



ELTHORNE PARK
— HIGH SCHOOL —

Educational Visits Policy

Adoption – October 2024

Review frequency – three yearly

Next review – October 2027

Status – Non-statutory

Committee – Personnel

**Visits Coordinator – Ms K Reeves/ Ms A Arab/
Ms A Crix
Administrative Support – Ms A Arab**

**Finance – Ms Sunita Patel
Welfare – Ms Linda Walters**

Vision Statement

Elthorne Park High School aims to offer a broad and balanced range of exciting and stimulating educational visits for students of all ages. The opportunities have a positive impact on raising standards and being a valuable and important part of the learning process.

They serve to:

- Bring breadth to the experience of our students
- Improve the acquisition of 'cultural capital'
- Stimulate enquiry
- Encourage tolerance and quality in relationships between all involved
- Extend, enlighten and enrich the curriculum and the student's learning experience

All members of the school community (students, staff, parents and Governors) have a right to be informed of the many and varied opportunities available and should anticipate a broad, balanced and exciting offer covering the full range of experiences from part-day free, low-cost on-site activities up to week-long residential foreign trips. Students will not be barred on financial grounds from any trips or visits considered a necessary part of the curriculum. When additional funding is considered necessary for any trip, visit or activity, the school will endeavour to source appropriate funds in order to support broad participation as detailed in the charging and remissions policy.

We have a longstanding reputation for the extra-curricular and residential opportunities offered, including overseas visits (for enrichment, recreational, language and cultural development) and all students are encouraged to take advantage of these enriching experiences.

Visits should be consistent with the aims of the school and be fully researched, approved, clearly targeted and reviewed.

Visits can lead to pressure (on parents' purses) and stress (on staff and students). All visits should be agreed in advance as part of the overall academic planning cycle.

The scope of this policy covers a very wide range of potential activities, whether a short trip to a local museum or travelling long distances for a specific activity at a specially selected location. The same principles will also be applied to those types of visits that are purely for enjoyment and enhancement of life experiences, such as social and sporting activities. The benefits from students visiting venues and gaining first hand experience and/or taking part in activities is invaluable in their educational and personal development.

The purpose of this policy is to therefore ensure that all educational visits, irrespective of their nature and duration, are well planned and coordinated and take into account the health and safety issues that may foreseeably arise during any visit. Only competent persons and organisations will be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand

Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

Equality Act 2010

SEND Code of Practice

Keeping Children Safe in Education 2024

Roles and responsibilities

The **headteacher** is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

The educational visits co-ordinator (EVC) Katy Reeves is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
-

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Finance

- Set up ParentPay and respond to parental questions or problems with ParentPay
- Create 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

- 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

Planning and preparation

The decision on whether or not a visit will be submitted for approval will be made by Katy Reeves, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Any other factors deemed appropriate and relevant
- As part of the planning stage, information will be gathered by staff proposing the visit, including:
 - Location and travel distance
 - Travel plans or options
 - Full cost breakdown, including multiple options where available
 - Resources, including staffing, volunteers, and physical supplies
 - Accommodation options, where needed
 - Insurance detailed, where needed
 - Risk assessment plans and first aid provision
 - What safety measures can be put in place in order to reduce any risks
 - Add any additional minimum standards, depending on the age of the children

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

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 sex 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 1)

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

For all trips and 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. 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.
- c. Trips should be fully costed and parents/carers advised regarding appropriate 'pocket money'
- 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. Where necessary, reasonable accommodation costs can be claimed but must be agreed in advance of the visit by the Headteacher.
- h. 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.

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 and check all of 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
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. Consent deadline
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

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.

Behaviour and Emergency Procedures

The importance of positive behaviour 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, Year Leader 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 Leader and Year Leader 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.

In the event of a terrorist attack Staying safe from terrorism | Metropolitan Police

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.

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.

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

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.

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

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

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**

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 Ward or Ms Reeves.

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.

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

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

Step Four SLT to contact Ealing emergency services

Appendix 1

Checklist for Running Trips

Please look for the correct checklist for the visit that you wish to complete

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

No information should be shared with parents prior to the trip being agreed.

FINANCE - please note if you are setting up a costed trip for the following time periods the organisation and payment process of this must be completed well in advance to support the finance team

- First and last week of terms
- Feb half term to end March
- Finance need at least a week to set up a trip

Finance should only be CC into trips that occur at a cost.

Foreign and Residential Visits (overnight stays) or trips over the cost of £50

- 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.
- A year or minimum two terms in advance an application is made to the Governing Body
- Once Governors agree to the trip it is to be added to the school calendar by completing a Form Stack.
- Staffing will be confirmed by KRE and visit leader checking ratio is correct and there is appropriate First Aid Provision
- Visit Leader to work with Trips administrator to create letters (using templates from intranet) and complete costing spreadsheet for finance. A PO should be raised and signed by KRE for students entitled to Pupil Premium.
- List of the students is given to the Trips Administrator to confirm medical, safeguarding and if there are any students who have been barred from previous visits.
- The Trips Administrator will confirm transport arrangements including booking TfL tickets
- All coach booking requests must not be confirmed until costs are agreed by the finance team.
- Any trip should operate a waiting list to ensure all places are secured.

3 weeks before the trip

The Visit Leader to hand in the SV1a and SV4 Risk Assessment (templates are on the staff intranet). This should be completed in a google drive folder.

- A meeting should take place with parents to discuss the trip and confirm medical needs. Where required individual safety plans are drawn up with DSL and Trip Leader

1 week before the trip

- For trips that are chargeable, only those that have paid in full/ with a PP contribution should attend
- Confirm FSM list with catering
- Check that staff going on the visit know what to do, roles and responsibilities, emergency procedures
- Visit Leader checks that the visit is in the Staff Calendar with the correct times and staff; if there is an error, Visit Leader must see Visit Coordinator immediately
- Inform welfare how many first aid kits are required
- Inform finance mobile phone required (and if roaming is needed)
- SLT Emergency contact is confirmed for the trip and contact details are shared

Day of the Trip

- Check register and give an accurate copy to attendance
- Check student medical information and medication
- Check emergency numbers

For international trips - also check

Mobile numbers - if roaming charges apply

Share school number with parents

Have a list of students with all passport information and copies of passports attached for emergencies

Create a confirmation letter on the school letterhead with trip events that you are leading students and have consent

Allergy card created for restaurants etc

Emergency Currency

On return

- Visit Leader immediately informs Reception that the visit has returned. If the visit returns out of Office hours, the Visit Leader informs the SLT Contact.
- 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)
- The Trips Administrator will add the attendance list to the trips analysis

Day Trips that have a cost (under £50)

- **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.**
- Apply to KRE by completing a form stack no later than 4 week before a trip
- Staffing will be confirmed by KRE and visit leader checking ratio is correct and there is appropriate First Aid Provision
- Visit Leader to work with Trips administrator to create letters (using templates from intranet) and complete costing spreadsheet for finance (include 80p per parent pay transaction). A PO should be raised and signed by KRE for students entitled to Pupil Premium.
- List of the students is given to the Trips Administrator to confirm medical, safeguarding and if there are any students who have been barred from previous visits.
- The Trips Administrator will confirm transport arrangements including booking TFL tickets
- All coach booking requests must not be confirmed until costs are agreed by the finance team.
- Any trip should operate a waiting list to ensure all places are secured.

2 weeks before the trip

- The Visit Leader to hand in the SV1a and Sv4 Risk Assessment. (templates are on the staff intranet) . This should be completed in a google drive folder.
- Where required individual safety plans are drawn up with DSL and Trip Leader
- Confirm payment of the trip with finance
- Check the trip is on the school calendar, dates are correct and confirm staffing/cover arrangements
- Complete a hospitality form for FSM students and pass to finance who will forward to catering

1 week before the trip

- Confirm FSM list with catering
- Check that staff going on the visit know what to do, roles and responsibilities, emergency procedures
- 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 Visit Coordinator immediately
- Inform welfare how many first aid kits are required
- Inform finance mobile phone required (and if roaming is needed)
- SLT Emergency contact is confirmed for the trip and contact details are shared

Day of the Trip

- Check register and give an accurate copy to attendance
- Check student medical information and medication
- Check emergency numbers

Days Trips with no cost

- Apply to KRE by completing a blue form no later than 4 week before a trip
- Staffing will be confirmed by KRE and visit leader checking ratio is correct and there is appropriate First Aid Provision
- Visit Leader to work with Trips administrator to create letters (using templates from intranet)
- List of the students is given to the Trips Administrator to confirm medical, safeguarding and if there are any students who have been barred from previous visits.
- The Trips Administrator will confirm transport arrangements including booking TFL tickets

2 weeks before the trip

- The Visit Leader to hand in the SV1a and Sv4 Risk Assessment. (templates are on the staff intranet) . This should be completed in a google drive folder.
- Where required individual safety plans are drawn up with DSL and Trip Leader
- Complete a hospitality form for FSM students and pass to finance who will forward to catering

1 week before the trip

- Confirm FSM list with catering
- Check that staff going on the visit know what to do, roles and responsibilities, emergency procedures
- 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 Visit Coordinator immediately
- Inform welfare how many first aid kits are required
- Inform finance mobile phone required (and if roaming is needed)
- SLT Emergency contact is confirmed for the trip and contact details are shared

Day of the Trip

- Check register and give an accurate copy to attendance
- Check student medical information and medication
- Check emergency numbers

Charges and Remission policy

<https://oeapng.info/downloads/frequently-asked-questions/>

<https://oeapng.info/downloads/model-forms-mind-maps-and-checklists/>

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 KRE, 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 Calendar
 - b. emails the list of students attending to trips administrator (who then alerts staff of which students will be out) and attendance officer(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 3 Emergency Procedure

- 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 Ward and Ms Reeves 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.

- 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 4 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

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.