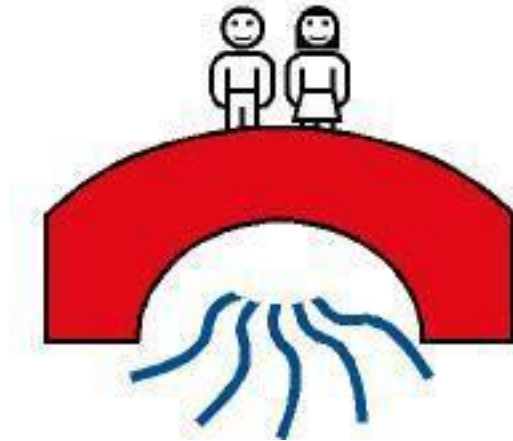


Loddon Primary School



Educational Visits Policy

Author: Rachel Shaw

Committee responsible: Curriculum Committee

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Date of next review: June 2020

Authorised on 20 June 2018

S Phillips

Sarah Phillips

Headteacher

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The school follows the WBC policy and procedures for Educational Visits. All Educational visits must follow the appropriate procedures identified in the following checklists (available in staff share)

- Offsite Short Visits (Appendix 2)
- Offsite local and non-local day visits (Appendix 3)
- Offsite residential visits (Appendix 4)
- Onsite visiting groups and speakers (Appendix 5)

Each Educational Visit has a party leader who is responsible for following the check lists and completing the forms.

The Educational Visit Coordinator (EVC) works with the party leader to plan and approve the visit

The office and particularly the Education Visit Organiser will help as required to organise the trip, for example by sending out parent letters, booking coaches and activities, collecting money and permission slips. The information associated with the trip is filed by the EVO and Finance Assistant

The following paperwork must be completed by the party leader and submitted on EVOLVE (an online visits database held on behalf of Wokingham Borough Council) for the EVC and Headteacher to approve one month before the event takes place: EV3, EV6, visit itinerary, travel plan and nominal role/groupings. For trips over 30 miles, residential and hazardous activities, the risk assessments must be approved by the EVC, Headteacher and WBC before the event takes place. They are available for reference in the EVOLVE system.

The WBC agreed minimum adult child ratios must be followed for all offsite visits

	Off-site visit	Residential UK	Residential abroad
FSU 3-4 years	1:2		
FSU under 5	1:4		
Y1-Y3	1:6 Min of 2 adults	1:6 Min of 2 adults	1:6 Min of 2 adults
Y3-Y6	1:10 Min of 2 adults	1:10 Min of 2 adults	1:10 Min of 2 adults
Y5-Y6	1:15 Min of 2 adults	1:10 Min of 2 adults	1:10 Min of 2 adults

The exception to the above is any visit to London which should have a ratio of 1:10 for Y5-Y6.

Parents are requested to return all permission slips, EV2 forms and money to the office in envelopes marked with the child's name class and the event or to pay via our online payment system. Teachers may collect payment envelopes in the classroom at register but they should be taken unopened to the office where they are collected in a labelled envelope and stored securely until processed by the EVO and Finance Assistant

The Educational visits file is kept in the School Office . There are separate sections, in reverse date order, for each trip/ event. It contains:

- all booking information from the venue
- confirmation from the transport provider
- copies of all letters sent out to parents
- class lists to confirm who is going and that they have returned permission slips, EV2 forms and any money contributions (copy will be given to SBM when money is banked)
- any tickets
- copies of EV2

Trip letters are filed electronically. A copy of the letter should also be added to the School Website.

Short Walks

When children first join the school parents are asked for written permission for the children to go on short walks (appendix 1). This permission is kept on their file and recorded on SIMS. Prior to taking children offsite we will let the parents know in advance in writing:

- when and where we are planning to take the children.
- what the children should bring (a coat and appropriate shoes for example).
- whether we need parent volunteers to walk with the children.

The short walk check list (Appendix 2) is used to ensure all the necessary paperwork has been completed and the correct adult/pupil ratios are used.

Day Visits (local and non-local)

The day visit check list (Appendix 3) is used to ensure all the necessary risk assessments are approved on EVOLVE and the correct adult/pupil ratios are used.

Visits to places over 30 miles away (eg to London) are considered to be non-local and must also be approved by WBC.

Residential Visits

The residential check list (Appendix 4) is used to ensure all the necessary risk assessments are approved on EVOLVE and the correct adult/pupil ratios are used.

In addition residential visits must be approved by the governors and WBC.

Special Events on Site

The Special Events Checklist (Appendix 5) should be used for special events or activities organised for the children in school. There are normally little or no parent contributions for these and permission from parents is not normally required. An internal risk assessment from staffshare/risk assessment may be required - check with the EVC.

Appendix 1: Loddon Short Walk permission letter

Dear Parents

PERMISSION FOR SHORT LOCAL WALKS

Each year we take the children on a number of local walks and we let parents know in advance, normally via our fortnightly Newsletter:

- when and where we are planning to take the children.
- what the children should bring (a coat and appropriate shoes for example).
- whether we need parent volunteers to walk with the children.

We will, of course, complete all the necessary risk assessments and use the correct adult/pupil ratios. (If any trips involve coaches or cars or last over lunchtime, we will ask for specific parental permission nearer the time of the visit).

Please could you complete the slip below if you give permission for short local walks and return it to the school office as soon as possible.

Yours sincerely

Mrs S Phillips
Headteacher

✂-----

To Loddon Primary School office

PERMISSION FOR LOCAL WALKS

I give permission for my child _____ (Name) in Class _____ to go on short local walks from Loddon Primary School.

Name of Parent/Guardian _____

Signed _____ (Parent/Guardian)

Date _____

Appendix 2: Loddon Primary - Procedure for Short walks & ½ day visits

Check list for trip to _____ Date of visit _____

Name of Party Leader _____ Group/class _____

These procedures should be followed for local school trips no more than half a day. They will normally be walks or extra curricular trips such as away sports matches or choir trips. There are usually no contributions for these trips and if it is a short walk, parents will have already given permission.

*This procedure defines the process of organising a visit and who is responsible for what. **PLEASE CHECK WITH THE EVC WHICH OF THE FOLLOWING ACTIONS MUST BE COMPLETED.***

Where possible, at least 1 month before visit: Plan and approve trip

- Party Leader:
 - get outline permission from EVC for visit before booking
 - liaise with EVO to confirm date and requirements
- EVO:
 - email this check list to Party leader EVO
 - start file for trip
 - book venue, workshops and transport
 - email draft trip letter to party leader
 - email party leader with event details (number of places booked, itinerary, and prices) and cc SBM , secretary and EVC
- Secretary: Update School calendar, parent diary and Learning Platform diary with date and event
- Party Leader:
 - visit venue to do risk assessment
 - complete the following paperwork and submit to EVC using Evolve :, EV3, EV6, visit itinerary, travel plan and nominal role/groupings
 - inform parents about the trip by either sending out a trip letter (include start and finish time, address for the event, parent and transport requirements and contact details if required), *or, for short walks only*, include an item in the school newsletter
 - prepare list of children and adults going on the visit e.g. class/year group/club
- EVC agree any Risk Assessment changes with the party leader and submit to the Head teacher
- Head teacher to authorise the event

- ❑ Party Leader to liaise with EVO to organise transport (including any parent volunteers needed)

At least 2 weeks before visit: invite children on trip

- ❑ EVO: for short walks ensure item is in newsletter
- ❑ EVO: all other trips
 - finalise letter; must be approved by team leader and signed by party leader
 - send trip letter to parents
 - send trip letter to secretary for sending out via parent mail and putting on the Learning Platform

- ❑ Parents: Return permission slips to office (not needed for short walks)

On deadline for return of slips (not needed for short walks)

- ❑ EVO: send list of outstanding slips to Party Leader (or class teacher) so that they can remind pupils to return them
- ❑ Party Leader (or class teacher) and office liaise to ensure all permission slips returned
- ❑ Party Leader to make plans for children not going on trip - if appropriate

Approximately 1 Week before: if private transport is being used by Staff

EV4 forms are completed by staff members.

At least 1 Day before: final preparations

- ❑ Office:
 - prepare contact list (if trip will be out of office hours),
 - prepare First Aid boxes
 - prepare sick buckets bags tissues etc. if necessary (1 per coach)
 - list of children requiring medication (e.g. epipen)
- ❑ Party Leader:
 - allocate children to coaches or cars
 - send all permission slips to the office if they are not already there. These will be retained in the file until all matters relating to the activity are finally settled

On the day: Before leaving the building

- ❑ Party Leader: collect from the office
 - contact slips if appropriate
 - 1 First Aid box per coach or teacher (these include the WBC emergency procedures)
 - 1 Sick bucket per coach (if needed)
 - Epipens or other medication as necessary
- ❑ Party Leader: give the office details of
 - number and names of pupils going
 - number of and names of staff/adults going
 - who is going in which car/coach
 - names of children who will be left behind and where they are (if appropriate)
- ❑ Party Leader: Check children have their own asthma inhalers
- ❑ Party Leader: Ensure iPads are signed out by HT/DHT /AHT

On return

Party Leader:

- inform the office that all safely returned or were collected from visit
- return EV2 and contact lists to the office to be destroyed
- Ensure iPads are signed back in by HT/DHT/AHT

Appendix 3: Loddon Primary School - Procedure for Offsite Day Visits

Check list for trip to _____ Date of visit _____

Name of Party Leader _____ Group/class _____

This procedure defines the process of organising a visit and who is responsible for what.

At least 2 month before visit: Plan trip and get it approved

- Party Leader:
 - get outline permission from EVC for visit before booking
 - liaise with EVO to confirm date and requirements
-] EVO:
 - email this check list to Party leader
 - start file for trip
 - book venue, workshops and transport. Ask about cancellation policy.
 - agree voluntary contributions with Finance Assistant and party leader
 - email draft trip letter to party leader if a repeated trip. (See Appendix 6)
 - email party leader with event details (number of places booked, itinerary, and prices) cc SBM , secretary and EVC
- Secretary: Update School calendar, parent diary and Learning Platform diary with date and event
- Party Leader to
 - arrange Risk Assessment visit to venue if a new trip.
 - complete Evolve for all events
 - update trip letter to parents and return to EVO (think about what the children should wear, departure and return times, do they need a disposable packed lunch, do you need parent volunteers)
 - prepare list of children and adults going on the visit e.g. class/year group/club
- EVC: agree any Risk assessment changes with party leader and authorise event on EVOLVE
- Head teacher: authorise event on EVOLVE
- WBC: authorise event on EVOLVE (**this is mandatory for trips further than 30 miles or hazardous activities**)
- Party leader: confirms event has been approved on Evolve by EVC and HT

At least 4 weeks before visit: invite children on trip

EVO:

- agree payment deadlines with Finance Assistant
- finalise trip letter (it must be approved by team leader and Head teacher) and send letter to parents. Include parental consent form EV2 for whole day visits.
- send trip letter to secretary for sending out via parent mail and for putting on the Learning Platform
- collect money and give to Finance Assistant completed EV2 forms and permission slips.
- print class list and use as tick list to record return of slips, EV2 forms and money

Finance Assistant:

- Trip to be set up on Tucasi.
- Money collected to be recorded in Tucasi

Deadline for return of slips

- EVO: chase up outstanding permission slips and EV2 forms by sending list to Party Leader (or class teacher) so that they can remind pupils to return them. (We don't chase parents for money)
- Party Leader (or class teacher) and EVO: liaise to ensure all permission slips returned
- Party Leader: make plans for children not going on trip - if appropriate

At least 2 weeks before Visit- unless cancellation policy states earlier

Finance Assistant

- Check enough money collected for trip to go ahead (we do not normally cancel trips)

Approximately 1 Week before

- EVO: order any packed lunches needed for FSM children from the kitchen

At least 1 Day Before

- EVO:
 - copy EV2 forms
 - prepare contact list (if trip will be out of office hours, give party leader an emergency school contact number, e.g. HT, DHT or SBM)
 - prepare First Aid boxes (these include the WBC emergency procedures)
 - prepare sick buckets, extra bags, tissues etc.
 - give party leader EPIPEN and FSM list
- Party Leader: allocate children to coaches or cars
- Party Leader (or class teacher): send all permission slips and Parental Consent forms (EV2) to the office if they are not already there. These will be retained until all matters relating to the activity are finally settled.

On the day

Before leaving the building

- Party Leader: collect from the office
 - contact lists if appropriate
 - EV2 Forms
 - tickets
 - 1 First Aid box per coach (which include emergency leaflet)
 - 1 Bucket per coach
 - Free School Meals packed lunches if appropriate
 - EpiPens or other medication as necessary
 - Sign iPads out by HT/DHT/AHT
- Class teacher/party leader : check children have brought their own asthma inhalers
- Party Leader: give office details of (for filing in the office children going offsite book)
 - number and names of pupils going
 - number of and names of staff/adults going
 - who is in which car/coach
 - names of children who will be left behind and where they are if appropriate
 - Contact school once arrived at the venue

On return

Party Leader:

- inform the office or HT/DHT/AHT that all have safely returned
- return contact lists/EV2 forms to the office to be destroyed

Appendix 4 : Loddon Primary procedure for offsite residential

Check list for trip to _____ Date of visit _____

Name of Party Leader _____ Group/class _____

This procedure defines the process of organising a visit and who is responsible for what.

At least 1 year ahead: Book venue

- Party leader: agree venue, estimate numbers of children and adults that will go (remember additional adults may be needed for SEN children)
- EVO:
 - provisionally book venue
 - email this check list to party leader
 - start file for trip
 - send confirmation email with dates to party leader, cc Secretary, SBM, EVC and Finance Assistant.
- Party leader:
 - arrange Risk Assessment visit to venue if required
 - If a new venue get approval from Governors Curriculum Committee for trip (send email to Clerk to governors including proposed dates, which group of children are being invited, where they are going, what they will be doing and a description of the educational purpose)
 - agree with SLT and EVO dates of invitation and pre-trip parent meetings; cc secretary. All dates will go on the School Website and in the school diary and should not be changed
 - Ask for adult volunteers and confirm where possible

6-9 months ahead: Residential invitation meeting for children and parents

- EVO:
 - agree prices with SBM / party leader/Finance Assistant
 - send draft invitation letter for the parent's meeting to party leader
- Secretary:
 - write item for newsletter reminding parents about residential invitation meeting (with party leader's help)
 - arrange practicalities for invitation meeting
- Party leader:
 - update invitation letter
 - plan meeting
 - Update on Adults attending
- EVO:
 - agree payment schedule with SBM and Finance Assistant
 - finalise letter (it should be approved by EVC & HT and signed by party leader) (See Appendix 7)
 - give class lists to party leader for parents to sign if they attend meeting
 - Send letter to secretary for sending out via parent mail and putting on the School Website.

At meeting

- Party leader: explain trip and give out letter to parents

- ❑ Parents: sign class list to confirm they have got letter
- ❑ Party leader: ensure that parents who did not attend are given named letters the next day (via their children)

Ongoing: Payment arrangements

- ❑ Parents: return deposits and permission slips to office
- ❑ EVO and Finance Assistant: Use class list to confirm who is coming and what they have paid (kept in trip file)
- ❑ Finance Assistant: Set up Tacasi and on line payments.

Deadline for deposits:

- ❑ EVO and Finance Assistant: give party leader list of who is / is not coming
- ❑ Party leader: ask class teachers to check with parents (or do it themselves) why children are not coming - They may have missed the letter, they may be worried about a particular aspect of the trip (which the teacher can talk through), they may feel that they can't afford it (families who are in receipt of certain benefits will be exempt from paying charges including board and lodging for trips and families for whom this applies to should be encouraged to discuss options with the school), they may not have a passport etc.

Final deadline for deposits

- ❑ EVO and Finance Assistant:
 - confirm numbers with venue and get invoice
 - send payment books to attendees
- ❑ SBM send deposit to venue

Day that payment received

- ❑ EVO and Finance Assistant:
 - update payment card and return
 - update master payment sheet
- ❑ On receipt of invoice EVO and Finance Assistant: chase outstanding amounts
- ❑ SBM: send interim payments

New children joining school

EVO: include invitation letter in new starter parent pack

Parents: return deposit and permission slip

EVO: check with venue if places available and update numbers

4 months before departure: For overseas trips check everyone has a passport / visa

EVC:

- ❑ check all children and adults have appropriate passports and Visa
- ❑ arrange group passport if necessary (children provide their own photos)

At least 6 weeks before departure: Finalise arrangements and risk assessments

- ❑ EVO: get room details and kit list from venue
- ❑ Party leader
 - Confirm adults who will be going, think about the children who are going and the adult / child ratios you will need
 - agree itinerary with venue
 - complete EVOLVE and submit to EVC
 - organise room allocation for children
- ❑ EVC: agree Risk Assessment changes with party leader and approve Evolve
- ❑ HT and WBC: approve Evolve

- ❑ Party leader: check visit has been approved on EVOLVE
- ❑ SBM/Finance Assistant: Confirm all money received.

2-4 weeks: Pre residential meeting to tell parents and children details of trip

- ❑ EVO: send draft Letter to Party leader
- ❑ Secretary:
 - Write reminder in newsletter about meeting (check with Party leader about what will happen) and put on the website.
 - arrange practicalities for pre-residential details meeting
- ❑ Party leader: Update letter : think about where luggage will collected, how will it get on and off the coach, departure and return times, how you will give the parents updates (e.g. something on the LP, office put a arrived safely sign on the white board), how you will let the parents know if you are going to be late or early back, how you will find out about special dietary and medical conditions
- ❑ EVO:
 - finalise letter and get approval from SBM, HT and signed by party leader
 - attach EV2
 - attach kit list
 - give list of children going to party leader
- ❑ **At meeting**
- ❑ Party leader: explain trip details and give out letter, kit list and EV2 to parents and staff
- ❑ Parents: sign class list to confirm they have got letter etc. and to confirm any medical and dietary requirements
- ❑ Party leader: ensure parents who do not attend are given named copies of letters the next day (via their children)

1 week before departure: final arrangements

- ❑ EVO:
 - check EV2 returned from all staff and parents
 - confirm any special requirements with the venue
 -
 - prepare final contact list (contact details, NHS numbers, doctors details of all students and staff travelling plus HT,DHT and SBM contact details)
 - SBM : pay final invoice (if not already paid)
- ❑ Staff attach contact list and itinerary to EVOLVE
- ❑ For trip: Prepare first aid kit (including Calpol), sick bucket etc.

On departure day

- ❑ EVO:
 - give party leader copy EV2 and EVOLVE risk assessment (keep copy in file)
 - give party leader tickets
 - give party leader group passport
 - Give party leader plus HT, DHT and copy of contact lists and itinerary. Put a copy in the file
- ❑ Party Leader:
 - follow plan for collecting luggage and departure
 - collect medicines/ EpiPens and ensure there are clear instructions from parents
 - collect children's money
 - collect children's passports if required.
 - Sign out any iPads with HT/DHT/AHT
 - Confirm with office/SLT when have arrived at venue

- EVC
- Give EVO a copy of Evolve risk assessment to go in the file.

On return

Party leader to contact Office/SLT with an estimated time of arrival

- Once back at school inform the office or SLT that all have safely returned
- Party leader: return EV2 and contact details for shreddingSign iPads in with HT/DHT/AHT

Appendix 5: Loddon Primary School Special Events on site

Check list for visit from _____ Date _____

Name of Lead Person _____ Group _____

This check list should be used for special events or activities organised for the children in school. There are normally little or no parent contributions for these and permission from parents is not normally required.

At least 2 months before: Plan event

- Get outline permission from EVC/Head teacher for visit
- Book visit and confirm with visitor
 - Date and time
 - Resources required (chairs, projectors, electricity, floor space)
 - Where you will be holding event
 - Any special parking/access requirements
 - Finance Assistant to cost and invoice arrangements
 - What should children wear and bring to the session
- Email details to EVO who will email party leader copy of this checklist, add to School Diary and start file
- Finance Assistant to complete internal order form (with details of company and cost) for SBM and get it signed by budget holder. SBM will raise order on FMS

At least one month before: complete Risk Assessment if necessary

- Complete internal risk assessment (staffshare/risk assessments/ model risk assessment)
- Get EVC and head to sign and approve the risk assessment and give to EVO

At least two weeks before: complete arrangements

- If children need special clothes, packed lunch, to bring anything in, permission from their parents or to make a voluntary contribution then write letter to parents or a note for inclusion in school newsletter (optional).
- If permission slips and money are involved, work with EVO and Finance Assistant and follow the procedure for short visits
- Organise timetabling and room allocation (who is going where when) and copy to office and class teachers
- Let the staff know to ensure whole school organisation is OK : eg packed lunches, assembly etc

At least one week before

- Make list of which children are involved e.g. class/ year group/ club
- Makes plans for children not attending (if appropriate)
- Liaise with caretaker re special arrangements e.g. chairs in hall, electricity, parking cones

On day

- Look after visitor throughout visit
- If visitor was a volunteer, send thank you note