



WHOLE SCHOOL POLICY FOR THE MANAGEMENT OF EDUCATION- AL VISITS

LONG STRATTON HIGH SCHOOL

Policy Consultation & Review

This policy is available on request from the school office and is accessible on the school website.

This policy will be reviewed in full by the Governing Body every three years. This policy was last reviewed and agreed by the Full Governing Body in May 2018. It is due for review in May 2020.

Signature

Headteacher

Date: May 2018

Signature

Chair of Governors

Date: May 2020

LSHS Policy for Offsite Visits

Long Stratton High School has formally adopted, through our Governing Body, the Norfolk 'Guidance for Offsite Visits'. www.oeapng.info and as outlined on EVOLVE www.norfolkvisits.org.uk Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

LSHS has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and both in and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Head. The Head teacher has nominated Mrs Caroline Groom as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Head teacher and EVC will approve the initial plan. This must include a breakdown of cost. They will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. www.norfolkvisits.org.uk

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 visits must be approved via EVOLVE and the LA's on-line approval gained.

Level 2 Day visits approved at school level on EVOLVE by EVC and Head.

Level 1 Local day visits. LSHS has chosen to post a list of all Level 1 visits in the document library of EVOLVE (see Appendix 2) and will use in-house systems to record & approve such visits.

We will ensure that a set of standard operating procedures (SOP) or generic risk assessments exist for these Level 1 visits (see Appendix 3 and 4).

Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in our establishments list of Level 1. These must be approved on-line at school level on EVOLVE.

Level 1 = These include: Local visits to Long Stratton taking place within school hours.

Sporting fixtures less than 20mins drive away from LSHS.

Visits to local feeder schools and high schools up to 20mins drive away taking place within school hours.

Visits to schools within the IE Trust taking place within school hours.

Staffing

At LSHS we recognise the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted. At any given time, staff must be in a position to transport pupils safely to receive medical attention should the need arise.

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

All Level 2 and 3 visits must include a risk assessment. The Visit Leader must use the school's standard risk assessment form (see Appendix 12 Standard Risk Assessment Form).

The Visit Leader must be clear that they have properly assessed the needs of children with medical needs and that they are aware and have read a copy of a child's care plan (where applicable). Please note that all care plans are held centrally in the school medical room. The Visit Leader must take a copy of any care plan with them on the trip and make sure that copies are given to any member of staff who has responsibility for that child at any time during the trip. The Visit Leader must also ensure that any medication is stored appropriately and that they are clear about appropriate levels of supervision needed whilst administering medicines. This information should be recorded on the Managing Medicines Form (see Appendix 1).

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

Parental Consents

Written consent from parents will always be sought where children are asked to take part in off-site activities regardless of the fact that many of these activities may take place during school hours and are a normal part of a child's education at school. Parents will be told where their child will be at all times and of any extra information or measures required.

At the beginning of each academic year, parents will be required to complete a Parental Consent form (see Appendix 5) for level one local visits to avoid the need for parents to give consent each time such a visit takes place.

Written consent will be requested for activities that need a higher level of risk management i.e. Level 2 and 3 activities, or those that take place outside school hours. The school has a standard form, which will be used for this purpose (see Appendix 6 and 7).

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

A member of the Senior Leadership Team will always act as the emergency contact for each visit. In the majority of cases this will be either the Head teacher or an Assistant Head. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. The Visit Leader must take with them the out of school contact numbers for the EPOC, regardless of the fact that the visit may take place within school hours. Should the return time of a trip be delayed beyond school hours, the Visit Leader may need to contact the EPOC.

The Visit Leader must leave full details of all pupils, accompanying adults, the visit destination and expected time of return with the EPOC. This information should be recorded on the Visit Leader Checklist for EPOC Form (see Appendix 9).

All incidents and accidents occurring on a visit must be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has categorised trips into four types in terms of charging:

1) Those trips required for the National Curriculum (eg Geography field trip) – the school will ask parents for a voluntary contribution so all students can go.

2) Trips deemed beneficial for the whole year group (eg Y10 Careers Fair) – the school will ask for a voluntary contribution so all students can go.

3) Educational trips which are optional for students. These would require a fixed amount to be paid. If students don't pay, they aren't able to go.

4) Trips in which students represent the school (eg. sports teams, public speaking, YAB conferences, awards, training (eg Anti-Bullying Ambassador's training) etc. These trips would be free and no contribution towards the costs would be requested from parents.

Other school policies and documents that this Educational Visit policy relates to are:

- School Charging & Remissions Policy
- Behaviour Policy
- Managing Medicines and First Aid Policy
- Managing Medicines' Form (Appendix 1)
- Level One Standard Operating Procedures (Appendix 2)
- Level One Visits List (Appendix 3)
- Level One Visits Generic Parental Consent Form (Appendix 4)
- Level One Standard Operating Procedures Fixtures (Appendix 5)
- Level 2 visits – Parental Consent Form (Appendix 6)
- Level 3 visits – Parental Consent Form (Appendix 7)
- Visit Leaders Planning Checklist (Appendix 8)
- Visit Leader Checklist for EPOC (Appendix 9)
- LS1 Trip Form (Appendix 10)
- LS1 Trip Process Instructions (Appendix 11)
- Generic Risk Assessment Form (Appendix 12)

Appendix 1: Medical Recording form

Medication	Dosage	Time	✓	Date and Time given and initial					
		AM Lunch PM Night							
		AM Lunch PM Night							
		AM Lunch PM Night							
		AM Lunch PM Night							
		AM Lunch PM Night							

Appendix 2: Level 1 Visits List

These visits are regular local visits covered by Standard Operating Procedures and covered by blanket consent:

- Visits to Long Stratton taking place within school hours including:
 - ASDAN visiting to Long Stratton
 - Carol service rehearsal & Carols on tour visits to feeder schools
- Sports fixtures taking place at other schools up to 20min drive away
- Visits to local feeder schools and high schools up to 20mins drive taking place within school hours
- Visits to schools within the IE Trust taking place within school hours

Appendix 3: Level 1 Visits Standard Operating Procedures

Level 1 visits should be covered by the blanket consent form in the school admissions pack (see Appendix 5), if this has not been obtained, parental permission must be sought. A record of pupils with Level 1 visit consent is kept on SIMS and is kept updated by the Data Manager.

Visits will take place within the times of the school day, unless they are sporting fixtures which can extend beyond the school day but adequate notice will be given to parents. Otherwise visits must be processed as a Level 2 visit on EVOLVE.

Parents will be notified of the visit before it takes place.

A suitable ratio of pupil to staff will be agreed with the EVC beforehand.

An accurate group list will be given to the office along with a completed **Visit Leader checklist** (see Appendix 9) as the group departs the premises.

The visit leader will carry a charged mobile phone.

A member of staff on the visit should hold a suitable first aid qualification and carry a simple first aid kit to deal with minor injuries. A qualified first aider may not be necessary for all off-site activities and visits, however a basic level of first aid support must be available at all times. This requires that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried by the group.
- Knows how to access, and is able to access, qualified first aid support.

The visit leader will identify a member of SLT to act as EPOC for the duration of the visit and notify them of their safe return.

Appendix 4: LSHS Sports Fixtures Operating Procedure

Notification of Away Fixtures

A large wall planner calendar will be located in the main school office and it will contain the dates of sports fixtures, which staff are responsible for the fixture and the school it is played at.

Before leaving LSHS, the member of staff leading the fixture should ensure they have the correct out of hours contact details for their EPOC. They should give the EPOC a completed Visit Leader Checklist Form (see Appendix 9) with a fixture team sheet attached which includes the names of all pupils / staff on the fixture.

Staffing of Away Fixtures

It is good practice that all fixtures should be staffed by a qualified first aider. A qualified first aider may not be necessary for all off-site activities and visits, however a basic level of first aid support must be available at all times. This requires that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried by the group.
- Knows how to access, and is able to access, qualified first aid support.

All fixtures should ideally be staffed by at least two members of staff in order to supervise pupils during the minibus journey and so that a member of staff is available to travel in the ambulance in the event of a serious injury.

In the case of fixtures at local venues where a suitable member of staff will be no more than 20min drive from the venue for the duration of the fixture, it is possible for a member of staff to lead the fixture on their own.

A minibus driver cannot drive and supervise pupils at the same time, therefore a judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the pupils require close supervision, then another adult should travel in the vehicle so that the driver is not distracted during the journey.

It is essential that the EPOC is contactable by phone, available for the duration of the fixture and are able to travel there without delay and remain with the pupils if needed.

Appendix 5: PARENTAL CONSENT FORM

Level 1 Visits



For: Regular Sporting Fixtures less than 20min drive from LSHS

Visits to local feeder schools and high schools less than 20min drive and schools within the IE Trust; these visits will take place within school hours

Local Visits which do not require the use of transport

LONG STRATTON HIGH SCHOOL

Child.....Date of Birth.....

I hereby agree to my child participating in the level 1 visits listed above over the course of my time at Long Stratton High School.

I understand that:

- such sporting fixtures may extend beyond the school day but adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home;
- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
- all reasonable care will be taken of my child in respect of the activity/visit;
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity;
- any medical condition, disabilities, or special needs will be notified to the school now and as and when they arise;
- I agree to keep the school/establishment up to date with my emergency contact details.

The school should be aware that my child has the following medical conditions:

.....
.....
.....
.....

Signature of Parent/Guardian(s).....

Name(s)..... Date of signature.....

Address.....

..... Postcode.....

Telephone..... Mobile.....

Other emergency contact: Name:..... Telephone:.....

Relationship to child:

Appendix 6: Parental Consent Form – Level 2 Visits



Form checked by:	
Date received:	

CONFIDENTIAL

To be completed by the Visit Leader:

Please return to:

The Visit Leader will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Group:

Place of visit:-

Method of travel:

To be completed by the Parent/Guardian

I am willing for my child _____ Class _____

to take part in the above visit/journey and, having read the information provided, I agree to his/her taking part in the activities described.

I understand that the staff responsible for the activities will take all reasonable care of participants.

I give/do not give* permission for my child/ward to receive pain relieving medication when appropriate (one dosage of Paracetamol/Ibuprofen only).

I give/do not give* permission for my child to be provided with sun cream if appropriate.

* please delete as appropriate

I agree to my child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

My child is entitled to a free school meal and would like a packed lunch to be provided by the school canteen on this day. Yes/no

Doctor's name : _____

Doctor's Tel. no: _____ National Health No.(if known): _____

Please give details of any recent illnesses:

Please give name and dosage of any medications currently being taken:

Please tell us about any allergies, e.g., medicines, food, bee stings, etc.

Please tell us about any food not eaten for religious or health reasons:

Please provide any other information/medical conditions which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. heart conditions, asthma phobias, epilepsy, hyperventilation, diabetes, travel sickness, toileting difficulties, friendship problems, etc.

My child has a Medical Care Plan, a copy of which is held by the school: YES/NO

Emergency Contact Details: Name of parent(s)/guardian(s):

(i) _____ Tel: _____

(ii) _____ Tel: _____

Signature of Parent / Guardian: _____

(if participant is under 18)

Signature of Participant: _____

Should there be any amendments to this information after it has been handed in, please contact the Visit Leader immediately.

Appendix 7: Personal information and Parental Consent Level 3 Visits



CONFIDENTIAL

Form checked by:	
Date received:	

To be completed by the Visit Leader:

Please return to : _____ (Visit Leader)

The Visit Leader who will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Place of visit:- _____

Day & date of departure: _____ Time: _____

Day & date of return: _____ Time: _____

List of activities to be undertaken: _____

Method of travel: _____ (seat belts fitted as standard Yes/No)

To be completed by Parent/Guardian (please use block capitals)

Young person's full name: _____ Date of birth: ____/____/____

Home address: _____

_____ Post code: _____

Main telephone no : _____

Name of parent(s)/guardian(s):

(i) _____ Relationship: _____

(ii) _____ Relationship: _____

Addresses of parent(s)/guardian(s) and/or other contact persons:

(i) _____

_____ Tel. no. _____

(ii) _____

_____ Tel. no. _____

Doctor's name : _____

Doctor's Tel. no: _____ National Health No.(if known): _____

Date of last known tetanus injection (if known):

<p>Please give details of any recent illnesses:</p>
<p>My child has a Medical Care Plan, a copy of which is held by the school: YES/NO</p>
<p>Please give name and dosage of any medications currently being taken:</p>
<p>Please tell us about any allergies, e.g., medicines, food, bee stings, etc.</p>
<p>Please tell us about any food not eaten for religious or health reasons:</p>
<p>Please provide any other information which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, friendship problems, etc.</p>
<p>I am willing for my child to take part in the above visit/journey, and having read all the information provided, I agree to his/her taking part in the activities described.</p> <p>I understand that the staff responsible for the activities will take all reasonable care of participants.</p> <p>I give/do not give* permission for my child/ward to receive pain relieving medication when appropriate (one dosage of Paracetamol/Ibuprofen only).</p> <p>I give/do not give* permission for my child to be provided with sun cream if appropriate. * please delete as appropriate</p> <p>I agree to my child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.</p> <p>Signature of Parent / Guardian: _____ (if participant is under 18)</p> <p>Signature of Participant:: _____</p> <p>Should there be any amendments to this form after it has been handed in, please contact the Visit Leader immediately.</p>

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Appendix 8: Visit Leader's Planning Checklist – Visit Leader

The following points apply to all visits unless otherwise stated.

<input type="checkbox"/>	Identify educational need for visit/journey/activity
<input type="checkbox"/>	Read the school's Educational Visits Policy and supplementary documentation listed at the end of the Policy
<input type="checkbox"/>	Identify venues which could meet the educational objectives for all pupils
<input type="checkbox"/>	Make preliminary visit to venue(s) whenever possible, or seek advice from experts in the locality/other establishments which have visited, or the appropriate Local Authority for the area to be visited
<input type="checkbox"/>	Undertake a thorough risk assessment with support from the establishments EVC, where applicable. This should be recorded, acted upon and shared with the group
<input type="checkbox"/>	Identify and appoint Visit Leader, Deputy, other adult supervisors, first aiders and potential participants.
<input type="checkbox"/>	Ensure all accompanying adults have List 99 clearance or DBS, including non-teaching staff and coach drivers where they will be resident with the group and/or share regular or unsupervised access to young people becoming a trusted adult.
<input type="checkbox"/>	For all Exchange Visits show list of participants to designated Child Protection Officer (as described in detail in Section 4.7) and make appropriate host family checks (Level 3 only)
<input type="checkbox"/>	Draw up a draft plan/itinerary.
<input type="checkbox"/>	Complete the EVOLVE on line Form for Approval of Educational Visits and Journeys and submit to EVC/head teacher, attaching the programme & risk assessments (Section 2). This needs to be completed a minimum of 10 days prior to departure. (Level 1 visits excluding Sporting Fixtures and all Level 2 visits).
<input type="checkbox"/>	Complete Provider Contract if using an external Provider to deliver activities.
<input type="checkbox"/>	For visits abroad, adventurous activities, and residential visits complete and submit EVOLVE form authorised by the 'Head' to LA. This must be done as early as possible in the planning process. Please note that if the EVOLVE form and other documentation is received less than 40 days prior to departure, approval for the visit may NOT be given. (All Level 3 visits)
<input type="checkbox"/>	Brief other adult supervisors, including partners abroad, to ensure they understand their responsibilities.
<input type="checkbox"/>	If visit includes proximity to water, issue 'Group Safety at Water Margins' booklet.
<input type="checkbox"/>	Make provisional bookings, transport, accommodation, activities.
<input type="checkbox"/>	Circulate provisional information about the visit to group members' parents.
<input type="checkbox"/>	

- Invite parents and group members to a briefing meeting (Level 3 visits only).
- Provide "Information to be given to Parents and Group Members".
- Send "Parental Consent Form"
- Arrange Educational Visits and Journeys Insurance for Group Members and Adult Supervisors (including cover for loss of deposits).
- Confirm bookings of transport, accommodation, etc., and complete the financial arrangements.
- Identify 24/7 Emergency Point of Contact (back at base or home) and ensure they will have accurate Nominal Roll & emergency pack.
- Collate all documentation for Field File, including up to date medical and contact details.
- Ensure that you have copies of all individual Medical Plans and identify a suitable place for medication to be administered.
- Provide identity/contact cards for group members and adult supervisors – in the language of the country to be visited if travelling abroad.
- Hold a final briefing meeting for all staff and young people, e.g., safety information, personal and protective clothing requirements behaviour, and arrangements for the supervision of free time/unstructured time.
- Have a cash float and/or cheques for entrance fees and emergencies.
- Check climatic and prevailing conditions.
- Ensure travel sickness pills have been taken where parents request this.
- Allocate seats, paper bags and buckets.
- Take LSHS mobile phones (pre-charged and having checked it will/should work in the area where you will need it). Identify landline locations if in doubt or 'black spot' for mobile reception.
- At the start of the visit, distribute identity/contact cards and carry out head count.
- Use on-going risk assessment techniques to decide on whether to implement any contingency plans.
- Complete Managing Medicine Form as required.

On-line Evaluation Form to be completed

VISIT LEADER CHECKLIST

Complete and hand in to the school office immediately prior to departure.

Visit Leader: _____

Contact number: _____

Destination: _____

Mode of travel: _____

Expected time of return: _____

EPOC: _____

	YES	NO
Has the visit been approved on evolve?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an accurate group list attached to this form?	<input type="checkbox"/>	<input type="checkbox"/>
Does the group have an appropriate first aid kit?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an out of hours contact number for your EPOC?	<input type="checkbox"/>	<input type="checkbox"/>

Signed: _____ Date: _____

Appendix 10: LONG STRATTON HIGH SCHOOL



APPLICATION FOR TRIPS AND VISITS

Form: LS1

TRIP LEADER (Name)		
NUMBER OF DAYS OF TRIP		
DEPARTMENT: TITLE OF TRIP: Year Group: Outline of Trip: Justification for Trip:		
Curriculum Enhancement		Curriculum Entitlement
Staff to attend trip <i>(please enter all names)</i>		Authorised by:
1..... 2..... 3..... 4..... 5..... 6..... 7..... 8.....	1. EVC Initial Approval Date: 2. HoDs Meeting Agree Date: 3. HoD / line Manager Date: 4. Cover Manager Date:	
Risk Assessment Focus 	5. Finance Dept. Date: 6. EVC Final Approval Date:	

LONG STRATTON HIGH SCHOOL
APPLICATION FOR TRIPS AND VISITS
Form: LS1

FINANCIAL INFORMATION:

Details	Cost
Transport (fuel for minibus and cars, should be charged at 45p a mile):	£.....
Accommodation:	£.....
Admission to be included:	£.....
Other Costs: Include staff cover if required (External cover should be charged at £190/day)	£..... £..... £.....
TOTAL COST OF TRIP	£.....
COST TO EACH INDIVIDUAL STUDENT	£.....
NUMBER OF STUDENTS REQUIRED TO MAKE THE TRIP VIABLE
	(Updated 06/03/18)

Appendix 11: LONG STRATTON HIGH SCHOOL: EDUCATIONAL TRIPS PROCEDURES

1. Visit leader to complete LS1 Trip Form, including all anticipated costs; indicate if trip is part of the curriculum or an enhancement as this affects the costing of the trip.
2. Form LS1 goes to Education Visits Coordinator for review and initial outline approval.
3. Trip reviewed at HODs meeting; approval required from HOD/Line manager
4. Visit leader discusses staffing requirements with Cover Supervisor who will identify any cover costs on the form, and sign.
 - 4.1 If trip is essential and part of the curriculum/exam process then the school should pay for staff cover costs
 - 4.2 If this trip is not part of curriculum requirement, cover costs must be included in the overall cost and be part of the charge to parents. Cover should be charged at £190 / day in the first instance.
5. Finance review the data on the LS1
 - 5.1 agree on number of pupils required to make trip viable (we usually base this at 10% lower than total pupils eligible)
 - 5.2 Finance sign off LS1 form (& keep a copy in finance for reference)
 - 5.3 Finance set up a trip code on accounts system
6. Visit leader signs off and completes Evolve paperwork
7. Visit leader drafted by visit leader and passed to office (along with copy of LS1) for sending out via Parentmail form with consent form
 - 7.1 Office should not send out letters to parents if LS1 Form is not fully completed, including all 6 approvals details do not match the drafted letter - check financial data and dates etc.
8. Parents pay for trip via Parentmail or by sending in cash/cheque with consent. Cash/cheques added to Parentmail.
9. Consent forms collected by finance and shared with visit leader who can then complete the EVOLVE paperwork.
10. Visit leader keeps in touch with finance to discuss payments received and chase pupils who are yet to pay.
11. After trip, finance to close trip account once all invoices paid and income recorded.
 - 11.1 Use trip spreadsheet as tick sheet to ensure completed tasks and move closed trip to closed trips tab.
 - 11.2 Complete Trip Financial Review Form: to be signed off by finance, teacher, then CFO
12. Surplus trip income greater than £5 per student will be reimbursed to parents. If a trip is not costed properly and mismanaged, any deficits will be deducted from the department's budget. Surplus trip income will be accumulated into a trip fund and used to mop up any small losses.

Appendix 12

Visit to:	Date:	Group Size:	Age:
Leader:	Other Staff:		
Education Objects:			
Hazard		How To Manage It	
Hazard (to whom and likelihood) Site – Group – Activity --Transport		What procedures will be in place (controlled measures)	Who To Be Informed Parents Staff Pupils

Assessed by Leader: _____

Signed: _____

Date: _____