



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Name:	Educational Visits and Outdoor Activities Policy
Approved by:	Governors – TLB & S Committee
Policy Created:	2002
Date of review	2 years
Update Approved:	October 2019
All policies are available to stakeholders either on the school website or upon request from the school office.	

## PRINCIPLES

### **The Educational Visits and Outdoor Activities Policy is committed to and guided by the principles of:**

The school acknowledges the importance of educational visits and outdoor activities in fulfilling its curricular aims (as stated in the curriculum policy) both within and outside the normal school day. Such experience is required by or does much to enhance the delivery of KS3, KS4 and sixth form courses and it contributes in many ways to personal and social development.

This type of curriculum enrichment varies in duration from less than half a day to substantial residential trips both in UK and abroad. The following give an indication of the wide range typical of the school's off-site provision: university conferences and lectures; concerts; visits to art galleries, theatres, manufacturing and service industries, historical sites and museums; sporting events; urban and rural field studies; adventure and outdoor pursuits; art and dance workshops; regional and national competitions.

The need to address any additional risk to the health and safety of participants that arises from such visits and activities is also acknowledged and the school accepts that leaders have a duty to take all reasonable care for the students' safety and to act as a prudent parent/carer would in similar circumstances. The extra work and responsibility undertaken by party leaders are recognised and valued, as is the voluntary nature of much of their input.

Full information to parents/carers about arrangements for any off-site visit or activity is a prerequisite, as is their written agreement to such arrangements. The school also acknowledges that parents/carers should be able to make an informed decision about whether their child should take part in an activity or visit outside of normal school hours.

Due regard is taken of the impact of school groups on the environment and on its other users when choices about location and types of activities are made.

## POLICY

<b>1.</b>	<b>Role of the Educational Visits Coordinator (EVC)</b>
	<b>The EVC will:</b>
<b>1.1</b>	<ul style="list-style-type: none"><li>• support the Principal to ensure the smooth operation of off-site visits.</li><li>• have an overview of the planning and organisation of all educational visits and ensure consistency to improve the quality and safety of educational visits.</li><li>• ensure visits and activities are carried out safely and in line with the school policy.</li><li>• oversee and approve risk assessments for all school trips.</li><li>• ensure the governing body (or delegate) has approved the visit if necessary, this is applicable to all residential visits.</li></ul>



	<ul style="list-style-type: none"><li>• review practice and procedures in light of any lessons learned during an educational visit.</li><li>• Undertake relevant training as appropriate.</li><li>• Will refer to OEAP Employer Guidance website: EVC Essential Reading. <a href="http://oeapng.info/">http://oeapng.info/</a></li></ul>
--	--

<b>2.</b>	<b>The Role of the Events Coordinator.</b>
<b>2.1</b>	<b>The Events Co-ordinator will:</b> <ul style="list-style-type: none"><li>• provide staff with an intention of school visit and/residential form</li><li>• add the trip to the calendar and to the trips list.</li><li>• make any bookings for tickets and coach travel as requested by the trip leader</li><li>• send the letters via parentmail and ensure the online consent is included.</li><li>• send reminders to parent/carers for consent or payments in the first instance. This will be done through parentmail. The Events Co-ordinator will send two email reminders to parents/carers if they have not given consent.</li><li>• provide consent reports on a regular basis. For residential trips this will be monthly and for day trips this will be weekly.</li><li>• produce a letter with a barcode to enable parents/carers not wanting to pay online to pay by Parent Point (at registered venues such as shops and petrol stations).</li><li>• send out the checklists to trip leaders two weeks before the trip departs.</li><li>• provide a list of medical information for students attending any day trips.</li><li>• send the medical form and code of conduct via parentmail to parents/carers for completion</li><li>• keep the intention of school visit and if appropriate the residential form, the approved risk assessment and payment reports.</li><li>• provide The EVC with a summary of trips undertaken at the end of each term.</li></ul>

### **Trip Leaders**

#### **Trip Leaders will:**

- Submit the trip request paperwork with sufficient time to allow the trip to be organised.
- Liaise with the events co-ordinator regarding the booking of transport and any tickets.
- complete a 'ParentPay New School Visit Form' and submit this to finance at least 2 weeks before the letter is sent to parents/carers. Finance will then set up the trip and the students in 'ParentPay'.
- Ensure all letters to be sent to parents/carers are shown first to the Vice Principal. This includes letters that do not request voluntary contributions.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents/carers.
- Undertake and complete a comprehensive risk assessment and submit this for approval to the EVC.
- Complete the checklist for trips and submit to the events co-ordinator.

<b>3.</b>	<b>Approval of Visits</b>
<b>3.1</b>	The Vice Principal gives approval for off-site visits, activities and associated transport arrangements of one day or less in duration in the UK and which are not potentially dangerous. Such approval will be requested by staff completing and submitting an intention of school visits form.



<b>3.2</b>	For residential visits – residential trip form (see Appendix B) is completed as soon as any visit requiring governors' approval is planned and before any provisional bookings are confirmed or deposits paid. This should be at least eight weeks in advance of the visit and will often be as much as twelve months in advance for foreign and other residential visits. One copy is retained by the Principal and the other two are forwarded to designated governors for signature(s). The governors respond to the Principal within three weeks to allow time for arrangements to be finalised. The designated governors are Mr Berry and Mrs Ogunmyiwa at the time of approval of the policy.
<b>3.3</b>	For visits which involve one or more night's residential accommodation, foreign visits and those which involve potentially dangerous activities (see Appendix D), the approval of the Governing Body is required.

<b>4.</b>	<b>Inclusion</b>
<b>4.1</b>	Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification.
<b>4.2</b>	Trip organisers are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants 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.
<b>4.3</b>	If a student is experiencing health issues which may pose a safety or safeguarding risk whilst on the trip, the school has the right to request medical certification to confirm that the student is fit enough to participate in the trip. In addition, the school may decide to withdraw a student from a trip. Any health information will be shared with both the staff supervising and the company organising the trip.

<b>5.</b>	<b>Risk Assessments and Health and Safety</b>
<b>5.1</b>	Trips and visits are tools that provide and maximise educational opportunities for young people outside their normal educational surroundings. The arrangements put in place to manage trips and visits must, therefore, recognise that these may include potentially hazardous activities. The Management of Health and Safety at Work Regulations, require that risk assessments be undertaken for each of the hazards identified, such that suitable and sufficient control measures can be put in place to minimise the dangers for students and staff.
<b>5.2</b>	Risk assessments must be completed and submitted to the EVC for approval. Generic risk assessments can be found in the staff area, in the trips folder.
<b>5.3</b>	The risk assessment will take into account generic hazards, trip specific hazards associated with the venue, transport and participants, as well as on-going hazards.
<b>5.4</b>	All risk assessments must contain a list of all staff who are accompanying the trip, they must be shared with all members of staff and must be signed by the trip leader. Risk assessments should be completed and submitted at least a week in advance of the trip/event.
<b>5.5</b>	It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (eg Plan B) to suit changed or changing circumstances – for example: over-busy lunch area, rain, rising water levels, etc.



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

	Following the visit, the visit leader should record any significant issues, for both reference and to inform future visits and return a completed Educational Visits and Trips Review document to the EVC within 2 weeks of the trip return.
<b>6.</b>	<b>Behaviour and Safety before and during the Visit</b>
<b>6.1</b>	Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These will be reemphasised as appropriate during the visit. Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety.
<b>6.2</b>	The same standard of behaviour expected at school is required on school trips. Students are expected to abide by the school's Behaviour for learning policy when on educational visits or outdoor activities. Students participating in any residential trip will be expected to sign a code of conduct as part of the initial agreement. Parents/Carers will also be expected to sign this.
<b>6.3</b>	If a student is removed from participating on a school non-curriculum trip due to a breach of the school's Behaviour for Learning Policy; parents/carers may not receive a refund on any monies already paid towards the cost of the trip.
<b>6.4</b>	On residential trips, any student whose behaviour is inappropriate or unacceptable will be returned home with any additional costs paid by parents/carers.



**7. Staffing, Ratios, and Supervision**

**7.1** On all visits there must be 'effective supervision' that has been approved by the EVC and the Principal, and where applicable, in accordance with Governing Body policy.

**7.2** Particular consideration must be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

**7.3** School follows staffing ratios recommended by Trafford (see below):

	<u>Visit</u>	<u>Staffing ratio</u>	<u>First aid requirements</u>
<b>a</b>	Visits with years 12 and 13 unless outside GB, involving potentially dangerous activities or more than one day.	Adequate staffing such as works well in school. Staffing, transport and insurance arrangements to be described in letter to parents and reply slip received with signed consent.	Routine urban visits should have access to a person with basic skills in first aid.
<b>b</b>	Visits with years 7 to 11 inclusive of less than one day and within GB, but not involving potentially dangerous activities.	1 : 20 Ratio not to include staff for SEN support.	Routine urban visits should have access to a person with basic skills in first aid.
<b>c</b>	Residential visits - ratio not to include staff from the residential centre.	1 : 10 Ratio not to include staff for SEN support.	Residential activities should be accompanied, or have access to, qualified first aid provision (minimum 2 day award). First aid provision must be available at all times.
<b>d</b>	Visit involving activities which could be potentially dangerous, e.g. low level walking below 400m, minimum two teachers. Parties above 20 must be split and staffed as separate groups.	2 : 20 Ratio not to include staff for SEN support.	Adventurous activities should be accompanied, or have access to, qualified first aid provision (minimum 2 day award).
<b>e</b>	Visits involving activities which could be potentially more dangerous, e.g. winter or summer high level walking, canoeing and swimming.	Ratio not to include staff for SEN support.	Adventurous activities should be accompanied, or have access to, qualified first aid provision (minimum 2 day award).
<b>f</b>	Transport to and from sports centres.	Staffing, transport and insurance arrangements to be described in letter to parents and reply slip received.	

**8. Remote Supervision**

**8.1** Students must be supervised throughout all visits, even though at times they may be unaccompanied by a member of staff or other responsible adult, eg. DofE expeditions, 'down' time in a town, etc.



<b>8.2</b>	Management of 'remote supervision' must be included in the risk assessment and communicated to parents/carers when trip details are issued.
<b>8.3</b>	Parental consent must be obtained prior to the 'remote supervision' of students.

  

<b>9.</b>	<b>First Aid</b>
<b>9.1</b>	For all visits there will be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc).
<b>9.2</b>	'Basic Skills' is a level which may be suitable for routine urban visit.
<b>9.3</b>	On visits where first aid is more likely to be needed, or where access by the emergency services may be delayed, a qualified first aider must be present. Based on the nature of the particular visit, the EVC (or trip leader) will make a professional judgement regarding the level of first aid required.
<b>9.4</b>	Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision (minimum 2 day award). For residential visits the visit leader should ensure that first aid is available at all times.
<b>9.5</b>	A first aid kit appropriate to the visit will be carried, along with medical details for trip participants, and there should always be someone who is nominated to deal with first aid issues. This person is responsible for ensuring the correct first aid equipment is taken.
<b>9.6</b>	The visit leader must have details of any medical conditions, and medical treatment consent forms (if appropriate to visit) with them at all times.

  

<b>10.</b>	<b>Insurance</b>
<b>10.1</b>	The visit leader must ensure that the trip has appropriate insurance cover, by referring to the travel insurance documents on the network and if in doubt with the with the Business and Finance Manager.
<b>10.2</b>	Personal accident insurance cover is required for all potentially hazardous activities, and for all trips abroad. Insurance should be taken out for all residential visits.
<b>10.3</b>	Insurance cover is obtained for visits and activities which: <ul style="list-style-type: none"><li>▪ Are more than one day in duration</li><li>▪ Include foreign travel</li><li>▪ Involve potentially dangerous activities.</li></ul>
<b>10.4</b>	The school's insurance policy includes travel cover for school visits both in the UK and abroad. If planning an outing that includes a hazardous activity, please check with the Business and Finance Manager, as additional insurance cover may be required.
<b>10.5</b>	Parents/carers are informed in writing of the insurance arrangements.

  

<b>11.</b>	<b>Transport</b>
<b>11.1</b>	Parents/carers must be made aware of the intended form of transport, and their consent obtained.
<b>11.2</b>	Coach companies used will be in line with paragraph 45 & 46 of the DfE 'Home to school travel and transport guidance' (July 2014)
<b>11.3</b>	Coaches must have seatbelts and school will adhere to carrying capacity regulations
<b>11.4</b>	Use of staff cars - Staff must complete the 'use of car' form, and MOT, insurance documentation and driving licence must be shown to the Events Co-ordinator.
<b>11.5</b>	Staff drivers of minibuses must hold either an LEA certificate of competence or a PSV licence. Sixth form students driving themselves and passengers of sixth form drivers must confirm arrangements.
<b>11.6</b>	



<b>12</b>	<b>Swimming</b>
<b>12.1</b>	The visit leader must ensure that practicable safety precautions are taken.
<b>12.2</b>	All swimming activities and venues must be included within the visit plan, parental consent obtained and lifeguarding arrangements checked in advance.
<b>12.3</b>	The designated, qualified lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'.
<b>13.</b>	<b>Emergency Procedures</b>
<b>13.1</b>	Visit leaders must carry all emergency information with them during the visit e.g. emergency contact phone numbers, medical information.
<b>13.2</b>	School/Home contact: The school Emergency Contact must have immediate access to all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.
<b>13.3</b>	In the event of being contacted by the visit leader (or other member of staff involved in a visit), the home contact will: <ul style="list-style-type: none"><li>▪ Confirm the phone number at which the caller can be contacted back on;</li><li>▪ Note their location;</li><li>▪ Determine the nature of the emergency;</li><li>▪ Determine the type of help required.</li></ul>
<b>13.4</b>	If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention: <ul style="list-style-type: none"><li>▪ Provide the required assistance if possible;</li><li>▪ Seek further advice or pass on details to other establishment contacts that may be able to assist.</li></ul>
<b>13.5</b>	If the incident does involve serious injury or fatality, and/or is likely to attract media attention, the Principal or Vice Principal must be contacted immediately.
<b>14.</b>	<b>Non Compliance</b>
<b>14.1</b>	Following agreement with staff and governors, the following action will be taken should staff not comply with the above. The process will be confined to each new academic year: <ul style="list-style-type: none"><li>▪ On the first occasion a warning will be issued by the Principal, and Head of Department notified;</li></ul> On the second occasion the department concerned will not be granted permission for any trip for the remainder of the academic year.
<b>15</b>	<b>Voluntary Contributions and Deposits</b>
<b>15.1</b>	Voluntary contributions can be requested for any of the school's activities. Schools must make it clear that there is no obligation to make a contribution and that no pupil whose parents do not make a contribution will be treated differently on this account. A letter to parents/carers might therefore include the following: <i>The school is proposing to take a group to the theatre on..... Before the visit can take place £300 must be raised to cover the 30 places. This is a cost of £10 per place. We wish to make it clear that no pupil will be denied participation in the visit, if it takes place, on the grounds that no contribution has been made on her behalf. If, however, contributions cannot be raised/secured, to cover the costs, the trip may have to be cancelled.</i>
<b>15.2</b>	The school may be able to provide financial support for pupils/students participating in curriculum visits. However, no support is available for non-curriculum visits.





<b>15.3</b>	Parents/carers should submit requests to the school for such support for consideration by management.
<b>15.4</b>	<p>Pupils in receipt of Pupil Premium will be provided with financial support to enable them to participate in curriculum and year group trips/visits, additional consideration will be given to pupils representing the school in any other subject/activity. Parents/Carers can access the Pupil Premium plan for the academic year on the school website or can request a copy by contacting the school.</p> <p>Where regular payments are required for trips/visits, the school reserves the right to withdraw a student from the trip if these payments are not made, or the payments fall behind on an agreed payment schedule. Under this circumstance, any monies already paid, will be repaid to parent/carer, at the school's discretion.</p>
<b>15.5</b>	<b>Where deposits are required for a trip, these are non-refundable or transferable to any other trip.</b>
<b>15.6</b>	If a refund is required for any reason, the school will endeavour to refund parents/carers but this will not be at any cost to the school. <i>Therefore as refunds will be given at the discretion of the Principal and EVC. Staff should not give parents/carers any indication as to whether a refund can be made and to what value until this has been agreed with the external provider, trip organiser, finance and the Principal and EVC.</i>
<b>15.7</b>	Where additional costs may be incurred because of welfare or discipline, the following may be added to the consent:
<b>15.8</b>	All additional costs of special measures (such as medical costs, taxis, air fares and professional advice) necessary to protect the student's safety and welfare or to respond to breaches of discipline will be paid by parents/carers.
<b>15.9</b>	<b>To clarify, in the event that a student withdraws or is withdrawn from a school trip, regardless of the reason for this withdrawal, the school is not obligated to provide a full or part refund.</b> However, in all circumstances the school will endeavour to provide a refund to the maximum amount possible, whilst ensuring that there are no costs to the trip/school.

16.

UNOFFICIAL FUNDS

(for educational visits, sales of calculators, sweatshirts etc)

16.1

All money received from students should be paid into the school office. All monies should be counted before passing to the finance team for banking. This is your check that your figures agree with theirs. No payments should be made directly from money received. Requests for cheques/cash required for payments should state the name of the visit, the amount and to whom payable.

16.2

Details of all receipts and payments should be recorded as on the example below (sheets obtainable from the office). This will serve as a balance sheet at the end of the visit.

16.3

If there is a balance to be distributed to participants, a letter should be sent to parents/carers with a detachable portion the parents can sign and return as a receipt.

Date	Details of visit/transactions	Receipts	Payments	Balance
1.5.12	Received from students (ParentPay details available from Events Coordinator)	£175.00		£175.00
10.5.12	Hire of coach		£60.00	£115.00
15.5.12	Theatre tickets		£90.00	£25.00
18.5.12	Refunds to girls		£25.00	£0.00
		£175.00	£175.00	





# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

**16.4**

After the visit, this record together with office receipts, a copy of any letters to parents, correspondence with travel agents, receipts and accounts from travel agents and any other receipts, vouchers etc should be retained for seven years for audit.

**NB:** There is no insurance for money held by staff or kept in school.



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

## Appendix A Intention of School Visit

Please complete the pro-forma below. Please also complete the residential trips form for any residential visits.

Name of trip: .....Name of the trip leader: .....

Proposer of visit: .....

Destination: .....

Date(s) of visit: .....Department .....

Year group(s) and numbers .....

Number of staff **required** to travel with pupils/students (please check the policy) .....

Names of proposed staff to accompany the trip with reasons for their involvement

Staff	Reason

Approximate cost of the trip per student .....

**Is the visit a mandatory part of the syllabus?** **Yes/No**

Please indicate the relevance of the visit in relation to the scheme of work/syllabus.

--

Details of First Aid Training required for the trip:

--

**Method of transport**

.....



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Approximate times of departure ..... Return .....

Please confirm if you are booking transport yourself Yes

☐

No

☐

Visit approved ..... Vice Principal

Date

.....

Visit approved ..... Assistant Vice Principal

Date

.....



**Appendix B.**

**Altrincham Grammar School for Girls**

**Outdoor education and educational visits – residential visits**

For all visits longer than one day, involving potentially dangerous activities or abroad, please complete and submit three copies to the Principal as soon as the visit is planned and before any firm bookings are made or deposits paid. This must be AT LEAST EIGHT WEEKS BEFORE DEPARTURE.

It is the responsibility of the organiser to ensure that approval has been given prior to the visit taking place.

\_\_\_\_\_

**Part 1**

Purpose of visit \_\_\_\_\_

Dates of visit \_\_\_\_\_ Number of days \_\_\_\_\_

Approximate times of departure \_\_\_\_\_ return \_\_\_\_\_

Method of transport \_\_\_\_\_

Name of accommodation/ venue \_\_\_\_\_

Type (e.g. hostel, hotel, study centre) \_\_\_\_\_

Full address of accommodation/venue \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Name of teacher organising visit \_\_\_\_\_

Names of other staff leaders \_\_\_\_\_

\_\_\_\_\_

Name and status of other adult supervisors \_\_\_\_\_

\_\_\_\_\_

Number of students in party \_\_\_\_\_ Age range \_\_\_\_\_



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Have all leaders previous experience of or have they received training in the proposed activities?	YES/NO
Have all staff supervisors read the appropriate sections of the OEAP Guidance website: <a href="http://oeapng.info/">http://oeapng.info/</a> and the Trafford Guidelines (staff area, trips folder) for safety in outdoor education and on educational visits, and have other adults who are supervising been made aware of their responsibilities?	YES/NO
Does the visit involve the use of an outdoor education or ski centre or any other form of accommodation?	YES/NO
If YES, has the venue been assessed using the criteria in the Trafford Guidelines?	YES/NO
Are any of the supervisors competent to provide first aid?	YES/NO
Has the school taken account of the risk factors in the planning of this visit using the Trafford Guidelines?	YES/NO
Does any travel company involved in the visit have ABTA/SAGTA membership?	YES/NO
Will all participants have suitable footwear/clothing/equipment for the proposed activities?	YES/NO
Has insurance cover been arranged?	YES/NO
Have the 1992 regulations concerning package travel, holidays and tours from the Trafford Guidelines been considered? (NB Visits which involve any two components of transport, accommodation or other tourist activities, including sightseeing, may be subject to these regulations.)	YES/NO
Does the visit involve the participants in any activity which might be deemed potentially dangerous? If YES, please complete part 2.	YES/NO

## Part 2

### Visits involving potentially hazardous activities

Activities to be undertaken	Exact location	Member of staff in charge of activity
	Emergency Telephone:	Emergency Telephone:

Will information be available at the school and/or accommodation bases giving details of the location, routes, escape routes, times, etc to enable action to be taken in the event of an emergency?	YES/NO
---	--------



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Will all staff and volunteers who are supervising a potentially hazardous activity have the relevant qualifications/experience?	YES/NO
Please list any activities which will be under the direction of instructors provided by an outside provider (e.g. skiing or outdoor pursuit's centres). _____ _____ _____	
Has confirmation been provided that all such persons have relevant qualifications or, if no national qualifications exist, that they have relevant experience?	YES/NO
Will ALL participants have appropriate or specialist clothing/footwear /equipment for the activities to be undertaken?	YES/NO
In the case of visits to wild and mountainous country, have any of the adult supervisors covered the route previously? If YES, please give name(s) of relevant person(s) _____ _____	YES/NO
Is at least one member of the adult supervisors currently first aid qualified, and are they able to identify and treat conditions associated with exposure? If YES, please give name(s) of relevant person(s) _____ _____	YES/NO

## Part 3

### Certification by Principal and Governors

I certify that this visit has been approved by me.

Signed \_\_\_\_\_ Principal/Governor

Date \_\_\_\_\_

Approval is given for this visit on behalf of the Governing Body subject to the conditions set out in the school's policy statements relating to educational visits. This visit requires insurance cover as a condition of approval.

Signed \_\_\_\_\_ Principal/Governor

Date \_\_\_\_\_





# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

**Appendix C. . Checklist – Non-residential.** (To be handed in to the Educational Visits Coordinator  
**BEFORE** the visit). **Name of Trip**\_\_\_\_\_ **Date of Trip**\_\_\_\_\_

<u>Action</u>	<u>Date</u>	<u>Signed</u>
Paperwork collected from Events Coordinator.		
Staff accompanying the trip has appropriate qualifications / competencies.		
Staffing ratios checked.		
Pink permission sheet submitted to LT/SMT for approval. Cover arrangements also checked.		
Finance sheet completed and approved by finance (must be done prior to letter going home)		
Letters / information to parents/carers checked by Vice Principal		
Letters / information distributed to parents / carers.		
Reception staff informed of date, destination, cost and pupils involved.		
Insurance checked and in place.		
Accompanying staff have been informed of specific roles and responsibilities.		
Child protection / Safeguarding issues have been checked with Senior Tutor.		
Any SEN issues have been addressed.		
Any recent updates/changes to medical conditions have been checked with Senior Tutor		
Consent forms collected.		
Information for ParentPay (New Schools Visit Form) submitted to finance.		
Tickets booked where relevant.		
Travel arrangements completed.		
Kitchen informed where students/pupils are missing lunch or if you require any packed lunches for students who entitled to free school meals		
Information about students / pupils circulated to teaching staff and Pastoral Assistant/Sixth Form Office.		
Medical and contact information collated.		
First aid kits booked from Events Co-ordinator.		
Mobile phones booked with ICT		
Emergency contact details and emergency procedures are in place.		



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Emergency contact: _____		
First aid kits collected from Events Co-ordinator.		
Form C submitted to Events Co-ordinator.		

Visit leader: \_\_\_\_\_ Date: \_\_\_\_\_



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Checklist – Residential.

**Form C** (to be handed in to the Educational Visits Coordinator **BEFORE** the visit). **Residential Visits.**

Name of Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_

<u>Action</u>	<u>Date</u>	<u>Signed</u>
Paperwork collected from Events Coordinator.		
Staff accompanying the trip has appropriate qualifications / competencies.		
Staffing ratios checked.		
Pink permission sheet submitted to LT/SMT for approval. Cover arrangements also checked.		
Finance sheet completed and approved by finance (must be done prior to letter going home)		
Three copies of the residential trip to be submitted to LT/SMT for approval.		
If approved, one copy of the residential trips form returned to the Events Co-ordinator. Other copies to Events Coordinator, Principal and Governors.		
Risk assessment completed and approved by Events Co-ordinator.		
Has the Event Co-ordinator been informed of any changes from the original paperwork?		
Insurance checked and in place.		
Accompanying staff have been informed of specific roles and responsibilities.		
Child protection / Safeguarding issues have been checked with Senior Tutor.		
Any SEN issues have been addressed.		
Any recent updates/changes to medical conditions have been checked with Senior Tutor		
Letters / information to parents/carers checked by Vice Principal.		
Letters / information distributed to parents / carers.		
Reception staff informed of date, destination, cost and pupils involved.		
Consent forms collected.		



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Passport information / visa information etc collected for overseas trips where appropriate.		
Information for ParentPay (New Schools Visit Form) submitted to finance.		
Tickets booked where relevant.		
Travel arrangements completed.		
Kitchen informed where students/pupils are missing lunch.		
Information about students / pupils circulated to teaching staff and Pastoral Assistant/Sixth Form Office		
Medical and contact information collated.		
First aid kits booked from Events Co-ordinator.		
Mobile phones booked with ICT		
Emergency contact details and emergency procedures are in place. Emergency contact: _____		
First aid kits collected from Events Co-ordinator.		
Mobile phones collected from ICT		
Form C submitted to Events Co-ordinator.		

Visit leader: \_\_\_\_\_ Date: \_\_\_\_\_

Events Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



## **Appendix D.**

### **Definition of an 'adventurous activity'**

The following activities are regarded as 'adventurous' and require Governing Body approval:

- All activities in 'open country'
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- Narrow boat Day Trips / Residentials
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope and Indoor snow domes)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- 'Extreme' sports
- Ice Skating
- Orienteering
- Mountain Biking / BMX Cycling / Road Cycling
- Skateboarding / Roller Blading
- Laser Quest / Paint Ball
- Bushcraft
- Forest Schools



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

<u>Educational Visits &amp; Trip Review</u>	
<b>Trip destination</b>	
<b>Year group</b>	
<b>Lead teacher</b>	
<b>Highlights of the trip</b>	
<b>How could the visit have been improved</b>	
<b>Details of any accidents/incidents or near misses</b>	
<b>Signed (trip leader) &amp; dated</b>	

Please return to EVC within 2 weeks of the trip.





# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

## Responsibility

<b>Responsible Staff</b>	<b>Mrs Ogunmyiwa</b>
<b>Approving body</b>	
<p>The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer (Governing Body).</p> <p>All staff involved in a visit will have a specific responsibility which they should be clear about prior to the visit taking place- the Trip leader will ensure supervising staff know what their responsibilities are (see Appendix C Visit Leader Check List). Refer to Visit Leader Guidance - OEAP Employer Guidance website: <a href="http://oeapng.info/">http://oeapng.info/</a></p> <p>The Visit Leader must report any accidents, incidents or near misses to the EVC and the Principal or Vice Principal as soon as the visit returns.</p>	

## CHANGE HISTORY

Version	Approval Date	Approved by	Changes
	Jan 2002	TL&WB	
	Jun 2006	TL&WB	
	Jul 2006	TL&WB	