



ELTHORNE PARK
— HIGH SCHOOL —

Educational Visits Policy

Adoption – October 2021

Review frequency – three yearly

Next review – October 2024

Status – Non-statutory

Committee – Personnel

Visits Coordinator – Mr M Myers
Administrative Support – Ms Terrie Marr
Finance – Ms Sunita Patel

Welfare – Ms Linda Walters

Overview

- Every visit is expected to enhance learning and offer an experience for young people attending the activity.
- The health and safety of all members on educational visits must always have absolute priority. Any visit which is not appropriately planned and managed presents a significant risk to the students and staff and is likely to be less educationally worthwhile.
- All school visits and visits must have the approval of the school and be put on the Calendar. All visits which include challenging activities in remote locations may require the approval of Ealing LA.
- Not completing paperwork and/or meeting deadlines may result in visits being cancelled and possibly money lost and wasted.

All paperwork to be handed to T Marr in the first place.

Inclusion

Visits should be inclusive and organised in a way which allows as many students as possible to participate. Reasonable adjustments should be made to allow for the inclusion of students with SEND. These adjustments should not impinge unduly upon the other visit participants either in terms of cost or their enjoyment and the educational benefit of the visit.

Visit Leader

Each visit should have a designated leader who is sufficiently experienced and competent to fulfil this role. Curricular and pastoral leaders are responsible for ensuring that visits leaders running visits within their subject or year have the knowledge and training to run visits according to school procedures and health and safety requirements. The Visits Coordinator is available to facilitate group or individual training sessions.

Parental Consent

Each year parents complete a consent form (SV0) which gives their consent to all day visits for the coming year of which they are given prior warning. These are collated and recorded by Welfare and Admin staff. Residential and foreign visits require a separate consent form (SV7a) due to their nature.

Staff Supervision

The recommended guidelines for staff/student ratios must be followed depending on the nature of the visit and number of students. SEND students may require additional staff, depending on a number of factors such as the needs and complexity of the student, nature of visit, transportation etc. Appropriate First Aid arrangements should be in place for each visit, which may but not necessarily mean a fully qualified First Aider accompanying the visit from the school.

Category	Type of Visit	Indicative Ratio staff: students (all Key Stages)
1	Local Visits incl. Swimming Pool	1 :15
2	Low Risk Visits within UK	1:15
3	High Risk, Overnight or Foreign Visits LA approved	1:10 Min. two staff

A teacher is defined as a qualified teacher employed by the LEA or Governing Body and on the staff of the school undertaking the visit or journey. For foreign and residential visits, non-teachers must be approved through the DBS (Disclosure and Barring Service).

The staff:student ratios are indicative and a higher ratio may be deemed acceptable. This will be judged after risk assessing the visit and looking at the composition (including age) of the group. The decision to allow a visit to go ahead with a higher ratio will be taken by the visit leader and the Visits Co-ordinator.

If the group is of mixed gender then it is appropriate to have at least one member of each sex in the adult supervisory group. This may be a member of staff from the activity centre or destination that has been pre-arranged. Where there are hazards involved in the visit (swimming, caving etc.) there must be enough qualified staff at the site to supervise such activities.

Process for running a visit (see Appendix B)

It is best practice that when a visit will cost money, parents/carers are first given a deadline to register their interest in their child attending and then, from these, the list of students actually attending is drawn by lottery, with a reserve list. After this ParentPay can be set up for the students going on the visit and parents informed of the deadlines. Time for all of this needs to be built into the planning of the visit. Any personal data on the students (e.g. contact details, medical information) should be kept before and during the visit in such a way that it is not accessible to non-staff and must be passed back to Welfare immediately after the visit is over for shredding.

For all educational visits (and especially those deemed to be of higher risk due to the nature of activities or residential) student behaviour records will be reviewed as part of the risk assessment process. Students may be offered the opportunity of a behaviour contract. This will be put in place, with mutual agreement from the student, parent and school to ensure high standards of behaviour are demonstrated in the lead up to the visit. If the students and/or parent refuses to engage with this process then the offer of a place will be withdrawn. This system is designed to allow students the opportunity to demonstrate improved behaviour. If the terms of this contract are broken then it may result in the offer of a place on the visit being withdrawn.

Costing a Visit

Visits which are a necessary part of the school's curriculum should be paid for by the subject capitation. For all other visits, the costing should be looked at before prices are fixed for students and submitted along with the Events form for approval. If running a foreign visit for the first time, at least three different companies should be compared in order to get value for money. If the foreign visit has been running for a number of years, it is good practice to get quotes from other companies every two or three years to check value for money.

- a. The transaction costs of using ParentPay should be included (i.e. currently 80p per transaction per student).
- b. **If the school premises are being used after 6pm then there is a cost of £18 per hour – this cost must be factored in and paid for**
- c. The costing of a visit should aim to keep the visit within our parents'/carers' reach and should try to ensure that there is not a substantial excess left over by the end.
- d. Under no circumstances should alcohol be claimed against a school visit.
- e. All expenses are to be supported by a receipt.
- f. For foreign and residential visits reasonable expenses for personal meals and drinks are claimable up to the value of £25 per adult per day.

- g. On residential visits a limit of £25 in total may be claimed for gifts to the host teachers/schools. Where possible, gifts relating to the school or made by the students should be given.
- h. Where necessary, reasonable accommodation costs can be claimed but must be agreed in advance of the visit by the Headteacher.
- i. Hospitality costs are not permitted unless these are reciprocated on exchanges.

Please always bear in mind that the money spent on these visits has been paid for by the students and should be spent with the benefit of the students in mind.

The Visit Leader should not book or commit to paying anything until enough money has been handed in, unless there has been prior discussion with Finance. If a visit is cancelled or does not run and the Visit Leader has made a commitment to pay for anything, this cost will have to be met through the subject's capitation.

When a Visit Leader sends the information through to Finance to set the visit up on ParentPay, s/he also sends through a copy of the visit costing (*i.e. a breakdown of how much is transport, how much hire of centre, how much is tickets etc.*). The visit will not be opened up on ParentPay without this. This information will allow Finance to be aware all the costs associated with the visit, and ensure all these costs are allocated against the visit. At the end of the visit Finance will then be able to check whether everything relating to the visit has been invoiced.

What should be included in a visits letter?

Any letter sent home about a visit must be approved by the Visits Coordinator. It should be on the proper school headed paper, be addressed to parent/carers and include the following:

1. Rationale for the visit and what students will get out of the visit
2. Name of Visit Leader and contact details on the day(s) of the visit (this will be a school mobile number)
3. Uniform and equipment requirements
4. Food and drink requirements (including provision for FSM students)
5. Start and end time of the visit as well as mode of transport
6. Clear advice that students will not be allowed to take part in the visit if there are concerns about their behaviour.
7. Clear expectations that students will maintain our reputation for high standards of behaviour
8. A request that parents/carers inform the school of any changes to their child's medical needs since the last parental consent form.
9. Date by which tear-off slip needs to be returned
10. If there is a cost to the visit:
 - a. cost per students and how they should pay
 - b. the deadlines for payment
 - c. reference to "Terms and Conditions For Visits" being available on the school website, with the website address of the school's policies
 - d. clear advice that deadlines cannot be changed if the visit is to go ahead
11. tear-off reply slip with date by which it should be returned to

Appendix C has examples of letters.

Responsibilities

Visit Leader	<ul style="list-style-type: none"> ● Provide parents/carers with information about the visit and ensure they are able to withdraw their child if they wish by a reasonable deadline. ● Plan the visit so there is enough time for funds to be collected before any payments, or commitments to pay, have to be made against the visit. ● Complete Events Form and other paperwork including Risk Assessment and parent/carers' letter (<i>see deadlines in Appendix A</i>) ● If cost of visit is £50 or more per student and is a new visit, submit forms in time for Governors to examine (<i>see deadlines in Appendix A</i>) ● Liaise with Finance before the letter is sent out to agree deadlines for payment ● Hand Finance a copy of the costing of the Visits, if there are costs ● Manage deadlines for the visit, extending them if thought necessary by the Visit Leader and payment timescales allow this, and keeping Finance informed throughout the process. ● Provide list of students to Finance for ParentPay (<i>see deadlines in Appendix B</i>) ● Provide list of students to Welfare <u>and the Child Protection Officer</u> (<i>see deadlines in Appendix B</i>) ● Seek approval from Visit Coordinator before making any changes to visit ● Check students going on Visits have paid and have parental consent (either SV0 or SV7a) and chase up any students who may be late in handing in money or paperwork and so put the Visit at risk. (Foreign and residential visits may be able to get administrative support.) ● Checking all necessary staff in school are aware of the visit in enough time to make changes to their own plans (e.g. plans for teaching) ● Ensure School Office has an accurate attendance register of students going out, when the visit leaves ● Ensure the good order of the students and the efficient use of staff on the visit ● Carry either a fully-charged personal or school mobile phone, ensuring its number is known to Reception in case of emergencies. ● Leave a finalised itinerary at the school ● Provide immediate feedback to the Visit Coordinator after the visit is over and, if asked to, more detailed written feedback (SV5a)
Other staff and adults on the visit	<ul style="list-style-type: none"> ● Follow instructions of Visit Leader ● Use their initiative in supporting Visit Leader and maintaining the good order and the well-being of students while on the visit ● Be aware of Controls put in place to reduce risks
Students on the Visit	<ul style="list-style-type: none"> ● Follow instructions of Visit Leader and all other staff /adults on the visit ● Conduct themselves in a way which brings credit to the school and their families
Parents/Carers	<ul style="list-style-type: none"> ● Ensure the school is provided with up to date and accurate information about emergency contact details and medical conditions ● Ensure their child is prepared for the visit
Visits Coordinator	<ul style="list-style-type: none"> ● Ensure the smooth running of the Visits process within school ● Provide guidance and advice, including training, to staff on the running of Visits ● Check all visits letters before they go out ● Approve Risk Assessments and SV1as.

	<ul style="list-style-type: none"> ● Be the emergency contact for visits outside of school hours along with other members of SLT.
Finance	<ul style="list-style-type: none"> ● Set up ParentPay and respond to parental questions or problems with ParentPay ● Creating a spreadsheet of students' contact details, medical information and dietary requirements and handing this to Visit Leader. (For foreign exchange visits this spreadsheet is needed by the host families 2 weeks before the visit.) ● Check any substantial money left over after the visit is returned equitably to the parents/carers (minus a minimum of £25 for administrative and ParentPay costs)
Welfare	<ul style="list-style-type: none"> ● Check students going on Visits have up to date parental consent and collect permission slips. ● Collect EHIC and passports for foreign visits and work with Visit Leader to ensure these are handed in on time. ● Ensure Visit Leader has emergency contact details of students going on visit and any medical information ● Keep list of current First Aiders up to date ● With CPD Coordinator, ensure there are more than enough staff qualified as First Aiders to meet with school's visit requirements
Administrative Support	<ul style="list-style-type: none"> ● Update school calendar with visits and events ● Put visits into Staff Bulletin using information on Events form ● Give permission for straightforward visits and pass to Visit Coordinator more problematic and foreign/residential visits. ● Liaise with Ealing LA for approval of visits with challenging activities in remote area

For all school journeys there must be a nominated Senior Leader to be 'On Call' in the case of emergencies. Party leaders should ensure that the contact number is known. The On Call teacher should be supplied with an up to date list of names, addresses and telephone numbers of all those in the group.

Standards of care

School journeys and education visits are an extension of school activities. All school rules should still be applied unless specifically agreed with the Visits Coordinator. Students should be in school uniform unless the nature of the visit necessitates specific clothing or shoes. Teachers are responsible for supervising students and are expected to act towards them as careful parents would towards his/her child in similar circumstances. It is a professional duty for a teacher to maintain the good order and discipline of students and their health and safety.

On a school visit, care for our students extends to 24 hours, 7 days a week and is not lessened because the visit is taken voluntarily. All staff have an important role to play in ensuring this duty of care is met. Where numbers of staff on residential visits allow, the Visit Leader may put in place a rota for direct staff supervision. Even when staff are not on duty they must remain able to carry out their duties immediately and professionally if called upon.

Discipline and Emergency Procedures

The importance of good order and discipline must be emphasised to students, parents and supervisors of the visitor journey. Students who have been banned from school visits and visits will not be allowed to take part. Initial letters to parents should state that students will not be allowed to take part in

school visits where there are concerns about behaviour. Monies already paid will not be refunded unless a replacement can be found.

Where a student's behaviour on a visit has been a concern, the Visit Leader will inform the Visit Coordinator. The Visit Coordinator will decide, through consultation with the Visit Leader and the student's Tutor, Key Stage Leader and Pastoral Support Worker on a sanction which may be a ban from taking part in school visits for between 6 months and 2 years, depending on the circumstances. The Visit Coordinator will meet with the student and his/her the parents/carers to inform them of the decision.

The leader must make it clear to students and supervising staff what is expected of the students and what appropriate action will be taken if misbehaviour occurs. Students and staff must be fully briefed about what to do in cases of emergency.

Where there are outdoor activities the rules of one or more of the Country Code, the Mountain Code or the Outdoor Studies Code are relevant.

When a teacher is privately taking a party of children on an activity out of school hours and not organised by the school, it should be made clear to the parents in advance of the visit that the arrangement is between themselves and the teacher as an individual and that the school cannot accept any responsibility.

In the event of a terrorist attack – updated June 2017

With reference to National Counter Terrorism Security Office: Recognising the terrorist threat

There is a serious and sustained threat from both international and Irish-related terrorism to the UK and UK interests overseas.

1. Threat levels

The school will review visits in light of the national threat levels and recent terrorist events. We will follow guidance from the government and the local authority to cancel or make appropriate adjustments to visits. The visit risk assessment will be reviewed in conjunction with the Visits Co-ordinator.

2. Guidance for trip leaders - *ETHANE* - Initial actions at a terrorist major incident

Exact Location

- Confirm nearest junction or exact address
- Geographic size of the incident

Type of Incident

- Explosion, building collapse, firearms incident etc.

Hazards

- Identify the hazards present or suspected (such as number of hostiles, types of weapons etc.)
- Consider potential or secondary devices
- Is evacuation necessary and safe?

Access Routes

- Update with routes that are safe to use
- Clarify routes which are blocked

Number of Casualties

- List type and severity
- Approximate number of dead, injured, survivors and witnesses

Emergency Services

- List those Services present and those required
- Conduct a joint dynamic hazard assessment with the emergency services

3. Guidance for students - STAY SAFE: Terrorist firearms and weapons attacks.

The guidance in this section, along with school emergency contact numbers, will be given to students before leaving school on any visit. This information will be distributed to students using the pre-prepared cards.

Firearms and Weapons attacks are rare in the UK and Europe. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

RUN - HIDE - TELL

3.1 RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

3.2 HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

TELL

Call 999 or 112 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so
- Call 112 In Spain or France

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

You must STAY SAFE

- **What are your plans if there were an incident?**
- **What are the local plans? e.g. personal emergency evacuation plan**

4. Suspicious items

- Do not touch
- Try and identify an owner in the immediate area
- If you still think it's suspicious, don't feel embarrassed or think anybody else will report it
- Report it to a member of staff, security, or if they are not available dial 112 (do not use your mobile phone in the immediate vicinity)
- Move away to a safe distance - Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out

Remember - If you think it's suspicious, SAY SOMETHING

Making contact with school – during school hours until 5pm

As soon as possible the visit leader, or any member of staff will make contact with the school. In the first incidence the main school reception (Ms Bridges) 0208 566 1166 who will then forward the call to Mr Wong, Mr Myers or any member of the senior leadership team.

Outside of school hours/weekends/holidays

As soon as possible the visit leader, or any member of staff on the visit will make contact with the nominated SLT contact or the Headteacher. (see shared emergency contact spreadsheet)

If these contacts are unable to be contacted please go through the list of emergency contacts in order (see red page of the spreadsheet – visit leaders must print and take this with them on any visit)

<https://docs.google.com/spreadsheets/d/1X1LHghxCdWEBwCzt8aISTCktaZ-aVXMbh7JOv0fQtPU/edit#gid=906147099>

Emergency communication protocol

Once contact is made with a member of SLT

Step One SLT to appraise the situation and advise the visit leader to move students away from the danger to safe area and take a register.

Step Two Once group is confirmed safe SLT to update the school website

Drag text book from the left hand menu next to the video on the homepage. Copy and paste text below - ensure details are filled in correctly. Press 'Publish' in the top right hand side.

"We have received confirmation from the visit leader on the X trip that all staff and students are safe. Parents - Please wait for the visit leader to make contact with you. The mobile phone networks are very busy at this time so please avoid making contact with the group to ensure lines remain clear. We will next update this message at [time]"

Step Three Visit leader and staff to ring all parents to confirm safety of their son/daughter.

Step Four For SLT

- You, the designated contact person should rapidly appraise the situation.
- Where the incident is clearly serious you should immediately contact the following London Borough of Ealing, Children's Services:
- In office hours: **02088257418**
- Out of office hours: **07940546263**
- The Emergency Control Service will make all necessary contacts (including Children's Services senior management) and establish incident procedures.
- The Emergency Control Service will contact the Press Office. All media interest should be channelled through them.

Appendix A Process for Running a visit

(for Sports fixtures see Appendix B)

If deadlines are not met, the visit may not be allowed to go ahead.

The school Calendar can be found through Outlook or here: <T:\General Information and Guidance\Rotas Calendars Lists and Schedules\Academic Calendar\2018-19>

Foreign and Residential Visits	All other visits or events
NB The first deadline is the Summer Term before the Visit	NB The first deadline is 4 weeks before the Visit(<i>where this is not possible, please see Visits Coordinator as soon as possible</i>)

<p>To get agreement in principle</p> <ul style="list-style-type: none"> • Check calendar to see if dates are free and how many staff have already been agreed to be absent. • Check staffing levels, male and female (see ratios above) and that there is appropriate First Aid provision. • Visit Leader costs out the visit taking account of transport and accommodation where necessary, as well as the transaction costs of using ParentPay (i.e. currently 50p per transaction per student). In the case of foreign visits where only a provisional cost is possible at this stage, this should be discussed with the Visits Coordinator. • For new visits costing more than £50 per student, Governors must be informed by the Visit Leader completing the relevant form and emailing this, along with a copy of the costings, to Visits Coordinator in time to be presented to Governors at their Autumn Full Governors Meeting. The Blue Events form should be submitted at the same time. • Check with Visits Coordinator that none of the students who might go on the visit have been barred from visits. 	
<p>Summer Term before the Visit</p> <ul style="list-style-type: none"> • Blue Events forms to be handed to T Marr, who will take an initial look at the visit and then pass to the Visits Coordinator for approval in principle. 	<p>At least 4 weeks before the visit</p> <ul style="list-style-type: none"> • Blue Events forms to be handed in to T Marr if not done so earlier, along with visit letter • T Marr will approve most visits; where the visit looks problematic, the forms will be passed to the Visits Coordinator who will decide on the viability of the visit in principle.
<p>Once the visit has been agreed in principle</p> <ul style="list-style-type: none"> • Do not book or commit to paying anything until the visit has been approved and, where there are costs, enough money has been handed in - unless there has been prior discussion with Finance. • T Marr will pass copies of the events form to the Visit Leader, Finance, Welfare, Caretakers and Canteen and the original copy will be kept on file in case of queries. • Any changes to the Visit, including staffing, must go through T Marr and may need the agreement of the Visits Coordinator. • Visit Leader uses Google spreadsheet to pass a list of students to Finance if they need to set up ParentPay along with a copy of the costings • Visits Coordinator approves the letter going out to parents • Visit Leader agrees deadlines for payment with Finance. These deadlines must be communicated to parents and students along with the urgency in meeting the deadlines. • Changes to deadlines should not be made by the Visit Leader unless Finance has been informed and it will still give Finance and the school enough time to meet their responsibilities. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>If the Visit costs money</p> <ul style="list-style-type: none"> • Visit Leader gives parents details about the visit and a deadline for registering their interest in the visit. • Those attending are chosen by lottery from those who have registered an interest and a reserve list is also compiled. Visit Leader lets parents know. • Visit Leader advises Finance of deadlines for payment and informs parents • If a parent/carer does not meet a deadline, their place should be given to the next student on the reserve list and parents/carers informed. </div> <p>Where the visit involves challenging activities to remote locations e.g. trekking, sailing, kayaking, off-piste skiing, glacier travel, the SV1a and Risk Assessment must be approved by the Local Authority. This must be submitted at least 6 weeks before the visit.</p>	
<ul style="list-style-type: none"> • Visit Leader organises a Parental Information Evening, submitting Blue Events Form to T Marr at least 4 weeks in advance of this meeting. • At least 6 weeks before the visit • Visit Leader hands completed SV1a and Risk assessment to T Marr so can be approved by the Visit Coordinator and sent to the Local Authority • Visit Leader to pass a list of students to L Walters and A Quinn. • Visit Leader sends out letter to parents by email • At least 4 weeks before • Students complete SV7a and hand in any other documents needed e.g. passport, EHIC cards to Welfare. 	<ul style="list-style-type: none"> • At least 3 weeks before the visit • Visit Leader hands completed SV1a and Risk Assessment to T Marr for approval by Visits Coordinator. • At least 2 weeks before the visit • Visit Leader uses Google spreadsheet to pass a list of students to L Walters who checks consent forms are up to date and prepares list of emergency contact details and medical notes • Visit Leader emails the list of students attending to T Marr (who then alerts staff of which students will be out) and A Arab (for attendance purposes) • Visit Leader ensures students have parental consent (SV0) liaising with Welfare

<ul style="list-style-type: none"> ● At least 2 weeks before ● Visit Leader emails the list of students attending to T Marr (who can then alerts staff of which students will be out) and to A Arab (for attendance purposes) ● L Walters hands lists of students' contact details, medical notes and dietary requirements to Visit Leader ● Visit Leader ensures students have parental consent (SV7a) liaising with Welfare 	
1 week before <ul style="list-style-type: none"> ● Visit Leader checks that the visit is in the Staff Bulletin with the correct times and staff; if there is an error, Visit Leader must see T Marr and Visit Coordinator immediately 	
Days immediately prior to the visit <ul style="list-style-type: none"> ● Check that staff going on the visit know what to do, roles and responsibilities, emergency procedures ● Email again the list of students attending to T Marr (who can then alert staff of which students will be out) and to A Arab (for attendance purposes) ● If the visit takes place over a lunch time, inform Kitchen about numbers of students going and of these how many are FSM students ● Foreign visits: Visit Leader check s/he has all the relevant paperwork inc. passports, EHIC, SV7a. 	
<ul style="list-style-type: none"> ● 1 day before ● Visit Leader puts list of students on Staff Notice board ● Non-foreign and non-residential: Visit Leader collects list of emergency contact details and medical notes from Welfare ● Visit Leader collects First Aid kit from Welfare and the school mobile phone from Finance if it is being taken 	
Day of the Visit <ul style="list-style-type: none"> ● Visit Leader registers students and leaves an accurate register with Reception along with times leaving and arriving back and mobile phone contact of the Visit Leader 	
On return <ul style="list-style-type: none"> ● Visit Leader immediately informs Reception that the visit has returned. If the visit returns out of Office hours, the Visit Leader informs the Visit Coordinator. ● If there was an accident on the visit, complete an accident report form (see Welfare). This must be filed with the Risk Assessment. ● Any school equipment taken must be returned as soon as possible as it may be needed immediately by another visit (e.g. school mobile phone, medical kit). ● As soon as possible the next day, the Visit Leader gives the Visit Coordinator and their Line Manager a quick verbal feedback on how the visit went. ● The Visit Leader does not have to complete an SV5a form unless the Visit Coordinator decides it is necessary (i.e. if there were problems with the visit) 	

Appendix B Sports fixtures

Overview

- Due to the number of sports fixtures and the – sometimes - lack of advance warning the school sometimes gets, a different process is used for these.
- For safeguarding purposes and to ensure the smooth running of the school, the school has to know which students are taking part in a sports fixture, either home or away, and the start and projected end time of the visit.
- No specific Risk Assessment for each sports fixture is required, however the Head of PE should conduct general risk assessments with staff leading sports fixtures so they are aware of hazards and necessary control measures.

Process for Sports Fixtures

1. As soon as PE department knows about the fixture (home or away), a PE Events Form is completed and submitted to T Marr, even if no cover is required.

2. If there is less than 2 weeks to go before the fixture, the Visit Leader must also alert the Visits Coordinator by email or verbally.
3. Where cover is available and there is no significant clash with other events, the fixture will be approved and put on the School Calendar
4. The Visit Leader as soon as possible
 - a. checks details are correct in Staff Bulletin / Calendar
 - b. emails the list of students attending to T Marr (who then alerts staff of which students will be out) and A Arab (for attendance purposes)
 - c. (if the visit takes place across a lunch time) informs Kitchen numbers of students going and of these how many are FSM students
 - d. leaves at the Reception an accurate list of students attending, along with start and end times and Visit Leader's contact details.

Appendix C Examples of Visit Letters

Example A – Visit involving cost and limited places

14th March 2016

Dear Parent/Carer,

Re: Year 9 Visit to Dominion Theatre on Monday 1st July 2016

The Art department would like to take our Year 9 students on a backstage tour of the Dominion Theatre in London on **Monday 1st July 2016**. The purpose of the visit is to see the stage designs and speak to those who created them. The visit will provide extremely useful research for the set design modules and it is important that they attend the visit. Visits to Art galleries and museums are an essential part of the Art course.

Mr A N Other will be leading the visit; students are expected to be in full school uniform and should bring with them their Oyster Card, sketch pad, sketching pens or pencils and a camera. We shall leave from the school gates at 8:40 a.m. and travel via public transport to central London. We shall return by 1:15pm for lunch, so students do not need to bring food with them unless they have a medical condition that requires them to do so, though some water would be a good idea. There will be no time to stop to buy any snacks, so students do not need to bring any money. There is a small cost of £5 attached to this visit, to be paid through ParentPay (Terms and Conditions for Visits are available on the school website <http://www.epbs.ealing.sch.uk/school-documents.html>). The school may be able to offer some financial support to families in hardship for this visit; please contact me as soon as possible if you feel this applies.

We can unfortunately only take 20 students, so if you would like your child to take part in this visit, please sign and return the slip below to the School Reception **by Thursday 21st March**. If there are any changes to your child's medical needs of which you have not informed the school, please let Ms Walters, the Welfare Officer, know immediately.

We shall select students by lottery from those whose reply slips we have by 21st March and create a reserve list of those whose names were not pulled out of the hat. Once this has been done, we shall then let you know the deadline for payment, but it is likely to be by the 10th April.

If you have any queries, please do not hesitate to contact me by email, anotherteacher@epbs.ealing.sch.uk, or by telephone on extension 308.

Yours faithfully,

A.N Other

Teacher of Enrichment

Name of child: _____ Year/Tutor:

I give permission for my child to attend the Art Visit to the Dominion Theatre, London on Monday 1st July.

Signed: _____

Date:

Emergency Contact number:

Medical Condition or medication:

Please return reply slip to the Office by Thursday 21st March

Example B – Visit involving cost but no limit on places

14th March 2016

Dear Parent/Carer,

Re: Year 9 Visit to Dominion Theatre on Monday 1st July 2016

The Art department would like to take our Year 9 students on a backstage tour of the Dominion Theatre in London on **Monday 1st July 2016**. The purpose of the visit is to see the stage designs and speak to those who created them. The visit will provide extremely useful research for the set design modules and it is important that they attend the visit. Visits to Art galleries and museums are an essential part of the Art course.

Mr A N Other will be leading the visit; students are expected to be in full school uniform and should bring with them their Oyster Card, sketch pad, sketching pens or pencils and a camera. We shall leave from the school gates at 8:40 a.m. and travel via public transport to central London. We shall return by 1:15pm for lunch, so students do not need to bring food with them unless they have a medical condition that requires them to do so, though some water would be a good idea. There will be no time to stop to buy any snacks, so students do not need to bring any money. There is a small cost of £5 attached to this visit, to be paid through ParentPay (Terms and Conditions for Visits are available on the school website <http://www.ephs.ealing.sch.uk/school-documents.html>). The school may be able to offer some financial support to families in hardship for this visit; please contact me as soon as possible if you feel this applies.

The deadline for payment is **Wednesday 10th April**. If this deadline is missed it will put the visit at risk for all our students. If you have problems with ParentPay, please contact Ms Patel in our Finance Department.

If there are any changes to your child's medical needs of which you have not informed the school, can you please let Ms Walters, the Welfare Officer, know immediately.

If you have any queries, please do not hesitate to contact me by email, anotherteacher@ephs.ealing.sch.uk, or by telephone on extension 308.

Yours faithfully,

A.N Other

Teacher of Enrichment

Name of child: _____ Year/Tutor:

I give permission for my child to attend the Art Visit to the Dominion Theatre, London on Monday 1st July.

Signed: _____

Date:

Emergency Contact number:

Medical Condition or medication:

Please return reply slip to the Office by Thursday 21st March

Example C – Visit involving no cost and limited places

14th March 2016

Dear Parent/Carer,

Re: Year 9 Visit to Dominion Theatre on Monday 1st July 2016

The Art department would like to take our Year 9 students on a backstage tour of the Dominion Theatre in London on **Monday 1st July 2016**. The purpose of the visit is to see the stage designs and speak to those who created them. The visit will provide extremely useful research for the set design modules and it is important that they attend the visit. Visits to Art galleries and museums are an essential part of the Art course.

Mr A N Other will be leading the visit; students are expected to be in full school uniform and should bring with them their Oyster Card, sketch pad, sketching pens or pencils and a camera. We shall leave from the school gates at 8:40 a.m. and travel via public transport to central London. We shall return by 1:15pm for lunch, so students do not need to bring food with them unless they have a medical condition that requires them to do so, though some water would be a good idea. There will be no time to stop to buy any snacks, so students do not need to bring any money.

We can unfortunately only take 20 students, so if you would like you child to take part in this visit, please sign and return the slip below to the School Reception **by Thursday 21st March**. If there are any changes to your child’s medical needs of which you have not informed the school, please let Ms Walters, the Welfare Officer, know immediately.

We shall select students by lottery from those whose reply slips we have by 21st March and create a reserve list of those whose names were not pulled out of the hat. Once this has been done, we shall then let you know the deadline for payment, but it is likely to be by the 10th April.

If you have any queries, please do not hesitate to contact me by email, anotherteacher@ephs.ealing.sch.uk, or by telephone on extension 308.

Yours faithfully,

A.N Other

Teacher of Enrichment

Name of child: _____ Year/Tutor:

I give permission for my child to attend the Art Visit to the Dominion Theatre, London on Monday 1st July.

Signed: _____ Date: _____

Emergency Contact number:

Medical Condition or medication:

Please return reply slip to the Office by Thursday 21st March

Example D – Visit involving no cost and no limit on places

14th March 2016

Dear Parent/Carer,

Re: Year 9 Visit to Dominion Theatre on Monday 1st July 2016

The Art department would like to take our Year 9 students on a backstage tour of the Dominion Theatre in London on **Monday 1st July 2016**. The purpose of the visit is to see the stage designs and speak to those who created them. The visit will provide extremely useful research for the set design modules and it is important that they attend the visit. Visits to Art galleries and museums are an essential part of the Art course.

Mr A N Other will be leading the visit; students are expected to be in full school uniform and should bring with them their Oyster Card, sketch pad, sketching pens or pencils and a camera. We shall leave from the school gates at 8:40 a.m. and travel via public transport to central London. We shall return by 1:15pm for lunch, so students do not need to bring food with them unless they have a medical condition that requires them to do so, though some water would be a good idea. There will be no time to stop to buy any snacks, so students do not need to bring any money.

If there are any changes to your child's medical needs of which you have not informed the school, can you please let Ms Walters, the Welfare Officer, know immediately.

If you have any queries, please do not hesitate to contact me by email, anotherteacher@ephs.ealing.sch.uk, or by telephone on extension 308.

Yours faithfully,

A.N Other

Teacher of Enrichment

Name of child: _____ Year/Tutor:

I give permission for my child to attend the Art Visit to the Dominion Theatre, London on Monday 1st July.

Signed: _____ Date: _____

Emergency Contact number:

Medical Condition or medication:

Please return reply slip to the Office by Thursday 21st March

Example E – Visit with limited places and student has been assigned a place by lottery

26th March 2016

Dear Parent/Carer,

Re: Year 9 Visit to Dominion Theatre on Monday 1st July 2016

Thank you for your interest in our visit of a backstage tour of the Dominion Theatre in London on **Monday 1st July 2016**. We are happy to say that _____ has been selected at random to attend. There is a small cost of £5 attached to this visit, to be paid through ParentPay (Terms and Conditions for Visits are available on the school website <http://www.ephs.ealing.sch.uk/index.phtml?d=543827>). The school may be able to offer some financial support to families in hardship for this visit; please contact me as soon as possible if you feel this applies.

The deadline for this payment is **Wednesday 10th April**. If this deadline is missed we shall unfortunately have to offer your child's place to one of the students on our reserve list. If there are any problems with payment, please contact Ms Patel in our Finance Department.

Mr A N Other will be leading the visit; students are expected to be in full school uniform and should bring with them their Oyster Card, sketch pad, sketching pens or pencils and a camera. We shall leave from the school gates at 8:40 a.m. and travel via public transport to central London. We shall return by 1:15pm for lunch, so students do not need to bring food with them unless they have a medical condition that requires them to do so, though some water would be a good idea. There will be no time to stop to buy any snacks, so students do not need to bring any money.

If there are any changes to your child's medical needs which you have not informed the school of, can you please let Ms Walters, the Welfare Officer, know immediately.

As with all visits, we expect our students to maintain our reputation for high standards of behaviour. Any students whose behaviour before the visit gives us cause for concern will not be allowed to attend. As a safety precaution, we shall be using the school's mobile phone so that students or parents can contact the Visit Leader in an emergency. The number is 0783 147 2051. It is recommended that students save this number to their mobile phones.

If you have any queries, please do not hesitate to contact me by email, anotherteacher@ephs.ealing.sch.uk, or by telephone on extension 308.

Yours faithfully,

A.N Other

Teacher of Enrichment

Example F – Visit with limited places and student has not been assigned a place by lottery

26th March 2016

Dear Parent/Carer,

Re: Year 9 Visit to Dominion Theatre on Monday 1st July 2016

Thank you for your interest in our visit of a backstage tour of the Dominion Theatre in London on **Monday 1st July 2016**. We had a great deal of interest in this visit and unfortunately can only take 20 students. We selected students at random from those who had expressed an interest and we are sorry to say that _____ was not selected to attend. However we have put her/him on our reserve list and should a place become available we shall let you know.

Thank you again for your interest. It is a shame that we do not have better news for you at the moment.

If you have any queries, please do not hesitate to contact me by email, anotherteacher@ephs.ealing.sch.uk, or by telephone on extension 308.

Yours faithfully,

A.N Other

Teacher of Enrichment

Appendix D Terms and Conditions for Visits

(to be published on school website)

1. The school will set deadlines for payments and handing in of relevant documents (e.g. passports for foreign visits) which are as reasonable as possible.
2. Parents/Carers are asked to pay all instalments and hand in documents by the stated deadlines.
3. All payments should be made through ParentPay, unless there has been a prior agreement with the school Finance department.
4. Any deposits or full payments made for school visits are non- refundable. In cases where the school has been able to take another student instead, refunds will be at the discretion of the Visit Leader and the Headteacher
5. Where a refund is approved, there may be a 80p transaction charge.

**Appendix E Annual Consent Form for School Visits and Other Off-Site Activities
- SVO**

Written parental consent will not be requested from you for the majority of off-site activities offered by the school, for example, visits to museums as these are part of the school’s educational aims and usually take place during the normal school day. We shall let you know of each off-site activity we are offering to your child so you can tell us if you do not wish your child to take part.

Please sign and date the form below if you are happy for your child,

- a) To take part in school visits and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school visitor activity.

Please note the following important information before signing this form:

- The visits and activities covered by this consent include;
 - all school organised visits which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
- The school will send you information about each visitor activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school visitor activity.
- If the visit involves travel abroad or one or more nights away from home, then we shall you to complete a more detailed consent form for that specific visit.

I hereby consent to

- **my child participating in any school visitor activity which I have been made aware of**
- **my child being given first aid or urgent medical treatment during any school visitor activity**

I agree to immediately inform the school of any changes to my child’s medical or dietary situation, including any allergies or change of doctor’s contact details, and any changes to the family contact details, so that I can be contacted quickly in emergencies.

Name of child: _____

Name of parent/carer: _____

Signed: _____

Date: _____

Please check the emergency contact details we have for you on the other side and sign there as well.

Appendix F Notification of Educational Visit - SV1a

School: Elthorne Park High School

Visit: _____

Visit Leader: _____

1. What is the purpose and specific educational objectives of the visit?

2. What places will be visited?

3. What are the dates and times of the visit?

Date of departure:

Date of return:

Time of departure:

Time of return:

4. What are the transport arrangements for getting there and back, and, where applicable, around during the visit?

(include the name and address of any transport company being used and, where vehicles are involved, the vehicle registration number(s)).

Fill in questions 4, 5 and 6 only if applicable

5. Which company or agency is being used for the visit?

(include licence reference number if the body is registered with the Adventure Activities Licensing Agency.)

Name:

Address:

Telephone:

License number:

6. What is the cost and how will this be paid?

7. What accommodation will be used?

Name:

Address:

Telephone:

Name of Head of

Centre:

8. Briefly describe the activities (i.e. what the students will be doing)

9. List any hazardous activities

10. What are relevant experience and qualifications do the school staff accompanying the visit have? (omit purely educational qualifications e.g. PGCE)

11. What are relevant experience and qualifications do other adults (non-staff) accompanying the visit have? (omit purely educational qualifications e.g. PGCE)

12. Who is the contact person at school who holds all information about the visit in case of emergency?

13. Who is the contact person out of school hours who holds all the information about the visit in case of emergency?

14. What is the existing knowledge of the place to be visited and is an exploratory visit intended?

15. What is the size and composition of the group?

Age range (by Year group):	<input type="text"/>	
Number of boys:	<input type="text"/>	Number of girls: <input type="text"/>
Number of students:	<input type="text"/>	Number of adults: <input type="text"/>
Leader to student ratio:	<input type="text"/>	Adult to student ratio: <input type="text"/>
		Leader to participant ratio: <input type="text"/>

16. Do you, as leader, have all the information about medical requirements for all the students who will be taking part in the visit?

Yes	No
-----	----

17. Will two copies of this form be taken on the visit, held by two different people, and if on a coach, in two different parts of the coach?

Yes	No
-----	----

Please attach a copy the parental letter, SV7a if needed and the risk assessment forms.

If approved, the visit is covered by the Local Authority Insurance. This does not cover loss of personal items by any participant.

Signed: _____ Date: _____

Print name of Group Leader: _____

Confirmation from Visits Coordinator (as delegated by Headteacher) for visit to go ahead.

Visit: _____

Date of visit: _____

Name of Group Leader: _____

Form	Approved	Date approved
Notification of Visit(SV1a)		

Risk Assessment (SV4a)		
Parental consent form (SV7a) (if foreign or residential visit)		

Signed: _____ Date: _____

Name of Visit Coordinator: _____

Appendix G Principles and Processes of Risk Assessment for Visits

Overview

- A risk assessment is simply a careful examination of what on the visit could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.
- The law does not expect you to eliminate all risk, but you are required to protect people as far as ‘reasonably practicable’ and given the specific duty of care teachers have.
- In many instances, straightforward measures can readily control risks, for example adults walking at the front and back and ensuring students cross roads properly.

How do I assess the risks on my visit?

Step 1 Identify the hazards

- a **hazard** is anything that may cause injury or loss of life, such as chemicals, electricity, crossing a road, being caught out in a storm without cover etc.;
- A **foreseeable** hazard is one which could have been foreseen at the time based on your knowledge of the students and visit.
- Have a look back at previous risk assessments, but bear in mind the character of the students who will be going on the visit, including any SEND students.
- Remember to consider long-term hazards as well as immediate ones.

Step 2 Decide who might be harmed and how

- For each hazard, be clear about who might be harmed. That does not mean listing everyone by name, but instead identifying groups of people (e.g. students, staff, passers-by).
- Individual students, especially SEND students, may need to be specifically named where there is a specific hazard for them, based on their nature of their abilities.

Step 3 Evaluate the risks and decide on precautions

- The law requires you to do everything ‘reasonably practicable’ to protect people from harm.
- **Control measures** are actions you and/or other staff can take before or during the visit to reduce the risk of the harm happening. Examples of control measures are giving information to students/parents/staff, providing training, implementing systems or procedures for control and monitoring the students during the visit, taking a different route, etc.

Step 4 Record your findings and implement them

- When writing down your results, keep it simple, for example ‘Road traffic – risk of injury or death: staff walk at front, back and in midst of students; students cross road with staff.
- Risk assessment cannot always be perfect; it needs to be suitable and sufficient.
- Implement your control measures and ensure all staff on the visit know about and implement the control measures as well.

Step 5 Review your assessment immediately before and after the visit

- There may be some hazards which were not foreseeable when you completed your initial assessment, so immediately before the visit, check nothing has changed e.g. weather, local and national warnings
- After your visit, look again at your risk assessment and make any changes, particularly if there were any accidents or near-misses. This is necessary so that if you run the same or similar kind of visit again, you have already done some thinking.

Appendix H Rick Assessment - SV4a

Please ensure you have read and understood the principles and processes of Risk Assessment (Appendix G)

School: _____

Visit:

Date of Visit: _____

Date of Assessment:

Visit Leader: _____
of staff (inc Visit Leader): _____

Number of students: ____ Number

Hazard	Who may be affected	Control measures before the visit	

Appendix I Parental Consent Form for Foreign or Residential Visits - SV7a

Name of Student: _____

School: Elthorne Park High School

Visit: _____

From: _____ To _____

I agree to my child (named above) taking part in this visit and the activities on this visit and have read the information provided. I understand that my child's participation in the visit and/or individual activities will depend on her/him behaving responsibly.

Medical and Dietary Information:

1. Does your son/daughter suffer from any conditions requiring medical treatment, including medication? Yes / No

If YES, please give brief details:

2. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases, or suffered from anything in the last four weeks that may be or become contagious or infectious? Yes / No

If YES, please give brief details:

3. Is your son/daughter allergic to any medication? Yes / No

If YES, please give brief details:

4. Has your son/daughter received a tetanus injection in the last five years? Yes / No

5. Please outline any special dietary requirements of your child:

I undertake to inform the school as soon as possible of any changes in the medical circumstances between now and the beginning of the journey. I also understand that in lifesaving circumstances emergency treatment could be given to my child without agreement.

I may be contacted by telephoning the following numbers:

Home: Mobile:

Work:

Signed: _____ Date: _____

Name of parent/carer: _____

Appendix J Evaluation of Visit– SV5a

Complete this form if requested by the Visit Coordinator. This will usually happen if there was a specific problem which arose from the visit.

Visit: _____ Date: _____

Year Group(s): _____ Number of students: _____ Number of staff: _____

	Tick where problem(s)
Transport	
Place visited	
Accommodation	
Food	
Evening Activities	
Equipment	
Staff	
Student(s)	

Details of problem(s):

Actions taken during the visit:

Actions taken after the visit:

Recommendations (for future visits or Visit Leaders):

Signed: _____ Date: _____

Name of Visit Leader: _____

Appendix K Emergency Procedure

Please note the emergency telephone numbers and protocol – see [shared spreadsheet](#)

- Assess the nature and extent of the emergency.
- Make sure all other group members are accounted for, are safe from danger, well looked after and that young peoples' mobile phones are not used until permission is given.
- Make sure that there can be no recurrence of the dangers that created the emergency.
- Render first aid and attend to the casualty(ies) if any.
- Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital. Where there are a number of student casualties, please prioritise by severity of injury.
- Collect the remainder of the group and arrange for their return to base.
- Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.

Making contact with school – during school hours until 5pm

- As soon as possible the visit leader, or any member of staff will make contact with the school. In the first incidence the main school reception (Ms Bridges) 0208 566 1166 who will then forward the call to Mr Wong, Mr Myers or any member of the senior leadership team

Outside of school hours/weekends/holidays

- As soon as possible the visit leader, or any member of staff on the visit will make contact with the nominated SLT contact or the Headteacher. (see shared emergency contact spreadsheet)
If these contacts are unable to be reached please go through the list of emergency contacts in order (see red page of the spreadsheet – visit leaders must print and take this with them on any visit)
- Give them the following information:
 - your name;
 - nature, date and time of the incident;
 - location of the incident;
 - details of injuries;
 - names and telephone numbers of all involved;
 - actions taken so far;
 - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.
- If the press is involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local police.
- The designated contact person/Headteacher will update the school website for parents.
- At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers.
- Restrict telephone calls to the essential and keep emergency numbers as clear as possible. Contact all parents as soon as possible.
- Legal liability should not be discussed.

.Appendix L Financial Support for disadvantaged students

Annual funding available to support disadvantaged students on school visits

The allocation of pupil premium funding to support school visits is set by the government. A proportion of this is made available each year to financially support disadvantaged students, including CLA, on school visits.

Process for Considering Financial Support on Visits

Financial support for PP students on school visits and visits will be considered by the school.

Applications will be considered throughout the academic year whilst funds are available.

Students entitled to financial support for visits must meet the following criteria:

- Are recorded as students entitled to Pupil Premium support.
- A financial support request has been made by parents to the Visit Leader
- Financial support for other visits by the same curriculum area has not been received this year. Previous years' support may also be considered.
- Visits that directly link to the school curriculum will be prioritised for financial assistance.
- Students who are not on Pupil Premium register may also be considered at the judgement of the Pupil Premium Coordinator, and as long as it is unlikely to affect the school's ability to support students who are on the Pupil Premium register.

Financial Support available:

Financial support will depend on how much money is left after other visits have been funded:

- For visits costing up to £50: up to 50% of the full cost may be financed by the school
- For visits costing up to £100: up to 25% of the full cost may be financed by the school
- For visits over £100: at least a contribution of 15% will be considered.

In exceptional circumstances, the full cost of a visit may be covered.

Process – request for financial assistance on school visits and visits

Visit letters sent to parents must ask parents to inform Visit Leader if they would like to be considered for financial support on a visit. This will only be added whilst funds remain available.

All requests for funding will be processed by the Pupil Premium Coordinator, with SLT support.

Approved assistance is centrally recorded to provide an audit trail and to track assistance provided for each child over time.

Monitoring and Evaluation

An annual report is produced detailing visits and number of students who have received financial support and details of outstanding balances.

Appendix L

Simple Visit Leader Preparation Checklist – summary version

To be read in conjunction with Appendix A – process for running a trip- for more detail

- € **Check the school calendar** – [using the spreadsheet](#) in the shared area and Outlook calendar.
- € **Get quotes** based upon the ideal number of students.
- € **Identify potential dates** and how many **staff** you need (see guidance ratios on page 2 of this policy) *first aiders?*
- € Hand in **blue events form submitted to T. Marr** – don't do anything until an approved copy is returned to you!
This form will then be checked against the calendar and reviewed by the Visits Coordinator.

-
- € If residential or over £50: Complete the [Governors approval form](#) (in time for the Autumn full GB meeting- Oct/Nov)
 - € Complete [costing spreadsheet](#) and pass to Finance to set up ParentPay
 - € **Complete an [SV1-7 form](#)** giving the details of your visit

Where the visit involves challenging activities to remote locations e.g. trekking, sailing, kayaking, off-piste skiing, glacier travel, the SV1a and Risk Assessment must be approved by the Local Authority. This must be submitted **at least 6 weeks before** the visit.

- € **Send out letter to parents** to register interest

-
- € **Share proposed student list with CP Lead** to review. Please wait for confirmation before promising places.
 - € Decide upon **final student numbers** attending and staffing (ensure blue form is correct for staffing) and double check your visit has been calendared
 - € **Send out letters to parents** –include payment deadlines (date for parents information meeting, if residential) and as much information as possible. (See sample letters)
 - € Ensure you have **all parental consent reply slips and all have paid**
 - € **Email L Walters** to check SV medical forms are all completed and ready for you to collect
 - € **Brief staff** of their roles and responsibilities on the visit
 - € **Hold a student meeting** to outline expectation on the visit
 - € If taking large numbers, **inform the canteen**
 - € Residential visits – **check you have all relevant paperwork** (passports, EHIC, SV7a)
 - € **Collect list of emergency contact details**, medical notes and first aid kit from Welfare and the school mobile phone from Finance if it is being taken
 - € Check you have the **school emergency contact** and out of hours phone numbers
 - € **Share finalised itinerary** with T. Marr and M. Myers

-
- € **Leave register at reception** with mobile phone number

On return

- € The Visit Leader does not have to complete an SV5a form unless the Visit Coordinator decides it is necessary (i.e. if there were problems with the visit)