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Headteacher: Mr C Bell BSc (Hons), NPQH

EDUCATIONAL VISITS AND TRIPS POLICY

2016

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Parrenthorn High School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Parrenthorn High School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE and there is a copy on T Drive).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

- 1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
These follow the 'School Learning Area' Operating Procedure (Appendix 1).
- 2. Other non-residential visits within the UK that do not involve an adventurous activity.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
- 3. Visits that are overseas, residential, or involve an adventurous activity.**
As above, but the Head authorises and then submits to the LA for approval.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain written permission for a visit from the Headteacher and EVC prior to planning, and certainly before making any commitment by completing a proposal form Appendix, a financial planning form and a coach booking request form from T Drive s. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is **Andrea Griffin** who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Headteacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. – see **National Guidance www.oeapng.info** for additional information). **Individual governors may request 'read-only' access to EVOLVE.**

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority

In the event of an accident the Group Leader will decide whether the accident is serious enough to warrant contacting the school and parents and will complete the Incident Record Form (Appendix 3)

In the event of a serious accident the following procedure should be followed by the Group Leader or, if not possible, by his/her deputy:-

- Ensure all staff and pupils are safe from danger taking appropriate steps to ensure that medical care and hospitalisation are available where required.
- Notify the police as soon as possible.

- Notify the point of contact at school.
- Keep a written record of all the facts.
- Ensure that insurance notifications are made where appropriate and as soon as possible.
- **No member of the party, ie staff and pupils, should deal with the media.** All enquiries should be referred to a member of the Senior Management Team at school.
- Liability should not be admitted

On arrival at a venue the first task for the Group Leader should be to ascertain details of the safety arrangements, security and emergency procedures and to inform all teachers and pupils.

Educational Visits Checklist

Parrenthorn High School's Educational Visits Checklist (Appendix 4) forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Parrenthorn High School's Educational Visits Checklist may be downloaded from EVOLVE Resources or T Drive

Parental Consent and Information

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school obtains blanket consent at the start of each year for certain other routine activities, eg. after school fixtures, etc.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis through a traditional paper consent form.

For residential visits an evening meeting for parents will be arranged by the Group Leader.

Parents will be expected to sign a written consent to their child taking part in the trip or visit and both the child and parent will be expected to sign the behaviour agreement prior to taking part in the trip.

Inclusion

Parrenthorn High School is a fully inclusive school which aims to give all children the same opportunities and adheres strictly to the rules set out in the Equality Act 2010.

Reasonable adjustments will be made to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require that responsible employees or participants are put at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

For further information see [National Guidance](#)

Charging / funding for visits

Refer to Charging and Remission Policy on the school website.

Transport

The Headteacher, EVC and Group Leader must be satisfied that all the transport arrangements meet the legal statutory requirements for the type of journey proposed. To be taken into consideration should be the suitability of the mode of transport, adequate supervision during transit, appropriate insurance.

Use of staff cars to transport pupils

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of the Establishment and a Private Car Form (Appendix 5) must be completed and retained by the establishment on an annual basis.

Insurance

The Group Leader must ensure that adequate insurance arrangements are in place before departure and that any additional arrangements are made in respect of hazardous activities, medical conditions, cancellations and emergency medical situations.

Details of any insurance cover supplied by a Travel Company must be carefully checked and the extent of this insurance must be advised to parents.

Approval

The Group Leader will seek approval through the Headteacher and the Education Visits Co-ordinator (EVC) by submitting the appropriate proposal form (Appendix 6) Financial Planning form (Appendix 7), and Coach Booking Form (Appendix 8)

Following approval the details of the trip/visit must be entered onto the Evolve system together with appropriate risk assessments (see Evolve system for generic risk assessments and "Guidance for Off Site Visits"), copy letters, planning, names of pupils, itinerary and any other relevant documents.

Pupils preparing for external examinations may only participate with permission of the Headteacher.

3 months notice is required for day off –site/non residential visits and on-site activities where a change to the normal timetable is required.

9 months notice is required for off-site residential visits

Residential visits will not be permitted during term time.

No bookings should be made until permission for the visit is granted by the Headteacher in writing via the proposal form.

All correspondence to parents must be passed to Mrs Cross, the Office Manager, for checking and then passed to the Headteacher for approval before being sent to parents.

The Headteacher has the final decision on the members of staff who accompany pupils on the trips.

The Headteacher may exercise the right to refuse any pupil from participating in the visit whose involvement may be considered to be a danger to themselves or to the group.

Details and Preparation

Details of the trip should be maintained by the Group Leader with a full and up to date central copy to be kept within school. The following information is essential:-

Day Off Site:-

- (a) List of pupils taking part
- (b) List of pupils not taking part enabling alternative arrangements to be made at school for their supervision
- (c) Contact details of pupils (during school hours use of school MIS system is sufficient)
- (d) Details of venue
- (e) Details of arrival/departure times
- (f) Details of transport provider

Residential Visit

- (a) List of pupils and form containing home address and home contact number and including any details of medical/behavioural concerns
- (b) Name of tour operator and contact name and number of representative
- (c) Details of itinerary
- (d) Details of route
- (e) Copy code of conduct (see Appendix 11)
- (f) Copy of rules relating to trip (see Appendix 12).

Ensure that any travel firm used is a member of ABTA, ATOL, LOTC or other appropriate organisation.

Whenever possible a prior visit to the site should be undertaken to assess potential hazards unless this has been undertaken by the tour operators

Check that all risk assessments have been covered.

Medical

There must always be a designated First Aider. This does not have to be a fully trained first aider but a person who is deemed to be competent to deal with first aid incidents. This person will be required to carry a medical kit at all times during the trip/visit.

In special cases such as asthma, diabetes, epilepsy and nut allergies or other serious medical conditions a parental letter must be submitted to the Group Leader detailing the medical condition and outlining the medication required whilst travelling and during the visit. In these instances a trained First Aider should accompany the trip.

Finances

All monies and permission slips must be placed in a sealed envelope and delivered by the pupil to the post box outside the office which Mrs Henry will empty and log all the money collected.

Passports and other documentation

Every member of the party must be covered by either an individual or a group passport. Parents must be advised that they are responsible for ensuring that their child has an up to date passport.

Each child should submit an EH1 medical card to the Group Leader before departure. Children who do not submit this document will not be permitted to travel.

Appendix 1 – School Learning Area General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent unless they are going to be out of school hours
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- do not need to be recorded on EVOLVE but do need a proposal form and approval by Headteacher

Boundaries

The boundaries of the School Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Heaton Park Municipal Park
- St. Margaret's Church of England Church, St. Margaret's Road
- Prestwich High School
- St. Monicas R.C. High School
- Prestwich Village Town Centre

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Boating lake at Heaton Park

These are managed by a combination of the following:

- The Head and/or EVC must give verbal approval before a group leaves. Only staff judged competent to supervise groups in this environment are approved.
- A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.

- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit with the EVC a list of all pupils and staff, a proposed route, and an estimated time of return
- A school mobile is taken with each group and the business manager has a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, **including staff.**
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry:
 - An LA Emergency Card
 - An Emergency Card (Home contacts)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Was the accident due to a road traffic collision? Yes / No (If yes please complete the following): Type of vehicle: Fleet <input type="checkbox"/> Hired <input type="checkbox"/> Private <input type="checkbox"/> Make/Model: _____ Registration No: _____	
Name and contact details of any person(s) who saw what happened: (1) _____ (2) _____	
4. General	
Was the person authorised to be in the place at the time of the accident? Was the person authorised and trained to carry out the task or activity? Was appropriate personal protective equipment being worn? Between what hours was the employee expected to work?	Yes / No Yes / No / N/a Yes / No / N/a _____ am _____ pm
Was first aid given to the injured person? Did the injured person become unconscious? Was the injured person taken to hospital from the scene of the accident? Was the injured person treated in hospital? Was the injured person detained in hospital for more than 24 hours?	Yes / No Yes / No Yes / No Yes / No Yes / No
Number of days absent from work: (If an employee please complete in all cases) _____	
Has a risk assessment of the activity been carried out? Has the risk assessment been reviewed since the accident/incident?	Yes / No / N/a Yes / No / N/a
5. Remedial action	
What steps have been taken to prevent a recurrence of the accident, incident or dangerous occurrence? _____ _____ _____	
6. Internal reporting	
Name of manager/supervisor of person reporting the accident/incident: (please print) _____ Signature: _____ Date: _____ Tel No: _____	
7. For the employee only: I confirm that I have read the details written on this accident form. By ticking the box below I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to a union safety representative for them to carry out the health and safety function given to them by law. <input type="checkbox"/> Signature _____ Date _____	
Forwarding instructions: Managers/supervisors - send this form to HR section of employing department. Departmental HR - after input on TRENT send this form to Health and Safety Services, Town Hall, within 7 days of the accident/incident/dangerous occurrence.	
<i>If the box in S.7 above is ticked please send a copy of this form to the Union Convener, 17, Knowsley Street, Bury, in a sealed envelope. Please delete all names other than that of the injured person or any witnesses.</i>	
For H&SS office use only: fatality <input type="checkbox"/> specified major <input type="checkbox"/> Over 3-day <input type="checkbox"/> minor injury <input type="checkbox"/> assault <input type="checkbox"/> near miss <input type="checkbox"/> dangerous occurrence <input type="checkbox"/> incident not resulting in injury <input type="checkbox"/> RTC <input type="checkbox"/>	
Accident/incident (cause code): _____	
RIDDOR Reportable? Yes / No Date reported: _____ HSE Ref. No: _____	
Accident/incident investigated? Yes / No Report attached? Yes / No BI 76: completed? Yes / No Date returned _____ Initials of Advisor: _____	

Appendix 4 – EDUCATIONAL VISITS CHECKLISTS

Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for **all** visits.

The visit should only go ahead if the answer to all applicable questions is 'YES'

In advance of the visit:

1. Have the educational aims of the visit been clearly identified? (see Section 4) yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
3. Has there been suitable progression/preparation for pupils prior to the visit? yes
4. Does the visit comply with any guidelines specific to your school? yes
5. Does the visit comply with any specific Bury Council guidelines? (see relevant sections) yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by Bury Council? (see Section 28) yes n/a
7. If using an external provider or tour operator, has the provider satisfactorily completed and returned a 'Provider Form EV4'? (see Section 29) yes n/a
8. Are transport arrangements suitable and satisfactory? (see Section 14) yes n/a
9. If the visit is residential, have appropriate measures been taken to ensure the suitability of accommodation? (see Section 17) yes n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section 18) yes n/a
11. Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). yes
13. Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability, and been DBS cleared where necessary (eg for residential visits)? yes n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role? yes
16. Are all support staff aware of and comfortable with their roles? yes
17. Are all helpers aware of and comfortable with their roles? yes
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see Section 7 and Form EV5) yes
19. Is insurance cover adequate? (see Section 13) yes

20. Does at least one member of staff know the pupils that are being taken away, including any behavioural traits? yes
21. Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff? yes
22. Are pupils aware of the nature and purpose of the visit? yes
23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 11) yes
24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) yes n/a
25. Are staff aware of any medical needs and/or other relevant details of pupils? yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid, and is first aid provision appropriate to the activity? (see Section 12) yes
29. Is a first aid kit (appropriate to the visit) available? (see Section 12) yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and has parental consent been obtained? yes
31. For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff? yes n/a
32. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27) and will Form EV7 be with the Visit Leader at all times? yes
33. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 19) yes n/a
34. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
35. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
36. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
37. Have all financial matters been dealt with appropriately? yes
38. Has the visit been approved by the Headteacher and Educational Visits Coordinator, and in line with Governing Body policy? (see Section 3) yes
39. Are full details of the visit (including Form EV8) at school and if appropriate with the School Emergency Contact(s)? yes
40. If residential, overseas or involving adventurous activities, has/is the visit been/being approved by Bury Council? (see Section 3) yes n/a

41. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (See Section 16) yes n/a

During the visit

42. Do all staff have a list of pupils/groups? + emergency contact details and Form EV7 if out of school hours? yes
43. Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours) + Form EV8? yes
44. Do staff have sufficient funds to allow for any contingencies? yes n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
47. Are pupil numbers being checked at appropriate times? yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
49. Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.) yes n/a
50. Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively? yes n/a
51. If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet? yes n/a
52. Do pupils know what action they should take if they become separated from the group? yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances? yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of pupils? yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
56. Has the group been debriefed and any relevant follow-up work completed? yes n/a
57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
59. Have all staff and helpers involved in the visit been thanked for their input? yes

Appendix 5 – USE OF STAFF CARS

USE OF A PRIVATE CARE TO TRANSPORT YOUNG PEOPLE

1	To: The Headteacher of Parrenthorn High School
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits/others activities. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

Copies of my V5 and Insurance are attached.

2	Signed:
	Print name:
3	Address:
4	Date:

This information should be updated on an annual basis/when vehicle details change.

MOT/Tax

<https://www.vehicleenquiry.service.gov.uk/> checked by _____

Driving Licence

<https://www.gov.uk/check-driving-information> checked by _____

	INSURANCE COVER REQUIRED
For teachers, youth workers, or other employees	"Use by the Policyholder in connection with the business of the Policyholder"
For parents and other volunteers	"Use for social, domestic and pleasure purposes"

Appendix 6 – PROPOSAL FORMS



PROPOSAL FOR A DAY OFF SITE EDUCATIONAL ACTIVITY INVOLVING PUPILS

Location of activity:	
Nature of the activity:	
Date	
Departure time	
Return time	
Have you checked the calendar yourself and with ALG?	
Are there any controlled assessments taking place for pupils involved?	
Comments on date from ALG	
Year group or pupils involved:	
Number of pupils involved:	
Number of pupils staying in school:	
How many pupils require packed lunches from the canteen (Remember that you will have to give pupil names to Mrs Bailey in the canteen in advance of the trip!)	
Educational aims of the off site activity:	
Is this a compulsory part of the school curriculum?	
Is this an enhancement (voluntary)?	
How will this activity be funded (please be specific)?	
How will transport be funded (please be specific)?	
How will any shortfall be funded (please be specific)?	

Please indicate who will be the group leader in the activity?	
Please indicate which staff will be involved in the activity?	
Have these colleagues agreed to take part in this activity?	
Who will complete the risk assessment?	
Who will be responsible for first aid?	
How will pupils with behavioural and medical problems be supervised?	
Who will be responsible for publicity for the trip ? This will include pictures and information/tweets for our web site/newsletter and twitter:	
Form submitted by :	Date :
Agreed Yes /No	
Signature of Head teacher:	
Date:	
Approved in principle but further discussion required	
Discussion/amendment required regarding the following:	
Approved:	
Date:	

PROPOSAL FOR A RESIDENTIAL TRIP INVOLVING PUPILS

Location of activity:	
Nature of the activity:	
Name of Travel company	
Are they an accredited travel company for school trips?	
Departure date and time	
Return date and time	
Have you checked the calendar yourself and with ALG?	
Comments on date from ALG	
Year group or pupils involved:	
Number of pupils involved:	
Number of pupils staying in school:	
Who will be your named point of contact at school (should be a member of SLT with their agreement)	
How many pupils require packed lunches from the canteen (Remember that you will have to give pupil names to Mrs Bailey in the canteen in advance of the trip!)	
Educational aims of the off site activity:	
Is this a compulsory part of the school curriculum?	
Is this an enhancement (voluntary)?	
How will this activity be funded (please be specific)?	
What is your deadline for payment by pupils?	

Please indicate who will be the group leader in the activity?	
Please indicate which staff will be involved in the activity?	
Have these colleagues agreed to take part in this activity?	
Who will complete the risk assessment?	
Who will complete Evolve – this must be submitted two months before the trip date <u>at the latest</u>	
Who will be responsible for first aid? This must be available 24 hours a day and can be provided by staff at venues but please specify	
How will pupils with behavioural and medical problems be supervised? (medical forms to be carried with party at all times. Same person to be responsible throughout)	
Who will be responsible for publicity for the trip ? This will include pictures and information/tweets for our web site/newsletter and twitter:	
Form submitted by :	Date :
<p>Agreed Yes /No</p> <p>Signature of Head teacher:</p> <p>Date:</p>	
<p>Approved in principle but further discussion required</p> <p>Discussion/amendment required regarding the following:</p> <p>Approved:</p> <p>Date:</p>	



PROPOSAL FOR EDUCATIONAL ACTIVITY IN SCHOOL INVOLVING PUPILS

Location of activity:	
Nature of the activity:	
Date	
Start time	
Finish time	
Have you checked the calendar yourself and with ALG?	
Are there any controlled assessments taking place for pupils involved?	
Comments on date from ALG	
Year group or pupils involved:	
Number of pupils involved:	
Number of pupils not involved:	
Where will pupils not involved be supervised?	
Educational aims of the activity:	
Is this a compulsory part of the school curriculum?	
Is this an enhancement (voluntary)?	
How will this activity be funded (please be specific)?	

Please indicate who will be the group leader in the activity?	
Please indicate which staff will be involved in the activity?	
Have these colleagues agreed to take part in this activity?	
Who will meet and greet visitors or activity providers?	
Will your visitors be CRB/DBS checked?	
If your visitors are not CRB/DBS checked who will be responsible for supervising them at all times?	
Who will complete the risk assessment?	
Will there be any requirement for extra first aid arrangements? For example, roller skating activity	
How will pupils with behavioural and medical problems be supervised?	
Who will be responsible for publicity? This will include pictures and information/tweets for our web site/newsletter and twitter:	
Form submitted by :	Date :
<p>Agreed Yes /No</p> <p>Signature of Head teacher:</p> <p>Date:</p>	
<p>Approved in principle but further discussion required</p> <p>Discussion/amendment required regarding the following:</p> <p>Approved:</p> <p>Date:</p>	

Appendix 7 – FINANCIAL PLANNING FORM

FINANCIAL PLANNING SHEET FOR TRIPS/EVENTS

PLEASE COMPLETE AND SUBMIT THE ESTIMATED EXPENDITURE SECTION WITH YOUR INITIAL PROPOSAL

TRIP		Curriculum/Reward
ORGANISER		
DATE		

ESTIMATED EXPENDITURE

ESTIMATED NUMBER OF PUPILS ATTENDING:	<input style="width: 80%;" type="text"/>		
TICKET COST PER CHILD:	£ <input style="width: 80%;" type="text"/>	TOTAL COST:	£ <input style="width: 80%;" type="text"/>
COACHES:	NO. SEATS REQUIRED (INC.STAFF)	<input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
OTHER:			£ <input style="width: 80%;" type="text"/>
TOTAL ESTIMATED COST:			£ <input style="width: 80%;" type="text"/>
ESTIMATED COST PER PUPIL:			£ <input style="width: 80%;" type="text"/>
COST CHARGED PER PUPIL:	£ <input style="width: 80%;" type="text"/>	TOTAL EXPECTED INCOME BASED ON ESTIMATED NO. PUPILS ABOVE	£ <input style="width: 80%;" type="text"/>

INCOME AT (DATE)

NO.PUPILS PAID	<input style="width: 80%;" type="text"/>	TOTAL INCOME	<input style="width: 80%;" type="text"/>
NO. PUPIL PREMIUM AND CYPIC	<input style="width: 80%;" type="text"/>	Amount school to fund	<input style="width: 80%;" type="text"/>
NO. PUPILS NOT PAID	<input style="width: 80%;" type="text"/>	Amount dept to fund	£ <input style="width: 80%;" type="text"/>
TOTAL INCOME			<input style="width: 80%;" type="text"/>

TOTAL INCOME	£
Less:-	
Tickets	£
Coach	£
BALANCE/SHORTFALL	£

Appendix 8 – COACH BOOKING FORM

COACH QUOTATION REQUEST

Date of Trip:

Person requesting quote

Venue:

Leave School time:

Pick up from Venue time:

Total number of people (staff and pupils)

Any special instructions (e.g wheelchair access etc)?



INSTRUCTIONS TO BOOK COACH

Cost:

How will this be funded?

Do you wish to make this a firm booking?

Signed.....

Please now return to Andrea Griffin

Please note that if you request that a firm booking is made for coaches the coach company will charge full price should you decide to cancel.