



# Educational Visits Policy

## Version 5

<b>Status</b>	<b>Statutory</b>
<b>Responsible committee/Individual</b>	<b>Trust Board/Local Governing Boards</b>
<b>Author</b>	<b>Operations Director/EV Co-ordinators</b>
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## Introduction

### Policy Statement

The Brighter Futures Learning Partnership Trust recognises that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. Our mission is to encourage educational visits which support the acquisition of powerful knowledge and development of cultural capital. As part of their responsibilities, local governing boards and school leadership teams will take all reasonably practicable steps to safeguard children (Keeping Children Safe in Education 2024) and take reasonable steps, as stated in the Health and Safety at Work Act 1974, to ensure the well-being of our employees.

The Trust's Educational Visits Policy is to ensure that the safety of students, employees and others is managed, to minimise risk as far as practicable. In developing its procedures, each school/UTC must be guided by **National Guidance issued by the DfE and the Outdoor Education Advisers Panel**.

### Scope and Remit

This guidance is specific to all situations where staff (or volunteers) acting in the course of their employment take responsibility for children and young people taking part in activities off school/college premises. This includes outdoor learning, off site visits, residential and overseas events.

**The Brighter Futures Learning Partnership Trust** has adopted the Local Authority "**Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom**". This guidance can be found on the following web site: [www.oeapng.info](http://www.oeapng.info)

Anybody involved in educational visits and learning outside the classroom must read this policy before seeking information from the oeapng. website.

**It is a legal expectation that employees of the Trust work within the requirements of this policy and guidance.**

The OEAP National Guidance document: 1c "**Status and Remit and Rationale**" clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any one of the following:

- direct supervision of children and young people undertaking experiences beyond the boundary of their normal classroom or environment
- direct supervision of children and young people undertaking experiences that fall within the remit of learning outside the classroom
- facilitating experiences for children and young people undertaking experiences beyond the boundary of their normal classroom or environment

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the OEAP National Guidance document: 3.2a "**Underpinning Legal Framework and Duty of Care**"

## Buy-back Support for Educational Visit Support

To achieve its objectives and ensure safety across the Trust, it is required that all Brighter Futures Learning Partnership Trust Schools/UTC adhere to the following:

**All schools/UTC arrange annually the service support of Doncaster Metropolitan Borough Council Educational Visits and Outdoor Education Advisory Service and use the Exeant risk management and visit planning system.** All Brighter Futures Learning Partnership Trust schools/UTC are responsible for the cost of this service.

### Key roles and responsibilities

**The Trust** and CEO are responsible for:

the overall implementation of this policy

- ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity / national origin, culture, religion, gender, disability or sexual orientation
- handling complaints regarding this policy as outlined in the Trust's Complaints Procedure Policy

**The Governors** are responsible for:

- the final authorisation of all adventurous, residential and overseas visit and any trips which are more than 24 hours and all Category C trips

**The Executive Headteacher/Headteacher/ Principal** is responsible for:

- the day-to-day implementation and management of this policy
- discussing any proposed Category C trip with the CEO before planning any visit and ensure that each trip has a budget plan
- ensuring that key information about the trip and the risk assessment are shared with governors
- liaising with the school's/UTC's Educational Visits Coordinator and communicating information regarding any planned trips to parents
- ensuring the trip organiser has completed Extent and has had it checked by the **Educational Visits Coordinator** (EVC) and the **senior leader** responsible for trips
- ensuring this policy has been fully implemented in accordance with the OEAP website, DfE guidance for Health and Safety on Educational Visits, Academy Trips and Outdoor Learning Activities HSE, BFLPT Minibus Policy, BFLPT Health and Safety Policy.
- ensuring all school trips are reported to the Local Board of Governors

**There must be an assigned Educational Visits Co-ordinator/Administrator (EVC) in each school/UTC. This could be the Headteacher/Principal, Business Manager or a senior leader with the correct training. There must also be someone with the correct level of authority who can deputise should the EVC Lead be absent.**

The EVC/Deputy EVC Co-ordinators should be conversant with the Doncaster Metropolitan Borough Council's Visits Guidance, service specific guidance, and this corporate policy and will comply with these requirements.

They will undertake duties as agreed between themselves and the educational visits senior leadership team member. Reference to common duties and responsibilities should be made as contained within the **Doncaster Metropolitan Borough Council Exeant system**.

The EVC should ensure that the Deputy EVC is updated on a regular basis and support as required should any absence of the EVC occur.

## Group Leader

The **designated group leader in charge of the trip is 'in loco parentis'** and has a duty of care to all young people on the trip.

This is the person who has **overall responsibility for the success of the off-site visit** including the preparation, the activity, and the closure of the trip. They will work with the EVC to develop a robust risk assessment and will ensure that all staff are familiar with the risk assessment and the procedures in case of a critical incident.

The Group leader will:

- be conversant with the Doncaster Metropolitan Borough Council Visits Guidance, this policy, service specific guidance and corporate policy and will comply with these requirements.
- liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- ensure that all parents of children on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Group leader named for each visit will have overall responsibility for that visit whilst it is underway and be fully familiar with emergency procedures and contact numbers and assign a Deputy Group leader as required to be fully conversant with all the visit information.

**Staff** are responsible for:

- following this policy, and for ensuring all students do
- ensuring the policy is implemented fairly and consistently
- assisting with the supervision on any visit will be conversant with the Doncaster Metropolitan Borough Council's Visits Guidance, this policy and the specific risk assessments for the event.
- ensuring that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- ensuring that once the visit has commenced, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Group leader.
- relaying information to the Group leader to enable a full review of the visit to be completed.
- reading and signing to say they have read the policy and understand their responsibilities whilst on the trip.

**Students** are responsible for:

- following instructions from staff while on school/UTC trips
- behaving in a manner which matches the high expectations of Brighter Futures Learning Partnership Trust, and for following the rules set out in the school's/UTC's Behaviour Policy

**Link Person.** There must be a named member of the Leadership Team, who has delegated responsibility from the Headteacher/Principal and a Governor in each school/UTC responsible for monitoring and overseeing Educational Visits. The nominated Senior Leader is the person with whom the Group Leader

should liaise. Any serious injury/illness, or any situation deemed an emergency by the group leader, should be reported to this school link person who should then contact the **Headteacher/Principal**. The Headteacher/Principal will contact the CEO for further advice.

## Training of staff

- Staff will receive training on this policy as part of their induction to running and participating in school trips.
- Staff will receive regular and ongoing training as part of their Continuing Professional Development.

## Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. Then online visit planning and approval system Exeant has been developed to facilitate this and is regularly updated.

The Brighter Futures Learning Partnership Trust flow chart template should be used for ensuring the correct authorisation process is adhered to as a minimum.

**When staff are using their own vehicles the Trust schools/college vehicle driver form should be completed and signed off by the Headteacher/Principal.**

## Categories of Educational Visits

**There are three categories of visits:**

Cat. A

Routine local visits in the [can be covered by an 'Extended Learning Locality Statement'–

Cat. B

Day visits within the UK (outside of London) that do not involve an adventurous activity

Cat. C

Visits to London, and/or that are overseas, and/or residential, and/or involve an adventurous activity, and/or take place in a challenging environment-

**Please see flow chart for approval of all categories of visits**

## Approval and Notification of Activities and Visits

The Executive/Headteacher/Principal is responsible for approving every visit. For Category C visits, the approval should also be signed by the Chair of Governors or the link governor in their absence. The Group Leader must ensure that they have the full authority of the Headteacher/Principal to take a trip and that they have fully disclosed all planned activity before the trip is signed off by the LA and Headteacher/Principal, Governor. The Headteacher/Principal should be satisfied with the purpose, planning and proposed staffing for any off-site activity. **Approval, in principle, should be sought from the Headteacher/Principal prior to any commitments being made which must include an agreement of staffing and a financial plan in line with the school's financial policy.** The Group Leader will submit a written request using a Trips and Visits authorisation form through the EVC.

**Any high risk/new visits that fall into category C need to be approved by the CEO and Governing Board. This will be a written request using a Trips and Visits authorisation form available in each school/UTC and should only be completed once the trip leader has met with the Headteacher/Principal.**

**Each trip must include an agreement of staffing and a financial plan in line with the Trust's financial policy.**

All visits involving adventurous activities including the Duke of Edinburgh Award expeditions, overseas and residential visits, visits to 'wild country' must be authorised via the Exeant System and signed off by the LA. Non-adventurous activities such as visits to museums, local parks, and the theatre do not require such authorisation. Staff should always consult with the EVC for clarification.

**Trustees, Governors and the CEO** will monitor the implementation of the policy by acting as a critical friend. Their role, as appropriate, will be to undertake a regular review of the effectiveness of the policy, discuss learning points and monitor plans for subsequent terms. They may provide a point of contact in exceptional circumstances.

## Induction, Training and Succession Planning

The Educational Visits Leads/ Coordinator(s) (EVC) will attend appropriate training and **revalidation at least every three years as per the statutory requirement**

Visit Leaders will be approved by the Headteacher/Principal and will have undertaken appropriate training usually delivered by the EVC

Records will be kept of induction and training

To ensure sustainability of important visits, deputy leaders will be appointed in order to ensure contingency plans should a visit leader be indisposed.

In the event of the EVC being indisposed the role will rest with the Headteacher/Principal by default. **It is therefore advisable that the Headteacher/Principal undertakes the training.**

## Risk Management

Risk Management is a vital part of planning and assessing benefits and risks associated with visits and activities. Group Leaders with support from the EVC are responsible for carrying out and recording risk assessments. They can use adapted and modified generic risk assessments where appropriate, and will use recommended templates to ensure consistency.

**All completed risk assessments are reviewed and signed off by the trip leaders and the Headteacher/Principal once the LA advises that the risk assessment is robust.**

Staff participating in educational visits and learning outside the classroom must be aware of their duty of care and should only be given responsibilities in keeping with the OEAP National Guidance which sets out a clear standard to which Group Leaders must work.

Where a volunteer helper is a parent (or otherwise in a close relationship to a young person taking part in the visit) they should be made of the potential for the relationship to compromise the Group Leaders plans for group management. The Group Leader should directly address the issue as part of the Risk-Benefit assessment.

Refer to OEAP National Guidance document 4.3a "Good Practice Basics".

## Emergency Planning and Critical Incident Support



## Emergency Procedure

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

- There is always a nominated emergency link person contactable for any and every visit (during school hours this is normally the EVC).
- This nominated link person will either be the EVC or an experienced member of the senior management team, and, they must be able to contact an experienced senior manager at all times.
- For activities that take place during normal school hours, the Group Leader will be aware of any relevant medical information for all participants, including staff.
- For activities that take place outside normal school hours, the Group Leader and the link person will be aware of and have any relevant medical information and emergency contact information for all participants, including staff.
- The Group Leader and the link person know how to request support in the event that an incident that involves serious injury or fatality, or where it is likely to attract media attention.
- **The Group Leader will carry an 'Emergency Procedures Card' on Category C visits.**

## In the Event of Critical Incident

A critical incident is an incident where any member of a group undertaking an educational visit or learning outside the classroom activity has either:

- suffered a life-threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

Every Group Leader and Assistant Leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and Group Leaders.

Trip leaders should have access to critical incident phones. These are carried at all times by the link person during an offsite educational visit but should only be used in the case of a genuine emergency. Under no circumstances should these telephone numbers be given to young people or to their parents or carers.

## Accidents and incidents

In the case of accidents and injuries while on a school/UTC trip abroad:

- organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred
- the first point of contact within the UK will be the Headteacher/Principal or Deputy Headteacher/Vice Principal who will contact the family of the injured person
- missing or injured staff or children will be reported immediately to the CEO
- students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted
- the British Embassy / Consulate will be informed
- the insurer will be notified
- the UTC/school will keep written records of any incident.
- media enquiries will be referred to the Headteacher/Principal or CEO if they are not available.

- staff will use guidance as set out in the Critical Incident Policy, to ensure the safety of students and staff should anything happen, e.g. a terrorist attack.
- staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.
- students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

## Missing person procedure

The Trust places student and staff safety as its top priority when participating in school/UTC trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy.

The trip leader will communicate with the venues of the trips to ensure the correct group sizes are planned for each setting.

When travelling with a student with SEND, if appropriate the lead will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs in accordance with this policy

All people on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.

All staff members will carry a mobile phone with them at all times

Upon arriving at every venue, the trip leader will identify a rendezvous point, where students and adults should go if they become separated from the rest of the group.

Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a trip domestically or abroad:

- the trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing
- the trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive
- where possible, the venue will be notified of the missing person to help ensure the person is found quickly
- if the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. British Embassy, should be contacted
- if the police are called, the trip leader should contact the Headteacher/ Principal, or other available person, back at the school/UTC and inform them of what has happened

If a member of the party has gone missing and is subsequently found, the trip leader will:

- review the group sizes and staffing ratios to ensure no one becomes separated from their group
- review whether more registers should be conducted throughout the day
- assess which venues they attend to ensure they are suitable for the group
- make recommendations to the Educational Visits Co-ordinator to ensure similar incidents can be

avoided in the future

- If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- If the missing person cannot be found, the group will return to school/UTC; if this is not possible, e.g. when a trip is taking place abroad, the designated lead will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

### **During school hours: Contact the school/UTC on (Schools/UTC to complete the details)**

Outside school hours: In the event of a serious incident, the first point of contact is nominated Link Person, who would then contact the Headteacher/Principal. The Headteacher/Principal would contact the CEO immediately.

## **Requirement for Effective Supervision and Preliminary Visits**

In general terms, the law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is effective when on educational visits and learning outside the classroom activities.

Refer to OEAP National Guidance document: 4.3b ***“Ratios and Effective Supervision”***

Refer to OEAP National Guidance document: 4.2a ***“Group management and Supervision”***

All educational visits and learning outside the classroom activities should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group needs and expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. This will be required for all visits not organised by an external provider e.g. school travel company.

It is good practice for the Group Leader to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The Learning Outside the Classroom Quality Badge
- AALS licensing
- Adventuremark
- Association of Heads of Outdoor Education Centres Gold Badge
- National Governing Body centre approval schemes (applicable where the provision is a single, specialist activity).

Where a provider holds one of the above accreditations, there should be no need to seek further assurances regarding risk assessments of the provider. The Group Leaders should complete a risk benefit assessment and record any significant findings for any aspects of a visit that they are leading or responsible. This will usually include transport to and from the venue plus any stops or visits on route.

Refer to: OEAP National Guidance document 4.4h ***“Using External Providers and Facilities”***, 4.4f ***“Assessing an adventure provider Checklist”***.

## Volunteers

Any volunteers who accompany a visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in the LA local procedures. **All volunteers will be vetted by the school and the Headteacher/Principal has the final decision to allow or not allow volunteers to take part in a visit. The decision will be based on benefit/risk.**

## Monitoring and Quality Assurance

The school will ensure that there is sample monitoring of educational visits where practicable. Such monitoring will be in line with the recommendations of the OEAP National Guidance. This will be carried out by a suitably qualified member of the school, usually the EVC.

## Criteria for Selecting Students for Visits

All schools/UTC of the BFLPT will operate using the same selection principles. The following areas they should consider are:

- Attitude to Learning grades;
- Overall behaviour;
- Commitment to the subject;
- Commitment to the Trust's values

**This list is not exhaustive and the Headteacher/Principal has the right to refuse or remove any student from the visit.**

## Inclusion

We believe that all young people should be encouraged to take part in school visits and endorse the following principles:

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

## We acknowledge it is unlawful to:

- Treat a young person with a protected characteristic less favourably
- Fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

## Transport

Careful thought must be given to planning transport to support educational visits and learning outside the classroom (off-site) activities. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements must be followed.

**The Group Leader should ensure that coaches and buses are hired from a reputable company.**

Refer to OEAP National Guidance document: 4.5a “Transport: General Considerations”

Refer to OEAP National Guidance document: 4.5b “Transport in Minibuses”

Refer to OEAP National Guidance document: 4.5c “Transport in Private Cars”

Refer to OEAP National Guidance document: 4.5e “Hiring a Coach”

## Behaviour

Appropriate behaviour is essential for the smooth running of educational trips. Young people, parents and carers will be made aware of the code of behaviour, expectations and sanctions which may be invoked should the code of behaviour be breached. In addition, parents and carers will be made of their responsibilities for removing young people in prescribed circumstances.

**If the Group Leader decides to allow staff to take some 'free time' during longer-term residential visits, they must follow the Brighter Futures Learning Partnership Trust's Employee Code of Conduct, at all times. Staff must always act in accordance with the duty of care to students, which is in force for the entire time of the visit.**

Under no circumstances should alcohol be consumed by staff on school visits/trips

## Consent and Medical Information

Parents and carers will be fully informed of the nature of proposed activities of any learning beyond the classroom.

Consent may be obtained for local and regular activities on enrolment to the school, or may be obtained individually for residential, non-local and adventurous activities.

Full medical information will be requested for residential and adventurous activities. Parents and carers have responsibility for updating the school with information that is held centrally. The school reserves the right to withdraw a trip offer if this information is not provided.

## Financial planning for a visit

All visits require a financial plan to be completed and handed to the Headteacher/Principal before any authorisation of a visit can be made.

**All Group Leaders should refer to the Trust's Academies Financial Handbook and Visits Financial Planning Form when preparing a visit (See Appendix 4).**

## Charges for Educational Visits and Off-Site Activities

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, request for voluntary contributions and remission charges are made in line with the guidance and requirements of the school's Financial Management Policy, including the section on Charging and Remissions.

## Insurance for Educational Visits and Off-Site Activities.

### Non-delegable duty of care

**In October 2013 the UK Supreme Court ruled that, in particular circumstances, schools/college and other public bodies have a non-delegable duty of care. This is an exception to the normal fault-based principles of law. It means that, in these particular circumstances, schools/college and other organisations are liable to be sued for the negligence of a third party.**

For example, a school/college contracts with a third-party provider to deliver swimming lessons within school/college time. If, through the negligence of this third party, a child is injured, the child can sue the school/college and local authority for compensation. The fact that the school/college was not responsible for the actions of the third-party is irrelevant as; in this case, the school's/college's duty of care is non-delegable.

**It is therefore important to ensure that any contracts entered into with third parties include terms to carry insurance including indemnity in the event of negligence.** Local Authorities and schools/college will need to pursue independent third parties for an indemnity or contribution should any such claims succeed.

## Employer's Liability Insurance

Employer's Liability Insurance is a statutory requirement. The Trust schools/UTC hold a policy that indemnifies themselves against its legal liability in respect of all claims for compensation resulting in bodily injury suffered by any school employee. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors.

## Risk Protection Arrangement (RPA)

The Department of Education's risk protection arrangement (RPA) is a voluntary arrangement for academies and free schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds. **The Trust's schools/UTC are members of the RPA.** The RPA indemnifies it against its legal liability in respect of any person under a contract of service or apprenticeship with a Member and Voluntary workers for a member, as well as other definitions of employee listed in the RPA membership rules. The RPA provides Employer's Liability, Third party public and professional liability and property damage cover. The RPA covers both United Kingdom and Overseas Travel (including winter sports) and Personal Accident.

## Employees

The Trust's insurance provides Personal Accident Cover to all employees, volunteers and students. This policy is active during the course of employment and / or whilst at school/UTC. The policy is a benefit policy and does not require the employee or pupil to prove negligence or breach of statutory duty.

## Insurance for Students

The Trust only covers accidents to students that are covered by its liability insurance when due to negligence these claims are covered within its Public Liability Insurance detailed above. Personal Accident Insurance for students is not arranged by each school in the Trust but may be arranged for specific activities; however, there is no statutory requirement for schools/UTC to arrange this cover. The cost of Personal Accident Insurance arranged by the school may be recharged to parents. Parents should be reminded that the school/UTC does not insure children's belongings.

For journeys/visits overseas, Foreign Travel Insurance is arranged that covers all persons on the visit. This is especially important, due to the high costs of medical care abroad and possible repatriation expenses in the event of an accident or illness.

If additional insurance is not taken out, it is recommended that parents are advised of this and a suggested wording for parental consent forms is detailed below:

"The school/UTC is insured against its legal liability to pay compensation should it be held responsible for causing an injury to your child whilst in our care.

The school/UTC has not taken out any additional insurance in respect of this visit e.g. personal accident, and, should you be concerned about this area of risk, you are advised to make your own personal arrangements".

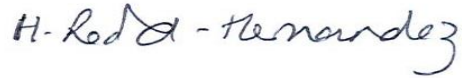
## Car Insurance

All staff using their private vehicles for school purposes, including transporting students, parents or other staff members, should ensure that their private motor insurance policy extends to provide them (the driver) with business use cover. They should not use their vehicle unless this extension of cover is operative. All staff using their own cars are **required to complete a VVU form, which the EVC holds.**

The Local Authority Designated Officer (LADO) contact telephone number is:  
Doncaster : 01302 737 332

Educational Visits Policy Agreed: February 2024

Signed CEO of BFLPT – Helen-Redford-Hernandez:



Date: February 2024

Signed – Chair of BFLPT – Pippa Dodgshon



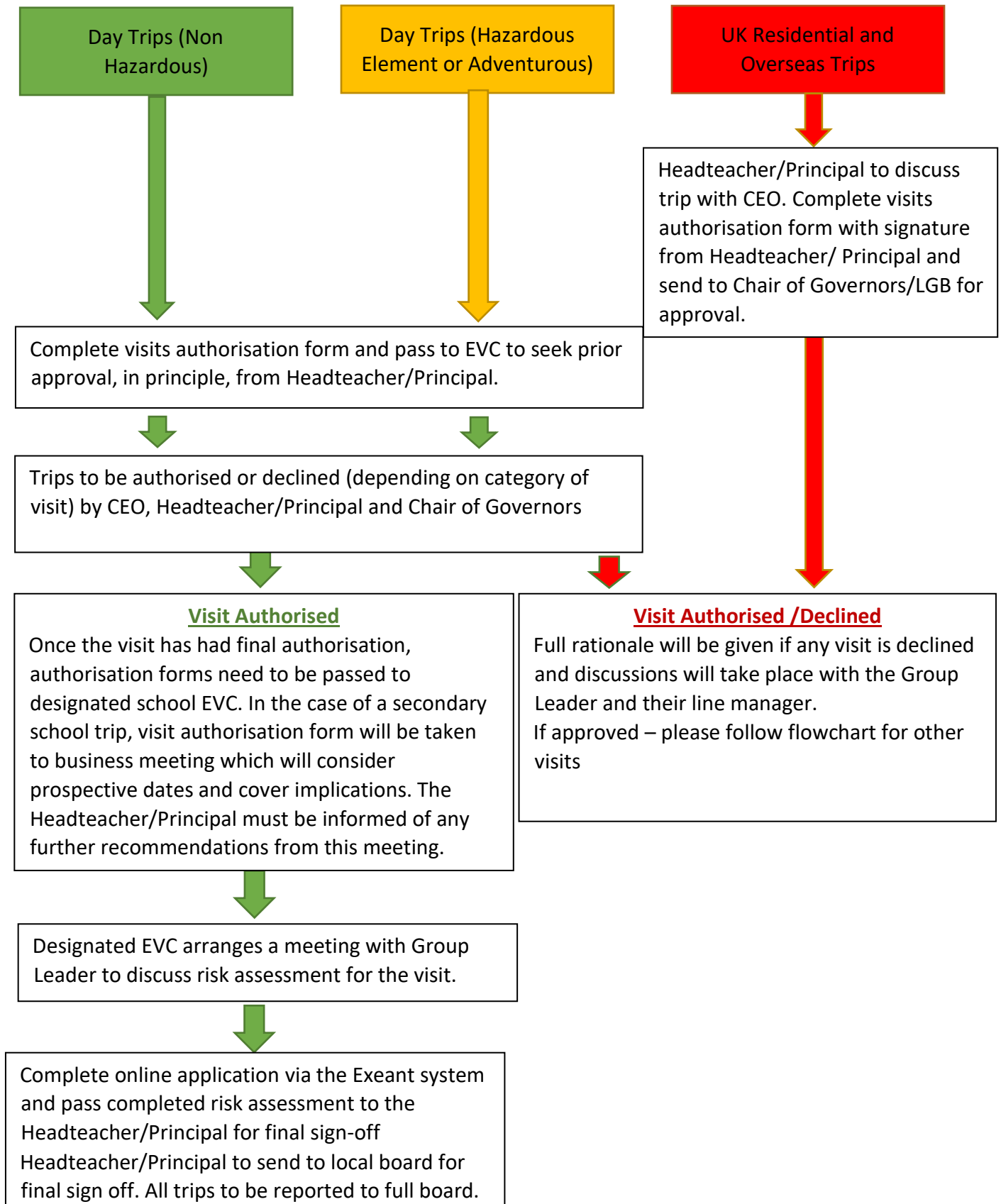
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## APPENDIX 1 - Education Trips and Visits Approval Process



## APPENDIX 2 -TRIPS AND VISITS AUTHORISATION FORM

Drafts of all letters to parents should be seen by the Headteacher/Principal and a copy should be attached to this form.

VISIT DETAILS			
Destination			
Educational Aim			
Date(s) of Visits			
Group Leader			
Place of Departure			
Time of Departure			
Place of Return			
Time of Return			
Other Staff/Adults Assisting with Visit			
TRAVEL ARRANGEMENTS			
Travel Provider			
Means of Travel	port		
Student Info	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Year Group(s):</td> <td style="width: 50%; border: none;">No. of Students:</td> </tr> </table>	Year Group(s):	No. of Students:
Year Group(s):	No. of Students:		
Cost			

<p><b>Authorisation status of visit:</b>  <b>Headteacher's/Principal's initial authorisation</b>  <b>Date:</b>  <b>Signature</b>.....</p> <p><b>Authorisation status of visit:</b>  <b>LGB initial authorisation</b>  <b>Date:</b>  <b>Signature</b>.....</p>	<p><b>Final authorisation to proceed:</b></p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>YES with restrictions below: <input type="checkbox"/></p> <p><b>Headteacher's/Principal's Signature:</b>  <b>Date:</b>  <b>Signature</b>.....</p> <p><b>Chair of LGB/or Link Governor for Visits</b>  <b>Signature</b>  <b>Date:</b>  <b>Signature</b>.....</p>
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Please ensure that once this trip is authorised by the Headteacher/Principal that this form is kept on file with risk assessments signed off by trip leaders and Headteacher/Principal

Has the visit run before? Yes / No

If the trip has run before, is it proposed, there is the same Group Leader? Yes / No

If the answer is NO, what training will be put in place?

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Does the visit involve any water sports or high-risk activity? Yes / No

**ADDITIONAL COMMENTS AND RECOMMENDATIONS:**

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Please confirm you have shared the staff code of conduct and the Educational Visits Policy and secured all signatures from all the staff who are on the visit.

Signed Group Leader:.....

Date:.....

## APPENDIX 3 - VISIT LEADER CHECKLIST

### Visit Leader Checklist

A list of points that need to be considered prior to the commencement of any Brighter Futures Learning Partnership Trust visit.

Prior to any visit being planned the trip leader and deputy trip leader book in a meeting with the school/UTC EVC and the EVC runs through the policy and responsibilities.	<input type="checkbox"/>
There is a clear objective, benefit and learning aim(s) to this visit.	<input type="checkbox"/>
The visit lead has completed the training with the EVC and run/shadowed previous successful trips and is aware of their responsibilities as per the Educational Visits Policy.	<input type="checkbox"/>
The visit lead has completed the Trust initial approval form, a visit budget plan and proposed staffing (including appropriate first aiders), signed off by the Headteacher/Principal and taken to a LGB/Standards and Outcomes meeting.	<input type="checkbox"/>
Once approval has been granted by the LGB the visit lead adds the trip onto the Exeant system for official initial approval to be granted.	<input type="checkbox"/>
The visit lead sends the initial letter to all relevant students outlining the visit including dates, times, any costs and any visit participation expectations.	<input type="checkbox"/>
The visit lead or their deputy meets with the finance link and discusses the budget plan and any payment information including any PP or FSM funding.	<input type="checkbox"/>
The visit lead completes a risk assessment for the visit and has this quality assured by the EVC, before uploading to Exeant and final sign-off from Headteacher/Principal a minimum of 6 weeks prior to any category A or B visit and final sign off from the LGB a minimum of 10 weeks prior to a category C visit.	<input type="checkbox"/>
The visit lead ensures that there is an appropriate and sufficient staff: participant supervision ratio and cover requests have been confirmed by the headteacher/principal. All adults on this visit are aware of their responsibilities and have the competence to fulfil them including the capacity to cope and deal with any incident.	<input type="checkbox"/>
The visit leader has booked the required FSM meals for the trip with the school catering facilities.	<input type="checkbox"/>
Parent/carers have been provided with appropriate information regarding this visit and appropriate consent has been obtained.	<input type="checkbox"/>
Staff on this visit are fully aware of any pre-existing issues/concerns involving behaviour, anxieties or medical conditions involving any member of the group (incl. adults) and appropriate control measures are in place.	<input type="checkbox"/>
Where needed transport and activity providers are booked and deemed to be suitable and sufficient, and assurances have been sought through the CTAF and PAF or LOtC Quality Badge. Providers of adventurous activities hold a valid AALA licence. Any staff planning on driving their own vehicles to the visit have appropriate business insurance in place.	<input type="checkbox"/>
All documentation for the visit has been uploaded onto Exeant to include risk assessment, staffing phone tree, student registers, student permission forms including dietary and medical information	<input type="checkbox"/>
All staff on this visit will be made fully aware of any documentation relating to this visit by the visit lead. The EVC has a printed copy of all the documentation for the school link and a copy for the school visits file.	<input type="checkbox"/>
The weather forecast and environmental factors have been considered in the planning of this visit and any equipment, clothing and footwear used by participants is appropriate for the weather conditions and environment to be encountered. This has been communicated with both staff, parents/carers and students.	<input type="checkbox"/>
Emergency procedures are in place for this visit (VLEAP and VBAP), with staff being aware of their contents, who the designated establishment emergency contact is and the means to communicate with the contact for the duration of the visit. The visit lead has access to contingency funds if needed.	<input type="checkbox"/>

The visit lead has met with all visit staff and outlined roles and expectations of the visit.	<input type="checkbox"/>
The visit follows OEAP National Guidance and has been approved in-line with employer guidance.	<input type="checkbox"/>

## APPENDIX 4 – CALCULATING THE COST OF SCHOOL VISITS

School Visits Costings Calculator		
School Name		Year Group/Class
Visit Name		Pupil Numbers
Visit Date		Staff Numbers
<b>TRANSPORT</b>		<b>NOTES</b>
Transport Cost		
Transport - Company used		
Transport - Coach size		
Transport - Number of coaches		
Transport - Date Booked		
Transport - Pick up/Drop off Times		
<b>VENUE</b>		<b>NOTES</b>
Venue - Hire Cost		
Venue - Total Ticket cost based on pupil number		Cost per pupil
Venue - Total Cost of staff tickets		Cost per staff member
Venue - Accommodation Cost		
Venue - Meal Cost		
Venue - Workshop Cost		
Venue - Other costs		
<b>FOREIGN TRAVEL BOOKINGS</b>		<b>NOTES</b>
Travel provider - Total Cost		Cost per pupil
Travel provider - Cost per staff member		Cost per staff member
Travel provider - Additional costs		
<b>OTHER COSTS</b>		<b>NOTES</b>
Medicine		
Resources		
Contingency amount		
Other		
Other		
<b>CALCULATE THE COST PER PUPIL BY ADDING ALL THE ABOVE COSTS TOGETHER AND THEN DIVIDING BY THE NUMBER OF PUPILS</b>		
<b>CALCULATE THE COST TO PUPIL PREMIUM (IF VISITS ARE FUNDED) BY MULTIPLYING COST PER PUPIL BY THE NUMBER OF PP PUPILS</b>		

### NOTES FOR SCHOOL VISITS CALCULATIONS

- 1 Please complete school details, visit name, class name and date of visit
- 2 Transport costs vary and sometimes more than one vehicle is required
  - Include the name of the company used and when it was booked
  - Include agreed pick up and drop off times
  - Include total transport cost for all coaches
- 3 Venue costs are sometimes charged as one fee and others on a cost per pupil
  - Include total cost if it is a one off hire fee
  - Include total ticket cost but detail ticket fee per child in notes section
  - Include any other costs such as workshops, meal, accommodation
  - Ensure that all costs are entered - costs per pupil can be detailed in the notes section
  - Include any other costs such as goody bags
- 4 Foreign travel bookings MUST be booked through a travel provider
  - Include the travel provider total cost with cost per pupil in the notes section
  - Include any costs for staff members
  - Include any additional costs not included in the travel provider cost
- 5 Other costs should include purchase of resources, emergency taxis or food
- 6 The cost per pupil needs to be calculated by adding up all costs and multiplying by the number of pupil
  - Some schools fund visits from PP for eligible pupils - this cost should also be calculated
- 7 ALL COSTS SHOULD BE INCLUDED AND ANY CONTINGENCY COSTS INCLUDED IN THE CHARGE PER PUPIL FOR THE VISIT TO ENSURE THAT THE SCHOOL IS NOT SUBSIDISING VISITS. VISIT LETTERS CAN INCLUDE A BREAKDOWN OF COSTS FOR PARENTS IF DESIRED. PARENTS SHOULD BE INFORMED THAT VISITS WILL NOT GO AHEAD IF THERE ARE NOT SUFFICIENT NUMBERS OF PUPILS TAKING PART