</b>
		P3 (now page 4)	Removed: <b>Relationship to other policies</b>
		P3 (now page 4) Arrangements for monitoring and evaluation	Removed: [The EVC] <i>is responsible for ensuring an evaluation of each visit taking place</i> and <i>Evaluations of visits are stored on Evolve</i>
		P4 (now page 5)	<b>Removed heading and paragraph: Off Site Visits Policy</b> <b>Aims and purposes of Off Site Visits</b>
		P5 (now page 6) Parental Consents	Removed: Additional written consent from parents /carers will not be required for students to take part in Level 1 visits as all parents /carers sign a form on entrance to the school to authorise these visits
		P6	[form] <i>PC/B (Appendix IV).</i> - removed

		P7 Emergency Procedures	Added paragraph re. reporting of incidents/accidents on a visit and use of <b>Medication and First Aid Treatment Administered Off Site</b> (appendix five) Emergency Procedures Checklist (app 7)
		P7	<b>Data Protection</b> Paragraph added to include retention of records
		P7 Review by LA	Paragraph removed: The LA will provide an independent reassurance check.. etc
		P8 Transport	Added reference to Transport and Vehicles Policy
		P8	Insurance: Paragraph added re. <b>Insurance</b>
		P9-22	Appendices added/amended for letters to parents/carers and checklists for visit leaders and office staff, as applicable to role.
V2	January 2023	Appendix 6	Added to checklist: paperwork to be with the Evolve Coordinator 5 working days before the visit.
		Appendices 6 and 8	Care Plans and Behaviour Plans added to be included with contact details
		P19 Appendix 6	Added: Liaise with Evolve Co-Ordinator to evaluate and feedback re. the visit (especially important to include details of any medical issues).
		Appendix 4	Replaced with <b>Drivers Declaration Form</b>
V3	November 2024	P4 Summary	'A full policy' changed to 'The Charging and Remissions Policy'
		P7 Data Protection	Change to Contact details (now kept and held securely in office for future trips).  [retention] 'until the year of the student's 25 <sup>th</sup> birthday' - removed
		P8 Transport	Walking: Staff and students wear hi-vis vests.  'Minibuses' changed to 'school cars'; Staff drivers holding a 'valid license, checked regularly with DVLA'.

## **Purpose**

The purpose of this policy is to support the school's commitment to learning outside the classroom and ensuring the safety of all children whilst on visits away from the school. By adhering to the procedures and information within the policy the potential risks to children's safety whilst on visits is significantly reduced.

## **Summary**

- The school believes that learning outside the classroom is an important part of school life and enhances the school curriculum. It will endeavour to provide a balanced range of offsite visits for each year group.
- The school follows the Norfolk Guidance for offsite visits.
- All visits will be subject to clear risk assessment procedures, including the setting of staff and volunteer numbers needed for the visit
- For local regular visits a consent form is signed at the beginning of entry to the school. For all other visits the school will obtain an individual consent form. Parents /carers may withdraw their children from any visit but must contact the Headteacher to discuss this.
- A voluntary contribution may be sought for visits that take place during the school day. The school complies with the law for charges for activities outside of the school day. The Charging and Remissions Policy is available on request from the school office.

## **Who/what was consulted?**

This policy was written by the Headteacher and Educational Visits Coordinator (EVC) based on the model policy from the Local Authority.

## **Roles and responsibilities**

The Directors have given their approval for the school to undertake off site visits and devolve responsibility for the safe organisation of offsite visits to the Headteacher.

All staff must ensure that guidelines are adhered to and the online visits booking system is used effectively. All visits must be approved by the Educational Visits Coordinator who will report to the Headteacher.

Parents/Carers must ensure that they understand and support the expectations of behaviour on school visits.

## **Arrangements for monitoring and evaluation**

The EVC will monitor the activities taking place in school. Any incidents that occur on visits will be reported to the Headteacher and Directors. Evolve is an essential tool for planning and managing educational visits, on-site activities, after school clubs and sports fixtures and can be accessed by members of staff to inform future visits. Evaluation of the impact of learning outside the classroom will be measured through annual surveys and evaluations from staff.

The school has formally adopted, through its Advisory Board, the Norfolk 'Guidance for Offsite Visits' ([www.oeapng.info](http://www.oeapng.info)) and as outlined on EVOLVE [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) Further procedures have been agreed with the Directors to ensure that this policy is adhered to.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Directors have given their approval includes:

- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- School sports teams events
- Residential visits/Overseas visits
- Adventurous Activities.

### **Approval Procedure**

The Directors have delegated the consideration and approval of offsite visits and activities to the Headteacher. The Headteacher has nominated Sylwia Czubaj as the Educational Visits Co-ordinator (EVC) and the Directors have approved this appointment. The EVC has received training by the LA.

The Headteacher has nominated the Office Secretary to implement the Office Checklist (appendix 8).

Before a visit is advertised to parents, the Headteacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system.

[www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

**Level 1** - Local regular day visits that have generic risk assessments and standard operating procedures. The school has posted a list of its Level 1 visits (See Appendix I) in the document library of Evolve and will use in-house systems to record and approve such visits. A standard set of operating procedures and general risk assessments exist for these visits.

**Level 2** - Day visits (not listed in Appendix I) approved at school level on Evolve by EVC and Headteacher.

**Level 3** - Overseas, Residential or Adventurous visits. These visits must be approved via Evolve and the LA's on-line approval gained.

### **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. Visit Leaders will be expected to follow the Visit Leaders Checklist This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

### **DBS Checks**

In line with our safeguarding policy, all DBS checks are confirmed with the external provider for their employees, for all timetabled lessons in school. For example, East Coast College Great Yarmouth confirm all checks are completed at the start of each academic year.

For all other 'non timetabled' trips all visits must be approved by the EVC who will report to the Headteacher. Where possible it is recommended, in line with NCC guidance and the EVOLVE approval system, for the venue to hold a 'Learning Outside of the Classroom Quality Badge'.

### **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and these will be recorded in a risk assessment.

### **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the students. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

### **Parental / Carer Consent**

We obtain written parental / carer consent in the Admissions pack for all level one and level two visits. For all other off-site visits and activities, the school will require written permission from parents/carers and a standard letter will be used for this purpose (Appendix III). As part of the parental consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents /carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. Parents /carers will also be required to complete a form for all residential visits

### **The Expectations of Students and Parents/Carers**

The school has a clear code of conduct for school visits based on the school's Behaviour policy and Anti-Bullying policy. This code of conduct will be part of the condition of booking by parents/carers. Students, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity once a risk assessment has been carried out to show the risk is too high despite all precautions that may be taken. The school will ensure that it meets the requirements of the Equality Act 2010. If students misbehave on a residential visit, the Visit Leader will consider whether such students should be sent home early and parents /carers will be expected to cover any costs of the journey home.

### **Emergency Procedures**

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents /carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back to the Headteacher and recorded following normal school procedures for reporting and investigating accidents. Any medication or first aid administered whilst on the trip must be recorded on the form **Medication and First Aid Treatment Administered Off Site** (appendix five) and returned to the office immediately on return.

All Visit Leaders must follow the Emergency Procedures Checklist (appendix 7)

### **Data Protection**

The Visit packs which include student contact details are returned to the office immediately upon return to school to be stored securely and checked/updated as necessary for future trips. Any documents pertaining to accidents/incidents that occurred whilst off-site are held on the relevant student file(s) for the retention period as set out in the Data Protection Policy.

### **Review by the Local Authority**

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning. All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure.

### **Charging Policy for Activities and Visits**

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

We may ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents /carers at the outset. We will also make it clear that there is no obligation for parents /carers to make a contribution, and notify parents /carers whether assistance is available. Students will not be treated any differently according to whether or not their parents /carers have made a contribution.

No child will be excluded from an activity simply because their parents /carers are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions (90% of the total cost) are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents /carers do not feel pressurised into making voluntary contributions.

### **Residential visits**

We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying students on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents /carers in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Universal credit
- Working Families Credit
- Disabled person's tax credit.

### **Transport**

The school will ensure that children are transported to and from off-site locations in accordance with All Saints Lessingham Transport and Vehicles Policy. The following modes of transport will be used:

**Walking:** Where appropriate, children will walk to off-site locations where the distance and weather are deemed acceptable. They will walk in pairs in 'crocodile' fashion. All students and staff wear a reflective hi-vis vest. Visits may have to be cancelled if an active risk assessment results in unacceptable risks being taken, i.e. blocked roads/severe weather. Routes will be planned before the visits.

**Cars:** The school has its own school cars which will only be driven by staff holding a valid license, checked regularly with DVLA.

**Coach/private hire:** For larger groups and distances where it is deemed necessary, private hire vehicles will be used.

**Own Cars/Volunteer cars:** Staff and volunteers willing to drive their own vehicles must complete the Private Car Form (Appendix IV) to confirm they hold the relevant insurance and that their car is road worthy and insurance documentation to be seen by the School Secretary. In addition, the school will ensure that any adult driving children on their own hold a current DBS check. This policy only applies to transport arranged by the school. Where transport has been arranged privately by parents, the responsibility for ensuring the roadworthiness of cars and insurance level of drivers is not the responsibility of the school.

### **Insurance**

Trips off-site are covered under the schools Public Liability Insurance.



Appendix 1

**Level 1 Approved Visit**

Swimming (Victory Pool, North Walsham)
Walk (PE/Drama/activities) Lessingham Village Hall
Poppy Centre, Stalham (PE)
East Coast College, Great Yarmouth (Catering, Construction, Hair and Beauty lessons)
Hickling Barn, Hickling (PE)
Broadland Sport Centre (PE)
Ingham field (PE)



ALL SAINTS SCHOOL  
School Road, Lessingham, Norwich, Norfolk  
NR12 0DJ  
01692 582083  
[www.allsaintslessingham.co.uk](http://www.allsaintslessingham.co.uk)  
E-mail: [office@allsaintslessingham.co.uk](mailto:office@allsaintslessingham.co.uk)



Directors: Mrs J Gardiner and Mrs R Smith  
Headteacher: Ms S Dangerfield

[date]

Dear Parents /carers / Carers

### [name of trip] – [date]

A trip has been organised for Year [ ] to visit [ ] [details of the trip] [reason for trip]

The visit will be on [date]. We will be leaving school at [time] and travelling by school transport, returning to school in plenty of time before the taxis leave at 3.15pm.

#### Important information for the session:

School uniform and suitable walking shoes must be worn. The trip will go ahead regardless of the weather, so please ensure your young person brings a coat/sunscreen. They will need to bring a packed lunch and a water bottle, ideally in a rucksack.

**Pocket money:** students are allowed to have up to [£ ] pocket money. Please make sure that any amount is put in an envelope, clearly stating the value and the name of the child and give it to the class teacher before the school trip.

In line with the school policy, mobile phones and other electronic devices are not permitted on trips.

There will be no cost for this trip.

If you have any questions, please contact me via the school office.

Kind regards,

[name of teacher]



ALL SAINTS SCHOOL  
School Road, Lessingham, Norwich, Norfolk  
NR12 0DJ  
01692 582083  
[www.allsaintslessingham.co.uk](http://www.allsaintslessingham.co.uk)  
E-mail: [office@allsaintslessingham.co.uk](mailto:office@allsaintslessingham.co.uk)



Directors: Mrs J Gardiner and Mrs R Smith  
Headteacher: Ms S Dangerfield

[date]

Dear Parents /carers / Carers

**[name of trip] – [date]**

A trip has been organised for Year [ ] to visit [details of the trip] [reason for trip]

The visit will be on [date]. We will be leaving school at [time] and travelling by school transport, returning to school in plenty of time before the taxis leave at 3.15pm.

**Important information for the session:**

School uniform and suitable walking shoes must be worn. The trip will go ahead regardless of the weather, so please ensure your young person brings a coat/sunscreen. They will need to bring a packed lunch and a water bottle (No energy drinks please) ideally in a rucksack.

**Pocket money:** students are allowed to have up to [£ ] pocket money. Please make sure that any amount is put in an envelope, clearly stating the value and the name of the child and give it to the class teacher before the school trip.

In line with the school policy, mobile phones and other electronic devices are not permitted on trips.

There is a voluntary contribution of [£ ] per student to cover [ details ]. Payment may be made by cash, cheque or BACS (please see details on next page).

**This contribution is genuinely voluntary and neither you nor your child will be treated differently if you are unable or choose not to contribute.** However, if insufficient voluntary contributions are raised to cover the cost of the visit, it may not be able to go ahead.

If you need any assistance with this cost please contact the school office on [office@allsaintslessingham.co.uk](mailto:office@allsaintslessingham.co.uk) or by telephoning 01692 582083.

Please complete the attached consent form and return it to the school office by [date]

Kind regards,

[name of Teacher]

I \*consent / do not consent to my \*son / daughter to go on the [ ] trip on [date]

I enclose a voluntary donation of £..... \*cash / cheque (cheques payable to All Saints School) [ ]

Payment has been made via bank transfer [ ]

**For payment via BACS:**

**Name:** All Saints School

**Sort code:** 20-99-21

**Account:** 73137732

**Reference:** [ ]

Student Name \_\_\_\_\_

I authorise the teacher in charge to act on my behalf in an emergency if they know it would not be advisable to wait for my agreement.

Parent / Carer Name \_\_\_\_\_

Parent / Carer Signature \_\_\_\_\_

Emergency Contact number \_\_\_\_\_

***Does your child have any medical needs we need to know about for this trip?***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\*All reply slips will be shredded when students return to school.***



ALL SAINTS SCHOOL  
School Road, Lessingham, Norwich, Norfolk  
NR12 0DJ  
01692 582083

[www.allsaintslessingham.co.uk](http://www.allsaintslessingham.co.uk)

E-mail: [office@allsaintslessingham.co.uk](mailto:office@allsaintslessingham.co.uk)

Directors: Mrs J Gardiner and Mrs R Smith  
Headteacher: Ms S Dangerfield



Date

Dear Parents /carers and Carers,

**RE: [ ] Residential Trip for years [ ]**

We are delighted to be able to inform you that we have a residential booking with [venue] for the [ ] term.

This is an exciting opportunity for our students. Listed below are just a few examples of the benefits of being able to take part across the three days.

- Personal and social development
- The ability to improve and develop their confidence, resilience and independence away from home
- The confidence to try new things, teamwork and to build self-esteem.
- Making lifelong memories – spending days and nights together creating enjoyment and life long memories that children will cherish all the way into adulthood.

The trip will take place from [dates]

Students will arrive at school, as normal on the [day] and we aim to arrive at [venue] for [time]

We will leave [venue] on [date and time] in order to return in plenty of time for the taxis, we would be grateful for your support if you're able to collect your child from [venue] on our last day, from [time]

#### **Sleeping Arrangements:**

We have recognised that staying away from home may be more challenging for some of our students. Therefore, we will be running our school minibus every day from school to [venue] arriving after breakfast, ready for the first session at 9:30am. We will then return to school for a 3:15pm pick-up.

#### **Activities we will be taking part in:**

All activities will be run by qualified instructors and supported by school staff throughout the day.

**Catering:** [the venue] will be able to cater for all providing food and drink throughout the day/evening. Special dietary requirements can be catered for and we will ask for this information nearer the time.

**Clothing:** Non-school uniform, good grip shoes and a coat for the evening/wet weather. Jeans/tracky bottoms, full length t-shirt, jumper and trainers are ideal. More details of 'what to pack' will follow shortly.

Please could I ask you all to fill in the reply slip attached, complete the medical and consent form, returning to the school by [date] so that we are able to make all necessary plans with the centre.

An additional letter will follow shortly with all final details you will require for your child's time at the centre.

**There is no payment required for this trip.**

In the meantime, if you have any questions, please do not hesitate to get in touch.

Kind regards

Miss King  
School Support Manager

**[ ] Residential Trip Years [ ] Consent Form**

Student Name.....  
Year.....

Pick tick one of the following boxes to confirm preferred arrangements:

	I am happy for the above student to sleep at <b>[name of centre/venue]</b>
	<p>The above student will need to return home daily – please also tick below</p> <p><input type="checkbox"/> I will pick up daily at 5pm                      <input type="checkbox"/> My child will travel home via their taxi</p> <p>*please note if you are able to collect your child from the centre they will not miss their final activity of each day...our school bus will be put on daily in order to get back to school to travel home via taxi – we will have to leave the centre at 2:30pm.</p>

I authorise the teacher in charge to act on my behalf in an emergency if they know it would not be advisable to wait for my agreement.

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact number (s) \_\_\_\_\_

***\*All reply slips will be shredded when students return to school.***

# Drivers Declaration Form

All drivers must complete this form to be added to the School's list of approved drivers and provide a DVLA check code to allow your driving licence details to be checked. Please visit <https://www.gov.uk/view-driving-licence> and complete your details to create a licence 'check code' to share your driving licence details with Mrs R Smith (Director).

**Please also complete the other sections of the form as detailed below:**

**For Fleet Drivers** – please complete sections 1-6 and pass to Mrs R Smith, who will undertake the relevant checks in relation to your driving licence and ensure the declaration is completed.

**For drivers who use their own vehicle for business purpose** and wish to claim back expenses for mileage incurred please complete sections 1-8. You should give the completed form to Mrs R Smith who will undertake the relevant checks in relation to your driver's licence, car insurance, MOT and ensure the declaration is completed. **If you are not added to the approved list of drivers, you are not permitted to drive for business purposes.**

**For drivers of School owned or leased cars/minibuses** please complete sections 1-5. You should give the completed form to Mrs R Smith who will undertake the relevant checks in relation to your driver's licence and ensure the declaration is completed.

Once the Directors are satisfied all is in order, your name will be added to the School's list of approved drivers.

Please complete the relevant sections below (IN CAPITALS) and pass to Mrs R Smith for processing.

Name																				
Driving Licence No: <i>for UK Licence holders</i>				X	X	X	X	X	X	X	X									
DVLA Check Code: <i>(Case sensitive - for GB Licence holders)</i>																				
Automatic Transmission Licence Restriction <i>(GB code 78)</i>				Yes	No															

Vehicle details (only complete if using a private car)

Vehicle Reg.										
Make of vehicle					Model of vehicle				Colour of vehicle	

	Yes	No
<p><b>ALL DRIVERS TO COMPLETE</b></p> <p>I confirm I hold a valid driver's licence and have provided the DVLA check code above*.  <i>*Drivers with current non-GB licences are not required to obtain a DVLA check code and should refer to <a href="#">Government guidance</a> and provide evidence of their current licence</i></p>		
<p><b>ALL DRIVERS TO COMPLETE</b></p> <p>I confirm that I am medically fit to drive (this question should be answered to the best of your knowledge and belief).  <i>Certain disabilities and medical conditions require you to notify DVLA (See Ministry of Transport Leaflet D100). If you are required to notify DVLA, you should inform the Director if any restrictions have been applied to your licence.</i></p>		
<p><b>ALL DRIVERS TO COMPLETE</b></p> <p>I confirm that my eyesight meets the <a href="#">DVLA standard</a> of vision for driving.</p>		

<b>ALL DRIVERS TO COMPLETE</b> I confirm that I will not drive while under the influence of alcohol or any other substance which may impair my ability to drive, including prescribed medication.		
<b>ALL DRIVERS TO COMPLETE</b> I confirm that I will inform Mrs R Smith of any changes to my vehicle details and/or any circumstances that could or would affect my ability / suitability to drive.		
<b>ALL DRIVERS TO COMPLETE</b> I confirm that I will adhere to the school Transport and Vehicle Policy.		
<b>DRIVERS OF PRIVATE VEHICLES TO COMPLETE</b> I confirm my vehicle's insurance includes 'business use/cover'* and I have provided a copy of my certificate of insurance to Mrs R Smith.  <i>* If your insurance doesn't include business use/cover, you are not permitted to drive the vehicle for business purposes and consequently, expenses will not be paid. Please see the University's expenses policy".</i>		
<b>DRIVERS OF PRIVATE VEHICLES TO COMPLETE</b> I confirm my vehicle is roadworthy, taxed and has a current MOT certificate. I understand that Mrs R Smith will check this via the <a href="#">DVLA website</a> .		

I declare that the responses I have given on this form are true and accurate.

Signature: ..... Date: .....

**Privacy Statement**

The School will process your personal information to comply with its legal obligations relating to insurance, audit requirements and Health & Safety legislation/requirements. Information provided via this form will only be accessible to authorised persons. It will only be shared with third parties if necessary for legal/insurance/ audit purposes. This form and any supporting documentation will be held for a period of 6 years, after which it will be securely destroyed.

**FOR INTERNAL USE ONLY BY MRS R SMITH**

	<b>Satisfactory</b>	<b>Date of expiry</b>	<b>Unsatisfactory</b>
Driving licence checked (via DVLA website) code			
Certificate of insurance			
Valid MOT certificate (via DVLA website)			
Car taxed (via DVLA website)			

Check completed by: ..... Date: .....





**Medicine Administration Error report**

Name of Student .....Year group .....Date of Birth .....

Date of incident/error .....Time .....

Person reporting the error.....

Type of error (please tick):

- Administration without a valid authorisation
- Student administered the wrong medication / dose / route
- Student administered an out of date medicine
- Medication administered to the wrong student
- Inappropriate use of "PRN" medicines (eg. Painkillers)
- Medication administered late / early
- Other (give details)

.....

Please give any further details as appropriate

.....

Name of parent/carer contacted.....date/time .....GP contacted  
yes/no

Member of SLT alerted.....

date/time.....

Action Taken.....

Result/consequence of error.....

Steps taken to ensure error is avoided in future.....

Signature of person completing this form..... Print Name:.....date.....

## Appendix 6

### Off Site Visit Leader's Checklist

✓	Action
	Identify educational need for visit/journey/activity.
	Read our Off Site Visits Policy
	Identify venues which could meet the educational objectives for all students
	Make preliminary visit to venue(s) whenever possible
	Undertake a thorough risk assessment with support from the establishments EVC, where applicable. This should be recorded, acted upon and shared with the group.
	Identify and appoint Visit Leader, other adult supervisors, first aiders and potential participants. This should include transport arrangements and driver(s)
	Ensure all accompanying adults have had an Enhanced DBS check including non-teaching staff and coach drivers where they will be resident with the group and/or share regular or unsupervised access to young people becoming a trusted adult.
	For all Exchange Visits show list of participants to designated Child Protection Officer (as described in detail in Section 4.7) and make appropriate host family checks
	Draw up a draft plan/itinerary.
	All paperwork must be with the Evolve Coordinator 5 working days before the visit.
	Complete the EVOLVE on line Form for Approval of Educational Visits and Journeys and submit to EVC/head teacher, attaching the programme and risk assessments which includes Care Plans and Behaviour Management Plans (Section 2).
	Complete Provider Contract (Section 2) if using an external Provider for residential and/or adventurous activities.
	For visits abroad, adventurous activities and residential visits, complete and submit EVOLVE form authorised by the Headteacher to LA. This must be done as early as possible in the planning process. Please note that if the EVOLVE form and other documentation is received less than 30 days prior to departure, approval for the visit may NOT be given.
	Brief other adult supervisors, including partners abroad, to ensure they understand their responsibilities.
	If visit includes proximity to water, ensure all adult supervisors are aware of how to keep children safe near water.
	Make provisional bookings, transport, accommodation, activities.
	Circulate provisional information about the visit to group members' parents /carers or carers.
	If needed, invite parents/carers and group members to a briefing meeting.
	Provide "Information to be given to parents /carers and group members".

	Send “Parental Consent Form”
	Confirm bookings of transport, accommodation, etc., and complete the financial arrangements.
	Identify 24/7 Emergency Point of Contact (back at base or home) and ensure they will have accurate Nominal Roll & emergency pack.
	Hold a final briefing meeting for all staff and young people, e.g., safety information, personal and protective clothing requirements behaviour, and arrangements for the supervision of free time/unstructured time.
	Have a cash float and/or cheques for entrance fees and emergencies.
	Check climatic and prevailing conditions.
	Take mobile phones (pre-charged and having checked it will/should work in the area where you will need it). Identify landline locations if in doubt or ‘black spot’ for mobile reception.
	Collect Visit Pack from the office, to contain contact cards and student lanyards for students (in the language of the country to be visited if travelling abroad) ; contact sheet, any medication required, first aid kit, school phone, Administration of Medicines and First Aid form
	Check with office re. any consent issues for taking student photographs
	Ensure travel sickness pills have been taken where parents /carers request this.
	At the start of the visit, distribute contact cards/lanyards and carry out head count.
	Use on-going risk assessment techniques to decide on whether to implement any contingency plans.
	Allocate seats, paper bags and buckets.
	Complete Medical and First aid Record on the trip as required.
	<p>After the visit, ensure the Visit Pack is returned to the office straight away, including:</p> <ul style="list-style-type: none"> <li>• Any medication that had been taken on the trip</li> <li>• Contact details sheets, Care Plans and Behaviour Management Plans– to be shredded immediately</li> <li>• Contact cards and lanyards</li> <li>• School phone</li> <li>• Liaise with Evolve Co-Ordinator to evaluate and feedback re. the visit/trip (especially important to include details of any medical issues).</li> </ul>

### Preparing Young Persons Checklist

✓	Actions
	Dates
	Times of departure and return.
	Method of travel to be used, including name of any travel company.
	Destination with full address and telephone number.
	Emergency contact arrangements at home and away, if all young people not at one centre. This enables parents/carers to contact either the centre or a local point of contact in their home vicinity.
	Agreed arrangements for young people to contact parents/carers and parents/carers to contact young people during the visit.
	Emergency procedures for the group including details identified in the Risk Assessment process.
	Names of Visit Leaders, accompanying staff and supervision arrangements.
	Broad aim of visit and details of all proposed activities planned. Any hazardous environments/ adventure activities must be clearly specified and the way in which risks are to be managed must be identified.
	Advice on custom & excise regulations and what items young people may not bring back from abroad.
	Check that young persons have provided information on any specific dietary requirements.
	Background information about the place to be visited
	Advice on pocket money and ways to carry money and valuables safely
	Clothing/footwear and other items to be taken.
	What items should not be taken on the visit.
	Basic safety rules when using transport.
	This Journey insurance is compulsory for adventurous activities and visits abroad and is strongly recommended for visits in general.
	Code of conduct: details relating to the standard of behaviour, expected from the group during the visit, including, for example, rules on smoking, alcohol, drugs, sexual activity and general group discipline. Safety precautions, how to avoid specific dangers and the importance of following rules
	Procedures in place for visits to residential centres abroad.
	Advice on foreign culture and customs, including dress codes, attitudes to gender, body language, etc.

## Appendix 7

### Emergency Procedure Checklist

	Establish the nature and extent of the emergency.
	Make sure all other members of the group are accounted for and safe.
	If there are injuries, immediately establish their extent, as far as possible, and administer appropriate first aid.
	Establish the name(s) of the injured and call whichever emergency services are required.
	Advise other group staff of the incident and that the emergency procedures are in operation.
	Ensure that an adult from the group accompanies the casualties to hospital.
	Ensure that the remainder of the group are adequately supervised throughout and arrange for their early return to base.
	Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young persons are accounted for.
	Control access to telephones until contact is made with the Head teacher, local point of contact, designated senior member of staff or Children's Services and until he or she has had time to contact those directly involved. Pupils with mobile phones should be instructed not to communicate with anyone outside the group until told to do so.
	Contact off-site base (outdoor centre, hotel, youth hostel, etc).
	Contact local point of contact, Head teacher or designated senior member of staff.
	Notify the British Embassy or Consulate if an emergency occurs abroad.
	Where serious injuries or fatalities occur, which would result in media involvement, the Visit Leader, the local point of contact, Head teacher or designated senior member of staff must ensure that the Critical Incident Team is contacted. <b>Tel: 07623 912974</b>
	Do not discuss or admit legal liability.
	Refer requests from the media to the designated individual and/or their representative. It is not for the Visit Leader or other group members to discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media.
	Ensure the incident is recorded accurately and promptly on CPOMs. If any member of the group has to attend hospital, the Accident/Incident book must also be completed and a copy saved in the student/staff file. <b>NOTE: ALL incidents/accidents that occur off site must be recorded on CPOMs, not matter how 'minor'</b>
	Write down all other relevant details of the incident while these are still fresh in the memory.
	Ask other supervisory staff to do the same. If practicable, take a photograph of the accident scene and any equipment, etc, involved.
	Keep any equipment involved in its original condition.
	Keep details of these emergency procedures to hand and ensure that you have the means to implement them.
	In cases where a notifiable accident or notifiable dangerous incident has occurred, the Headteacher or School Director will make sure that the Health and Safety Executive informed by telephone, within 24 hours of the incident occurring. (24-hour telephone line: 07710 105514)

## Appendix 8

### Office Checklist

✓	Timeframe	Actions
	3 weeks before	Speak to teacher arranging trip to obtain all details: Names of participants, cost/ if payment is required, staffing, first aid, travel arrangements/ drivers
	2 weeks before	Office admin to write and send letter to parents/carers (according to levels 1, 2 or 3)  Upload letter to the website
	1-2 weeks before	Collect and monitor consent slips if applicable.  Collect payments and issue receipts if applicable
	1 day before	Put together Visit Pack: <ul style="list-style-type: none"> <li>• Contact Sheet – to include first name, DOB, contacts, allergies, medical, consents for meds</li> <li>• Behaviour Management plans and Care Plans</li> <li>• Contact cards and student lanyards</li> <li>• Any Medication required by participants (Epipen, antihistamines etc)</li> <li>• School Mobile phone (ensure fully charged)</li> <li>• First Aid and Medication report forms</li> <li>• First Aid bag</li> </ul>
	On the day	Advise Visit Leader of consents re. photographs
	After the Visit	Ensure the Visit Pack is returned to the office, including: <ul style="list-style-type: none"> <li>• Any medication that had been taken on the trip</li> <li>• Contact details sheets, care plans and behaviour plans – to be shredded immediately</li> <li>• Contact cards and lanyards</li> <li>• School phone</li> </ul>