



EDUCATIONAL VISITS POLICY

All educational visits must adhere to the following procedures. Further guidance can be obtained from the Educational Visits Coordinator (EVC).

These requirements have been drawn up in order to –

- Support staff in the efficient organisation of educational visits.
- Comply with LA and national legislation regarding educational visits.
- Meet financial regulations.
- Create a consistent approach to all educational visits.
- Improve the levels of communication during the organisation of educational visits.

Educational Visits Process

Step 1: Summer Term

- ◆ EVC circulates visit forward planner for following academic year. Planner shows months when visits can be booked taking into account exams and other school activities
- ◆ Visits to be agreed by Ann Andersen, Deputy Head Teacher, and GB informed
- ◆ EVC forwards confirmation and circulates finalised visits calendar

Step 2

- ◆ Proposal form (YELLOW) to be submitted to EVC **8 weeks prior to visit**
- ◆ Visit Lead to liaise with Finance re booking of transport
- ◆ EVC checks and forwards to Head Teacher for approval

Step 3

- ◆ EVC notifies visit lead following approval
- ◆ Planning form (GREEN) and Risk Assessment form (WHITE or e-version)) to be completed and returned to EVC **6 weeks prior to visit**
- ◆ EVC checks and forwards to Head Teacher for approval

Step 4

- ◆ EVC notifies visit lead following approval and issues planning checklist
- ◆ Visit Lead to ensure completion of Leave of Absence (LOA)

Step 5

- ◆ Visit Lead to ensure that Parent/Guardian—Medical form (BLUE) returned for all students prior to visit

Failure to produce a consent form will mean that the student is unable to attend the trip as the school, staff and student will not be insured.

Additional Notes

- All students should wear school uniform on all school trips unless outdoor/specialist clothing is required or it is a residential activity.
- All educational visits should be organised in line with Local Authority procedure and guidelines.
- All students should have the opportunity of a varied experience of education visits, including a residential, during their time at Waverley Studio College.
- All educational visits are to be authorised by the Head Teacher/Deputy Head Teacher.
- The organisation of all visits procedures, and preparations should be monitored by the Educational Visits Co-ordinator.
- The Educational Visits Co-ordinator should attend a LA training course.
- The overview of education visits records should be monitored and evaluated by a designated member of SLT.
- All procedures for the organisation of educational visits should be followed.
- All staff who organise and lead a residential should visit the venue prior to departure in order to familiarise themselves with the accommodation and site which would include a risk assessment.
- The leading teachers of all education visits should complete an evaluation from within five days of return from the visit.
- Any planned residential trips within or outside the UK require notification to the LA with at least a months notice in advance. Please see the Educational Visits Co-ordinator for further guidance and documentation.

FAQs

Q How many staff are needed to accompany visits?

The ratio of staff to pupils for years 7 – 11 is a minimum of 1:15. The ratio for primary is higher. However, a minimum of 2 staff are required to accompany all visits to allow for any unforeseen circumstances. Visits involving longer journeys or a more demanding/ complex itinerary should have sufficient staff numbers to ensure a higher level of supervision.

Q Should there be a mix of male/ female staff?

It is always good practice to ensure that there is a gender mix of staff.

Q Does a first aider need to attend?

A member of staff with a good knowledge of first aid should accompany the visit and a fully stocked first aid box taken.

It is an expectation that a qualified first aider attends residential trips, outdoor activities without nearby support and visits with longer travelling times.

Q Where are first aid boxes etc located?

First aid boxes are located in student reception and should be booked out by and returned to the lead First Aider (Valerie Poussin). Bin bags are available from the Site team.

Q How do I book transport?

It is important that all transport (school minibus and coaches) is booked well in advance via the Finance Team using the Coaches Booking Form. This allows the booking to be secured and, in the case of external transport, supports negotiation of the best price. This is particularly important for visits taking place during popular times of year e.g. summer term.

Educational Visit Checklist (to aid planning on day of departure - following approval by Head Teacher)

Date:

Venue:

Lead Teacher:

	ACTIONED (Tick)
Ensure that Green EVA form has been signed and approved by the Head Teacher	
Arrange the student meeting venue and time – this can be done through the Site Manager	
When registering the students, outline the expectations for the day and remind students that Behaviour for Learning applies throughout the trip	
List of students and staff attending the trip is to be supplied to main reception – including the travel arrangements	
A copy of the register to be handed to Student Reception	
Ensure that you have the main school telephone number and a contact number for a member of SLT if the trip is to continue out of school hours	
Main Reception should have mobile telephone numbers of at least two members of staff on the trip	
Student consent and medical forms should be taken on the trip. A copy should be provided for main reception	
Where appropriate, a first aid box should be collected from School First Aid Lead	
Where appropriate, bin bags should be collected from the Site Manager	
School mobile phone to be collected from main reception or Educational Visits Co-ordinator	
Packed lunches should be collected from the canteen – these will need to be pre-	

booked via the Catering Manager (minimum of 3 days notice required)	
If the trip is expected to return to school after 7:00pm – inform the Site Manager 5 days prior to the visit	
If there are any problems on the trip then the school must be contacted immediately. If it is out of school hours then a member of SLT must be contacted immediately	

Form 1 – YELLOW

EDUCATIONAL VISIT

PROPOSAL FORM

Please complete this form and pass to Head/EVC before making any confirmed bookings or plans for an educational visit. Thank you.

Proposed Date:

Teacher Leading Visit:

Teaching/Year Group:

Number of Students Involved:

Venue:

Outline Activities:

Time of Visit:

How will the visit support and enhance the curriculum?

Suggested staff to support the trip:

Travel arrangements:

Costs involved:

1. Travel
2. Entrance Fee
3. Sundries
4. Cost for Student

Signed :

Date:

Teacher i/c:

Head of Faculty:

Form 2 - GREEN

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Form EVA – continued

Name and address of travel company Name and address of insurance company

If school-owned, private or self-drive hire vehicles are to be used, attach a statement giving insurance arrangements, names of drivers, and details of driving experience.

Preparation required by pupils: _____

Preparation required by staff: _____

Intended follow-up work: _____

Overall cost of visit: _____

Cost to each pupil: _____

Headteacher's approval: (signature): _____ Date: _____

The School should retain this form. It is not necessary that it be sent to the Martineau Centre.

Educational Visit Risk Assessment

(For EV categories A and B)

Visit location: _____

Visit Date: _____

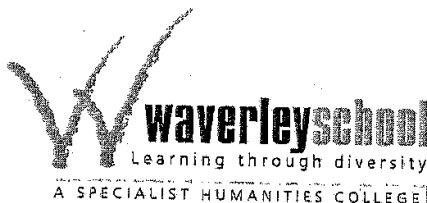
Assessment completed by: _____

Please use this generic risk assessment in order to plan for your visit. If requested please complete risk assessments for additional hazards on this sheet.

RISK/ HAZARD	WHO MIGHT BE HARMED?	ACTION NEEDED TO CONTROL THE RISK	WHAT FURTHER ACTION IS NEEDED TO CONTROL THE RISK?
List significant hazards which may result in serious harm or effect several people			

BLUE

Hob Moor Road | Small Heath | Birmingham B10 9BT
Tel: 0121 464 1780 | Fax: 0121 464 7479
Email: enquiry@waverley.bham.sch.uk



Parent/Guardian Consent-Medical form for Educational Visit to:

Place: _____

Date: _____ **From:** September 2012 **To:** July 2013

I wish my child: _____ **Form:** _____

To take part in this educational visit and having read the information sheet, agree to my child taking part in all of the activities. I also agree to my child attending any residential trip anytime during their time at Waverley.

I understand that, while the whole school staff in charge of the party will take all responsible care of the students, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child arising during or out of the school journey.

Should any damage to, or loss of property, occur during the visit through the wilful or irresponsible actions of my child, I am prepared to compensate in full the cost of repair or replacement.

Health Check: (please tick appropriate boxes)

My child: Does Does Not suffer from a condition requiring regular treatment.

My child suffers from: _____

And I attach a letter from my doctor giving details of the condition and its treatment.

Is your child allergic to any medication Yes No

Has your child received a tetanus injection in the last 5 years? Yes

I consent to any emergency treatment considered necessary during the visit. To the best of my knowledge my child is medically fit to take part in the activities planned.

I can be contacted in an emergency on: Telephone number: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____