



Walthamstow School For Girls

"Neglect not the gift that is in thee"

Policy Document

Educational Visits Policy

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I. CONTEXT

At Walthamstow School for Girls (WSfG), we strongly believe that educational visits (EVs) are an integral part of the entitlement of every student to an effective, broad and balanced curriculum. We understand the immense value of educational visits in enhancing the learning and social experience of students. We fully support and encourage well-planned educational visits with sound and clearly defined learning aims. When planning educational visits, the safety of all students and staff is our priority.

All schools are required to have a named Educational Visits Co-coordinator (EVC). At WSfG, our EVC is a member of the Senior Leadership Team. The EVC is responsible for ensuring that the planning and supervision of all educational visits and adventurous activities are in line with our robust policy and meet the DFE Requirements and LA guidelines. All educational visits must be approved by the Headteacher. The roles of the EVC, Headteacher and other key staff members are outlined below.

Any educational visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time or outside of the normal school day/week.

School trips are organised and supervised by staff as an additional, voluntary activity and is above and beyond usual expectations. This applies even when a trip extends outside of a member of staff's usual working hours. If a specific member of staff is required for the trip to go ahead, for example, if a student needs specific support or if there is a need for a First Aider, a staff member may be paid in this instance. A member of staff may also be paid if they have been needed to work on their usual day off in order for the trip to go ahead.

In addition to this policy, Walthamstow School for Girls adopts the Waltham Forest **'Guidance for Educational Visits and Related Activities with National Guidance & Evolve'** and adopts the National Guidance www.oceapng.info as recommended by Waltham Forest.

All forms and publications referred to in this policy are available from the EVC or can be found in the Educational Visits folder in Staff Central Resources.

2. APPROVAL FOR VISITS

All matters regarding an Educational Visit: feasibility, dates and timing, planning, safety and staffing, require the prior approval of the EVC. The EVC will seek calendar approval for the visit from the calendar team. The Visit Leader should complete the combined EV form (Appendix 2) and pass to the EVC. No bookings should be made until confirmation has been received. Applications for trips should be submitted a minimum of 6 weeks prior to a trip to allow necessary approval to take place and to ensure that there is adequate time for carefully assessing any risk. The exception to this rule is for PE fixtures which are often announced at short notice. Alternative procedures are in place here. Approval for any educational visit follows the 'Educational Visits Checklist (Appendix 1).

Approval of day visits is at the discretion of the school. However, visits that are:

- overseas
- residential
- involve an adventurous activity

require the additional approval of the Local Authority. Form EV2 should be submitted to the LA at least four weeks in advance of the visit for routine visits. However, submission up to eighteen months in advance is required for certain overseas adventurous activities. The EVC is responsible for ensuring that the EV2 is completed online through EVOLVE

on behalf of the Visit Leader. The Governing Body will also need to be informed of any new adventurous, residential or overseas visits prior to a commitment being made. This will be done via the Headteacher on a termly basis.

If an external provider or tour operator is being used, they must complete the detailed Form EV4 at the time of the provisional booking. The procedures to be followed in this case are outlined in the 'London Borough of Waltham Forest - Guidance for Educational Visits and Related Activities 2014'.

3. ROLES AND RESPONSIBILITIES

The Educational Visit Leader (EVL)

The EVL must:

- be familiar with and understand the EV Policy
- obtain the approval of the Headteacher before any off-site visit or activity takes place
- complete an EV application (Combined EV Forms Appendix 2) at least 6 weeks prior to booking the visit, including identifying and specifying any students who present any additional risk due to their behaviour, medical or SEND needs
- ensure that the arrangements for collecting financial contributions are followed
- assess the reasonably foreseeable risks involved and draw up or amend as appropriate any previously recorded risk assessment
- oversee the safe conduct of each visit, paying particular attention to on-going risk assessments and changing circumstances, and arrange a pre-visit if appropriate
- organise staffing and proposed cover requirements with the EVC well in advance of the trip
- ensure that all other members of staff are made aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles
- consider the planning checklist to ensure that all procedures have been followed
- inform parents/carers about the visit and gain their consent
- inform students of their responsibility on the visit for their own health and safety and that of the group and remind them of the school's expectations of their behaviour and conduct whilst on the visit
- ensure that accompanying staff and volunteers are briefed prior to a visit and are familiar with the arrangements and procedures
- ensure that all procedures as outlined in the policy and risk assessment are adhered to during the visit, including student headcounts at regular and appropriate intervals
- ensure that students and staff have a briefing with opportunity for questions to ensure clarity on all procedures and arrangements
- ensure that students are registered accurately prior to departure, that all students are accounted for and to leave a copy of the register with reception at the time of departure – check that no students attend without permission
- ensure that registers are checked at key points during the visit
- ensure that all students are dismissed / collected at the end of the trip in accordance with parent/carer permission. A register should be taken at the time of dismissal to ensure the safety of all students
- ensure that there are appropriate arrangements in place for any students who do not attend the EV and who will be staying in school

The EVL has the authority, in liaison with the EVC, to terminate a trip or arrange for a student or group of students to return home should they assess that there is a potential risk to any student or staff member. This may be by parent/carer collection or returning to school accompanied by a staff member (ratios of staff to students to be decided on a case-by-case basis. Parents/Carers and the EVC should be informed of any such decision. Should a parent/carer not be contactable, the school still has the authority to make this decision. Should the EVC not be available then this should be discussed with an appropriate member of the Senior Leadership Team.

In an emergency situation, the EVL (or appropriate staff member should this not be possible) must contact the school and speak to the EVC or any member of SLT in order to discuss and decide on the best next steps.

Additional members of staff on the trip should:

- familiarise themselves with the arrangements for the visit and their roles and responsibilities whilst taking part in the visit or activity
- assist the party leader to ensure the health, safety and welfare of all the young people on the visit.

Parents/Carers should:

- Inform the school should they feel that an educational visit or off-site activity is not suitable for their child
- Inform the visit leader about any medical, psychological or physical condition relevant to the visit
- Provide emergency contact numbers
- Provide the party leader with arrangements to resume care of their child should this be necessary
- Sign the educational visit consent form via sQuid by the deadline given by the school

The Educational Visits Coordinator

The EVC will support the EVL throughout the approval/planning phase of an EV. The EVC is the first point of contact for advice on EV related matters and must:

- check final plans, risk assessments, dates and challenge any issues in advance of submitting to the Headteacher.
- support the Headteacher with approval for visits
- approve delegated visits
- approve competent people to lead or otherwise supervise a visit
- support the Visit Leader with advice and guidance on risk assessments
- review and approve the risk assessment produced by the Visit Leader and team for each visit
- check the emergency arrangements are adequate and ensure there is an emergency contact for each visit
- review procedures annually
- Ensure any new residential, overseas or adventurous EVs are submitted to the LA via Evolve in advance of any trip approval or bookings.

The Headteacher

The Headteacher has responsibility for authorising all EVs.

The Governing Body

The role of the Governing Body is that of a 'critical friend'. Individual governors may be given 'read-only' access to Evolve

The Local Authority (LA)

The LA is responsible for the final approval (via Evolve) of all residential, overseas or adventurous EVs.

4 COMPETENCE TO LEAD

We recognise that the single most important factor in ensuring the safe management of an Educational Visit is the competence of the Visit Leader. The EVC is responsible for assessing the competence to lead of the member of staff leading an EV before approval is given.

In deciding whether a member of staff is competent to be an EVL, the EVC will consider the following factors:

- Relevant experience.
- Any previous relevant training.
- Ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the students, venue, activities to be undertaken and of the school's policy and procedures.

We support staff in developing their competence to lead in the following ways:

- An induction system where staff new to EVs assist or work alongside an experienced EVL before taking on the leadership role.
- Supervision/Support on an initial trip by a senior member of staff or an experienced EVL.
- Support for staff to attend any training courses relevant to their role, where necessary.

5. RISK ASSESSMENT

Risk assessment is a careful and critical examination of what could cause harm to students, staff or others, together with an identification of the control measures and precautions necessary. Whilst a risk assessment will never consider every possible eventuality, it should be a thorough examination to reduce risks to a level which, in the professional judgement of the EVC, is deemed to be acceptable. The process of risk assessment is applicable to all educational visits and should be recorded on the EV5 form, part of the combined EV form (Appendix 2).

Despite the most detailed and careful pre-visit planning, issues may arise on the day such as staff absences, transport problems, weather conditions. To avoid having to make important decisions under pressure, it is important that the EVL plans to cater for any foreseeable eventuality.

There are three different categories of EV, as outlined here, with varying risks that must be considered carefully.

1. General Educational Visit

This type of EV would be the lowest level of EV and could include sports fixtures, EVs for smaller groups of students, local EVs in walking distance or travel by coach.

2. Increased risk Educational Visit

This type of visit includes any EV where there is an increased risk, for example: travel by public transport, busy locations, risk of a group becoming separated.

3. Overseas, Residential or Adventurous Educational Visits

All risk assessments should name any student or staff member for whom there are any additional potential risks. Potential additional risks should be recorded on the risk assessment form along with measures for risk reduction. These risks may be medical, behavioural, physical or related to mental health and wellbeing.

The Educational Visits Checklist (Appendix 1) is an essential part of the risk management process and applies to all EVs. The EVL should consult it through all stages of planning and running the visit.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the EVL and visit staff team. They are extra-ordinary situations and may include serious staff or student injury, an act of terror, increased unexpected danger e.g. a building collapsing, a traumatic experience.

The school has an emergency plan in place to deal with a critical incident during a visit (Appendix 3). All EVLs and EV staff must be aware of this procedure.

Where an incident overwhelms the establishment's emergency response capability or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

6. STAFFING RATIOS

Staffing ratios for any educational visit may differ. The level of supervision will be dependent of the type of trip and should follow the guidance below. The level of supervision will also be dependent on the risk assessment for the EV and will take into consideration:

- The type, duration and level of activity
- The needs of individuals within the group
- The experience and competence of staff and accompanying adults
- The nature of the venue
- The prevailing weather conditions
- The nature of transport involved

The usual minimum staffing at WSFG is detailed below.

1. General Educational Visits

For sports fixtures, a minimum of one member of staff may accompany a group of up to 16 students, unless travel is by public transport. If travel is by public transport, where possible a minimum of 2 members of staff to a group of 20 students where the group always stays together for the outbound journey. Where there is only one member of staff attending a fixture, careful consideration for the safeguarding of that staff member and student safety must be outlined in the risk assessment.

For other General EVs, a minimum of two members of staff is required for any trip with a minimum ratio of 2 to 30. This may include walking to a local venue or traveling by private hire coach.

For all General EVs and fixtures, there should be at least one female member of staff for each group of 20 students.

2. Increased risk Educational Visits

For any EV in a busy area or where travel is by public transport, the minimum ratio is 2 members of staff for a group of up to 20 students. A member of staff should never be alone with a student or group of students, including in an underground train carriage. For an EV for half of a Year Group (90 students), 10 members of staff is needed. Ideally, the EVL would not have a group of students to enable them to oversee the EV. For each EV, there should be a minimum of one female member of staff for each group of 40 students.

3. Overseas, Residential or Adventurous Educational Visits

For any EV in this category, the staff ratio should be increased to 2 staff members per 12 students. There should be a minimum of 3 members of staff for each visit and one female member of staff per 10 students. A member of staff should never be alone with a student or group of students.

In the event that a student needs to travel to a venue by taxi, there should be two members of staff per taxi.

Inclusion

As mentioned above, we strongly believe that educational visits (EVs) are an integral part of the entitlement of every student. Where a student has any additional needs, the EVL will make provisions to ensure that they can access the trip and have a safe and valuable experience. Additional needs should consider learning needs, physical needs and SMEH

needs. In a rare situation, the EVL and EVC may deem it unsafe for a student to attend a particular EV. This will need approval from the Headteacher. In accordance with the Equality Act 2010, the EVL, in consultation with the Head of LLD, should make reasonable adjustments to avoid a student being placed at a disadvantage.

PARENT/CARER PERMISSION

The school must receive parent/carer permission for Educational Visits via sQuid. The exception to this is for sports fixtures where the EVL will seek written permission for students independently due to the nature, regularity and timings of these events. In the event that a parent/carer is unable to provide permission in this way, the school will seek to resolve the issue and will accept written permission if necessary. The school will provide a deadline for permissions completion by parents/carers. After this deadline, the school will not authorise additional students on the EV. This is for safeguarding purposes and to enable EV Admin to provide an accurate register of all students attending the EV.

7. SUPERVISION

Students must be supervised throughout all visits. However, in some circumstances, the EVL may decide that a period of remote supervision is safe and appropriate. During periods of remote supervision, the following guidance must be followed:

- Students must be aware of a 'base area' where they can always find a member of staff.
- Students must be in groups of no less than 3.
- Students must have access to a mobile phone and have the school emergency mobile contact.
- Any student with additional needs is catered for.
- The period of remote supervision has a clear time frame, meeting time and meeting point.

The decision to allow remote supervision must be included in the risk assessment and must consider factors such as:

- The prior experience of students
- The age of students
- The needs of all students
- The responsibility of students
- The competence/experience of supervising staff
- The environment/venue

Parental consent must be obtained prior to the remote supervision of students.

On residential visits a duty rota for supervision of students should be organised so that there is always a designated member of staff on duty and so that the time when staff are not on duty is clearly demarcated. The EVL should follow the good practice guidance from the DFE which includes making regular head counts, and the delegation of duties to other adults etc.

Other supervising staff must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the students in their immediate care.

8. FIRST AID

The level of first aid provision should be based on a risk assessment. On all visits there should be a member of staff who has a good working knowledge of First Aid appropriate to the environment. The Appointed Person First Aid Certificate is the minimum requirement for residential, overseas or adventurous EVs or for any EV where there will not be access to an onsite first aider. For residential, overseas and adventurous visits, there must be a designated and trained first aider.

A First Aid kit (appropriate to the visit) should be carried. These are available from the First Aid Coordinator. Refer to list of First Aiders in Staff Handbook.

9. TRANSPORT

Parents/Carers must be made aware of the intended form of transport and route and their consent obtained as part of the EV sQuid permission. The EVL has the authority to change the route or mode of transport in an emergency situation or as outlined as part of the 'Plan B' procedures in the risk assessment.

Travel arrangements should be included in the risk assessment. If public transport is to be used, all students and staff must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is on foot:

The EV group should stay together, safely crossing roads as a group wherever possible. The EVL should consider the safest route avoiding any main roads where possible. There must be a member of staff at the front and back of the group as a minimum requirement.

If travel is by private hire coach or minibus:

All pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. If the school minibus is being used, the driver must have passed the LBWF MIDAS Minibus Driving Test or the equivalent Community Transport test. Refer to School Minibus Policy.

If travel by bus, train or underground:

Staffing ratios as mentioned above must be adhered to. The EV group should mount the bus/train and sit together as much as is possible. Should a bus/train be overcrowded, the group should wait for the next bus/train where there is adequate space. Risk assessments should include procedures for a student or group becoming separated. A member of staff should never be left alone with a student or group of students.

If any students are to travel by private car, the driver must complete Form EV6. This is also relevant to sports fixtures, and applies to staff and parents' cars. A new form must be completed every academic year. Should a student or group of students need to travel by taxi, a minimum of 2 members of staff should accompany each vehicle.

10. VISITS ABROAD

For all overseas visits it is essential that consideration is given to the following:

- Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, political stability, local financial information
- Accommodation: Checked for suitability, security, safety precautions and emergency evacuations. Visit Leaders must ensure that health and safety procedures are communicated to students on arrival at the venue.
- Transport systems are assessed as safe for use.

The EVL should also consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk. Further advice on overseas visits is given in the 'London Borough of Waltham Forest - Guidance for Educational Visits and Related Activities 2014'.

11. WATER MARGIN ACTIVITIES

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in

DFE 'Group Safety at Water Margins' (available to view on the EVOLVE National Library database) is relevant. All staff and other supervising adults should be provided with a copy of this guidance prior to the visit.

12. STUDENT BEHAVIOUR

Student Behaviour Categories

Students are categorised under 3 behavioural groups: 1, 2 and 3, as outlined here.

Student Behavioural Group 1:

Students in this group present little to no behavioural risk – these students are covered by the general risk assessment section and no additional behavioural measures/precautions need to be taken.

Student Behaviour Group 2:

Students in this group present some to moderate risk. This could include students who have had rare behaviour incidents in school such as non-compliance or disputes, which may pose a risk should this arise during the trip. It is important to consider behaviours that are significant to safety on a trip, not, for example, home learning or equipment. Students in this group must be named on the risk assessment.

Student Behaviour Group 3:

Students in this group pose a high behavioural risk. They may have a high number of behaviour points. This could include regular defiance or disputes. Should an individual student exhibit behaviour in school that would be of concern on a visit, the EVL may consider exclusion from the visit as a last resort, in liaison with the EVC and any key staff such as the SPL/SENCO. Students in this group must be named on the risk assessment.

General Behaviour

Visit Leaders must appreciate the need for consistency across visits. Students should comply with behaviour expectations as outlined in the Behaviour for Learning Policy and will be briefed on expectations prior to a visit. The letter to parents and a pre-visit briefing for students should make this clear and draw attention to any additional rules. Students should also be reminded that they are not permitted to film or photograph other students or adults on the visit without their knowledge or permission. Any inappropriate behaviour should be followed up by the EVL on return to school. In the rare case of a student's or group of students' behaviour becoming unsafe or unmanageable, the EVL has the authority to decide upon and organise return to school in liaison with the EVC or senior members of staff on the EV. The EVL should then inform the school immediately by contacting the WSFG Reception.

Mobile phones

Mobile phones may be taken for student safety but not used or seen apart from when direct permission is given or on the case of an emergency.

Uniform

Students are expected to wear full school uniform on all day visits. For some day visits, students may be allowed to wear more comfortable footwear such as trainers, as advised by the EVL prior to the trip.

I. SELECTING STUDENTS

The criteria for a student to attend an Educational Visit will vary dependent on the nature of the activity. When a trip needs to be selective, the EVL should have a clear criteria for student selection so that the process is fair. When students are selected by application, the EVL should inform students of what the success criteria is. When students are being selected by staff members, success criteria should be clear to all staff making selections e.g. reward trip based on behaviour points, students eligible for PP funding? Etc The EVL will make the decision regarding whether or not it is necessary to share these criteria with parents/carers. The EVL may make a waiting list of students and is under no obligation to share with parents/carers.

On the occasion when a student has had a suspension from school, either external or internal, this may affect their permission to attend an EV and should be carefully considered in the risk assessment.

When a student has received an internal or external suspension within the same term as a 'reward trip', the student will not be permitted to attend. Should the external suspension be of a more serious nature, this period of exclusion from an EV may be extended.

For EVs that are directly linked to the curriculum, careful consideration will need to be given as to whether this student can safely attend the EV, how necessary the EV is for their academic progress and what additional measures will need to be put into place.

13. COMMUNICATING WITH PARENTS

Parents/Carers should be made fully aware of the likely risks and their management, so that consent or refusal can be made on a fully informed basis. Information given to parents must include details of the activities being undertaken and venues, methods of transport and the supervision arrangements, including any periods of remote supervision. All possible alternative arrangements including Plan B must also be included within the information given to parents. In addition to the above, for residential and overseas visits, the pre-visit parents' meeting should provide an opportunity to provide further details of the accommodation, meals, evening activities, bedtime arrangements, behaviour expectations and times when students will be allowed to use their mobile phones to call home. A member of the Leadership Team will attend pre-visit parents' meetings.

14. COLLECTING AND RECORDING FINANCIAL CONTRIBUTIONS

DFE Policy on Charging

Headteachers may not impose a charge on parents for any visit that occurs during school hours. They may however ask for a voluntary contribution. Parents should be made aware that the contribution is not compulsory and that parents who do not contribute may not be discriminated against. The Headteacher may however charge parents for board and lodgings on residential visits as well as full costs when the visit is deemed to be an optional extra because it falls wholly or mainly outside school hours; does not form part of the National Curriculum; is not part of an exam syllabus or is not in the scope of the statutory requirements for religious education.

The EVL should ask for a voluntary contribution from parents for trips with a National Curriculum focus that take place during the school day and which involve a financial cost. The parent/carer letter should make it clear that insufficient contributions may affect the viability of the trip.

The letter to parents/carers should make it clear that payment will be collected on sQuid as part of the consent process and what the deadline for each contribution as well as any cancellation fees which will be levied should a student cancel after the deposit is paid.

In advance of booking all trips, both day and residential, the EVL should complete an EV9 form (part of the Combined EV form – Appendix 2) outlining the various costs and any revenue which will be used to reduce the cost to students. This must consider the cost of cover arrangements. This should be submitted with the EVI (Educational Visit application form). The EVC will meet with the Visit Leader to discuss the trip prior to approving the visit.

15. RESIDENTIAL AND OVERSEAS VISITS

Following approval of the visit the Visit Leader should meet with the Finance Manager to discuss the financial arrangements for the visit including:

- the Cost Centre for the visit
- a breakdown of costings (transport, accommodation, meals, entrance fees etc.) as shown on the EV9
- the amount of float required and the currency

- method of payment overseas
- students' pocket money
- the various deadline(s) for payment and the cost to each student

The Finance Officer should be provided with a copy of the permission letter and a register of students. If applicable, students will be issued with a Payment Card by the Finance Officer to record their payment of instalments.

16. DAY VISITS

Contributions for day visits will normally be collected by the Faculty Administrative Assistant for the Faculty organising the visit via sQuid which will also act as a record of payments and parent/carer permissions. The FAA should be provided with a register of students and the deadline for payments which should be at least one week in advance of the visit.

17. INSURANCE

The school has standard Public Liability Cover in place and is also insured under the Local Authority's central insurance arrangements which provide personal accident cover/travel insurance for all visits at home and abroad. In addition, for overseas visits, all participants must carry a valid EHIC (European Health Insurance Card). For all other visits, particularly those involving residential or adventurous activities, it is the responsibility of the Governing Body, the Headteacher and EVC to determine whether additional insurance cover should be taken out.

18. USEFUL WRITTEN GUIDANCE AND WEBSITES

- The Waltham Forest **'Guidance for Educational Visits and Related Activities with National Guidance & Evolve'** (2022)
- The National Guidance www.oceapng.info as recommended by Waltham Forest.

Appendix 1 – Educational Visits Checklist

Appendix 2 – Combined EV forms including Risk Assessment

Appendix 3 – WSfG Educational Visits Procedures Flowchart

Appendix 4 – Permission letter template

Appendix 5 – WSfG Emergency Procedures

Appendix I



WSFG Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits.

Additional checks are needed:

- If the visit begins or ends outside normal school hours - when you would not be able to ring the school office for assistance
- If the visit is residential
- If the visit involves adventurous activities
- If the visit is overseas

Stage I - APPLYING TO TAKE A VISIT (Prior to any bookings)

- Have the educational aims of the visit been clearly identified and discussed with your HOF / Line Manager / the EVC? (EVL)
- Have the students involved been identified with key members of staff and taking into account equality of opportunity? (EVL)
- Is the visit appropriate to the age, ability and aptitude of this group? (EVL)
- Have some potential dates been identified and agreed provisionally at calendar? (EVL, calendar group)
- Has estimated cost to students and / or school been calculated? This should include the cost of covering teaching staff. (EVL)
- Have you identified staff (teaching and non-teaching) that will support the visit and spoken to them / their line manager? (EVL)
- For visits in school time, have you put the details in the staff bulletin and asked for any feedback or problems from other staff? (EVL)
- If the trip is overseas, residential or involving adventurous activities have you asked for a copy of the DFE guidance and LBWF forms from the EVC? (EVL)
- If the trip is overseas, have you considered insurance / EHIC / passport organisations? (EVL)

At this stage, Marianna Philippou will take the trip to Calendar Group for an approval in principle.

Once approval in principle has been confirmed, the EVL should complete the combined EV forms, including risk assessment (including medical, behaviour, SEND information, student list) and parent/carer permission letter and submit to Marianna Philippou / Filis Aksan for final approval.

PLEASE NOTE THAT A TRIP IS NOT FULLY APPROVED UNTIL THE HEADTEACHER HAS SIGNED THE COMPLETED EV FORMS.

Stage 2. PLANNING AFTER APPROVAL

At this stage, you will receive an email from the EV team to let you know if your EV has been approved and if there are any conditions for the trip. These steps should take place once you have received this confirmation:

- Have you received an email from the EV team confirming the visit?
- Does form EV2 with the EVC (online through EVOLVE) because the trip is overseas, residential or involving adventurous activities?
- Have the dates and details been entered on the school calendar? (Calendar Admin)
- Has the venue been booked? (EVL)
- Has transport been booked ~~transport from the school's approved list of companies?~~ Please check our approved carriers with Finance or EV Admin before booking as there are companies that we cannot deal with. (EV Admin)
- Are transport arrangements suitable and satisfactory? (EVL)
- If using public transport, have the tickets been booked? This is usually free during off-peak hours via TFL. (FAK)
- Are you using private cars? The driver must complete form EV6. (EV Admin/EVL)
- Have parents/carers received the permission letter via sQuid? Are dismissal arrangements needing to be part of permissions? (EV Admin/EVL)
- Does the letter explain the charging policy and methods of payment? (EVL)
- Are parents / carers fully aware of the nature, cost, timings and purpose of the visit? (EVL)
- Have you asked parents/carers through the letter/sQuid, to approve any periods of remote supervision? (EVL)
- Have you passed a copy of the letter and the registers / group lists to the Finance Manager for the collection of contributions via sQuid (at least 3 days before the first date in the parent letter)? (EVL)
- Have you conducted a pre-visit (normal procedure for most visits within the UK)? If not, have you made appropriate additional checks? (EVL)
- Has a Risk Assessment been carried out, recorded and shared with all relevant parties and EV staff. Does it include a full student list? Does it include individual information on students with SEND, medical and/or behavioural needs? Does it detail any periods of remote supervision?(ESRA - Form EV5)? (EVL)

- Is the standard insurance cover adequate? (EVL to check with RJA)
- Is the proposed level of staffing sufficient for there to be adequate supervision at all times? (EVL)
- Do the adults in the party have the appropriate skills for the visit? (EVL)
- Does at least one teacher know the pupils involved, including those students with any special needs? (EVL)
- Does at least one member of staff need to have a 'good working knowledge' of First Aid? Is a first aid kit available? This will depend on the nature of the visit and what facilities are available at the destination. It will have formed part of your risk assessment.(EVL)
- Are staff aware of any medical needs and/or other relevant details of pupils? (EVL)
- Are staff aware of any behavioural or other challenges that need specific consideration?(EVL)
- Are there any additional staff or student needs that you need to make additional provision for? (EVL)
- If necessary has parental consent been gained for staff to administer specific medical treatments, e.g. allergy drugs/injections/epilepsy medication? (EVL, EV Admin)
- Have students been formally briefed in advance about expectations for their behaviour? If appropriate, are students aware of any additional rules, and have the consequences of inappropriate behaviour been communicated to them? (EVL)

Once EV forms are fully complete, the Headteacher will be able to complete a **FINAL AUTHORISATION** of the EV and sign the EV forms.

Stage 3. FINAL PREPARATION (2 Weeks before the visit)

- Have the details of the visit appeared in the Staff / Student Bulletin? (EVL)
- Have the venue and travel arrangements been confirmed? (EVL)
- Have all advance payments been made? (EVL/Finance)
- Have students been briefed? This could be as a group, lessons or during assembly. Briefing should include any travel information, routes, what to do if they get separated from the group etc. (EVL)
- Have staff been briefed of all procedures including safeguarding procedures. Are they aware of all needs of the student group? Are staff aware of how to keep themselves safe as well as students? Are staff aware of all travel plans and procedures? (EVL)
- Have all students returned a parental consent form? (EV Admin to send reminders 10 days prior to trip and then again 5 days before. EVLs may request phone calls to chase remaining students 3 days before a trip).(EV Admin)
- Are staff aware of emergency procedures or Plan B? (EVL)
- Are there plans for a last-minute staff absence? (EVL)
- Have staff had a pre-visit briefing and received a copy of the risk assessment? (EVL)

- Have you booked the use of a school mobile through Filis Aksan? (FAK)
- Have communications (school mobile phone number) between school /staff / different coaches been clarified? (EVL)
- Have all staff attending the trip completed necessary green LOA forms and submitted them to Shel Green? (EVL, Calendar Admin)
- Has a list of students involved been emailed to staff and a copy given to the attendance officer? (EVL)
- Have the kitchens been informed of reduced numbers/amended times for lunch and of any packed lunches for students eligible for FSM? (EVL)
- If the visit is outside normal reception times, has a member of SLT been identified as an emergency contact? (EVL)
- Does this member of staff have copies of all relevant documentation? (EVL)

Stage 4. THE VISIT

- Have you collected your EV pack from EV Admin? (EVL)
- Do all staff have a list of all students and clear responsibilities for a specific group of students? (EVL)
- Are staffing ratios in line with the school policy? (EVL)
- Has a final list of staff and students (excluding late absences) and a copy of the letter sent to parents, been left at reception (the other copy should stay with the EVL)? (EVL)
- Have you checked that only students with necessary permissions are in the group? (EVL)
- Have you made the office aware of the time the trip is due to arrive back at school? (EVL)
- Does this list make clear who is on each coach? (EVL)
- Do all staff have emergency contact details? (EVL)
- Can staff in different groups / on different coaches contact each other? (EVL)
- Have emergency contact details been left at reception (a school mobile must be used)? (EVL)
- If continuing / returning outside of Reception hours, has the Senior Leadership Team emergency contact been given all details and contact numbers? (EVL)
- Do staff have the relevant literature, work sheets, clipboards, etc.? (EVL)
- Do staff have other items, e.g. first aid kit, medication, sick bags, litter sack, etc., if needed? (EVL)
- Do staff have sufficient funds to allow for any contingencies? (EVL)

- Are student numbers being checked regularly at appropriate times? (EVL)
- Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully e.g. crossing roads? (EVL)
- If there is 'Remote Supervision' do students know where and how to contact a teacher? (EVL)
- When a rendezvous for the group has been arranged, does each student and member of staff know exactly where and when to meet? (EVL)
- If meeting at the coach are students clear which names to use if lost and asking for help e.g. location of coach park, colour and company name of coach? (EVL)
- Do students know what action they should take if they become separated from the group? (EVL)
- Do students have the school mobile phone number? (EVL)
- Do all staff know what to do if a member of their group is missing or late? (EVL)
- When students are dismissed at the end of the trip have they all been collected / been dismissed, as made clear to parents in the initial letter? (EVL)

Stage 5. AFTER THE VISIT

- Have students been safely dismissed, completing a final register and headcount and in line with parent/carer permission? (EVL)
- Have you checking in with EV staff to check if there is any feedback from them or issues to follow up on? (EVL)
- Have you fed back to EVC any relevant comments on venue, coach company or individuals? (EVL)

For overseas, residential, adventurous or more complicated EVs, the EVL can arrange support meetings from their line manager or the EVC in order to talk through and clarify arrangements.

Appendix 2



WSfG Educational Visits and Risk Assessment

Once this form is completed, please submit via e-mail to Marianna Philippou (EVC) and Filis Aksan.

Name of visit leader	
Proposed destination	
Learning aims of visit	
Proposed date(s) and times	
Type of visit	DAY/RESIDENTIAL/OVERSEAS/ADVENTUROUS
Access issues and arrangements	
Number of students / year group (please attach list of names)	
Details of necessary transport bookings for this trip (please also inform your faculty admin support)	
Have you requested a school mobile from Filis Aksan?	

Proposed staff and cover details

STAFF NAMES	REG AM	1	2	3	REG PM	4	5

PROPOSED TRIP COSTINGS

EXPENDITURE: (All costs for this trip)

INCOME: (How is the trip is being paid for?)

Cost of Trip: (Admission fees etc.)	
Cost of all Transport:	
Any other costs:	
TOTAL EXPENDITURE:	£

Cost Charged to each Student x no. of students (e.g. £10 x 180 students = £1800)	
Any other income:	
TOTAL INCOME:	£

EV5 ESRA - EVENT SPECIFIC RISK ASSESSMENT

Carried out by:

Date

ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.	HOW TO MANAGE IT What procedures will we have? (Control measures)	Severity/5	Likelihood /5	WHO TO BE INFORMED		
				P/C	STAFF	PUPILS
A student / group of students become separated from the group.		4	3			
A student is injured or suffers an anxiety attack on the trip/		4	2			
A member of the public's behaviour poses potential risk to the group.		5	2			
A student's or group of students'						

behaviour poses a potential risk.						
A staff member's behaviour poses a potential risk.						
A staff member is taken ill.						
There is a mini-bus or coach accident that leaves you unable to leave the scene.						
There is an incident on public transport which means you are unable to continue your travel.						

Additional Needs / Additional Risks

Please indicate below any student or staff member who may present any needs or risks not identified above e.g. SEND, medical or behavioural.

Student/Staff name						
Category of need (M – medical, S – SEND, B2, B3 – Behaviour bands 2,3)						
Additional risks or needs	Provisions in place		P/C	Staff	Student	

<u>Plan B Arrangements</u>					
Delays or cancellations for your chosen mode of transport?					
Staff absence on the day which affects staff to student ratios?					
The mini-bus or coach breaks down before departure.					

Please ensure that all staff for this visit have received a copy of this risk assessment and are aware of all trip procedures.

Trip authorised by HMA: Date authorised:.....

What needs to happen next:

- Submit this form electronically, along with parent/carer permission letter for approval.
- If approved, complete finance booking forms; liaise with finance to set up Squid payment.
- Complete and submit GREENs for all staff listed to accompany the trip.
- Book a school mobile for the trip (and contact cards for students) through Marion Dowling.
- Any costs not covered by student contributions will be debited from the relevant Cost Centre supporting the trip.

On the day of a trip:

- A fully completed register and a copy of this form must be handed into the office as you leave school for the trip.
- If coaches are used, lists of which staff/ students are on which coaches should also be left at the office.

Appendix 3



WSFG Educational Visits Procedures Flowchart

Key

EVC = Educational Visits Coordinator (MPH)

EVC Admin – Educational Visits Coordinator Admin (FAK)

EV = Educational Visit

EVL – Educational Visits Leader (member of staff organising the visit)

Before authorisation

EVL informs EVC of basic trip details (Venue, proposed date(s), which students, staff if possible) a minimum of 6 weeks prior to the EV.

EVC takes to calendar for provisional approval. EVC Admin email to EVL, within 2 weeks for **provisional authorisation stage 1**.



EVL seeks and secures staff for the EV with support from SGR.

EVL completes EVC forms including with final staff lists and permission letter using the template, student list with SEND, medical and behaviour information. EVL submits to EVC and EVC Admin.

SGR adds to school calendar.

Provisional bookings can be made ~~by admin team~~.

EVC and EVC Admin / Calendar Team check documents and cover implications.

EVC Admin to EVL for **provisional authorisation stage 2**.



EVL and EV staff complete green LOA forms and submit to EVC for **provisional authorisation stage 3**.

EVL provides necessary information to Finance Team.

SGR email to EVL and EV staff to confirm cover has been authorised.



EVC completes final forms check with EVC admin before submission to Headteacher.

EVC to follow up any final information needed.

EVC/EVC Admin submit EDV forms to Headteacher for **final authorisation stage**.

EVL to make final bookings, including of transport through admin team.



After final authorisation

EVL to make final bookings.

EVL to send student list to EVC Admin for sQuid permissions.
EVC Admin cross references medical needs from sQuid to school records.
EVC Admin arranged any necessary bookings such as school mobile / travel tickets.
EVC Admin sends permission letter to parents/carers and organises sQuid permissions.

EVL communicates EVC forms and key information to EV staff including any areas of increased risk.

EVL communicated important safety measures to all staff in advance of the EV.

EVL communicates safety procedures to all students in advance of the EV (where appropriate).

EVL / EVC Admin check and chase any student without permission (10 and 5 days prior via text and 2 days prior via telephone).

The day before the Educational Visit

EVL collects school mobile and travel tickets.

EVL / EVC Admin final check on student permissions.

EVL to ensure all EV staff have all necessary information including any groupings or students who pose additional risk.

On the day of the Educational Visit

EVL meets staff and students for a pre-departure briefing.

EVL ensures all students have school mobile number.

EVL ensures all students and staff are clear on all behavioural and safety expectations.

EVL is responsible for register – one copy to remain with the group and another to be handed in to Front Office.

EVL arranges several register checks and head counts throughout the EV including before departure and before return to school.

EVL organises safe dismissal of all students including final register at point of dismissal.



NEGLECT NOT THE GIFT THAT IS IN THEE

Headteacher: Ms H Marriott MA, NPQH
Church Hill Walthamstow London E17 9RZ
Telephone: 020 8509 9446
Email: info@wsfg.waltham.sch.uk
Website: www.wsfg.waltham.sch.uk

[ALL BLUE BRACKETED TEXT IS FOR GUIDANCE ONLY, PLEASE DELETE THE TEXT BEFORE SUBMITTING. THE EXAMPLE PARAGRAPHS ARE PROVIDED TO ASSIST FRAMING YOUR LETTER]

Date

Dear Parent(s)/Carer(s),

Re: [Insert Trip Name Here]

[Para 1 – Include context of trip, relate to subject area or whole school opportunity as appropriate]

Example Para 1:

The Engineering faculty are organising a trip to the London Automotive Museum as part of our upcoming topic of work on “Cars of the Future”. This is a great opportunity for students to learn about the latest research into vehicle designs for the future and this will support the work of the GCSE course.

[Para 2 – Include Details of trip, include which student groups, date and timings of the trip, mode of transport and return time if after school]

Example Para 2:

All students in the Year 10 GCSE Engineering course are expected to attend the trip.

- Date of trip:
- Departure time from school: 1
- Mode of Transport:
- Proposed Route:
- Planned return time to school:

[Para 3 – Include cost of trip, payment details]

Example Para 3:

- Cost: £10.00 to cover the entrance fee to the museum.
- Payment: please make payment through sQuid, our electronic payment system.

If you have any problems paying by sQuid or do not have a login for the sQuid system please contact our Student Services Administrator who will be able to assist you.

[Para 4 – Student expectations, health and safety, lunch arrangements and appropriate ending and sign off]

Example Para 4:

For student safety, students must wear full uniform and not be allowed to use mobile phones during the trip in line with our school rules. Students will need to bring a packed lunch. If your child is entitled to free school meals, they will be able to collect a cold lunch from the dining hall before we leave. Please be sure to inform [staff member name] a week in advance of the trip. All students are expected to behave in an exemplary manner for the enjoyment and safety of all trip members. In the rare case of unacceptable or unsafe behaviour, the visit leader will manage the situation in line with our Educational Visits Policy. In an extreme case, they may take the decision to terminate the visit.

For the purposes of safe travel, students will be organised into small groups to be directly supervised by an accompanying member of staff. Students will be thoroughly briefed before the trip about health and safety procedures. [Indicate here if there will be any remote supervision providing details of when and where this will happen and safety precautions taken].

Please ensure that you have granted permission for your child to attend this educational visit via sQuid by [insert deadline]. Please contact the school should you have any questions regarding this visit or if you are having trouble accessing or using your sQuid account. The school will not accept parent/carer permissions after the deadline.

Thank you for your continuing support.

Yours faithfully,

[Staff member name, School role]

Appendix 5



WSfG Educational Visits Emergency Procedure

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

1. There is always a nominated emergency base contact for any visit (the school office during school hours (who will contact SLT on call) or a designated member of SLT out of the normal school day).
2. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
3. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
4. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
5. For visits that take place outside the School Learning Area, the visit leader will carry a school mobile phone and contact details of school contact details.
6. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.