



**SEXEY'S**  
SCHOOL

# **Educational Visits Policy**

**Updated October 2024**

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## **Introduction**

The school acknowledges that students can derive great educational benefit by taking part in off-site visits assisting in personal and social development. This policy seeks to establish a framework in which students can benefit in a safe, healthy and secure environment.

Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based.

All off-site visits during the school day must have an educational purpose and pre-determined clear educational objectives. In boarding time the range of activities may be more varied and recreational in nature.

The school policy recognises that every student should have full access to each visit appropriate to their year or option subject, regardless of his or her abilities. This policy is applicable to all students.

All staff planning an educational visit must refer to procedures identified in this document.

## **Responsibilities**

### **The Governing Body**

The governing body is the employer. They should be satisfied that risk assessments have been carried out with appropriate safety measures in place and that training needs have been addressed.

The Governing bodies should:

- ensure that all school visits have a specific and stated objective.
- ensure that the EVC / group leaders' visit planning adheres to the school's planning procedures as set out in this policy document.
- ensure that the Headteacher / group leader reports back to them after a Category B or Residential visit;
- assess proposals for Category B visits, Residential visits and trips abroad;

### **The Headteacher**

The Headteacher must:

- appoint an Educational Visits Coordinator to oversee the policy and the process of planning and organising of trips and visits;

### **The Educational Visits Coordinator**

The Headteacher has appointed an EVC who acts on their behalf. They will be involved in the planning and management of visits including adventurous activities led by members of school staff. They must:

- ensure that the group leaders' visit planning adheres to the school's planning procedures as set out in this document;
- be satisfied that the visit has been planned effectively and risks identified by risk assessment are minimised;
- ensure that all staff accompanying the visit are appropriately selected, have the expertise, experience and qualifications relevant to the activities and will follow the instructions of the group leader who has sole charge of the visit;
- ensure that the group leader has experience in supervising the specific age of the pupils on the visit, is competent to organise the group effectively and is competent to monitor the risks throughout the visit;
- ensure that the group leader, or an accompanying teacher, is familiar with the venue and is suitably competent to instruct the activity;
- ensure that the accreditation of service providers has been checked;

- ensure that the ratio of adults : pupils is appropriate and suitable;
- ensure that any non-teaching supervisors are vetted and are appropriate to be supervising students
- ensure that DBS disclosures are in place as necessary and that child protection procedures are in place;
- ensure that the governing body has approved the visit if appropriate;
- ensure that the group leader provides parents with full details of the visit enabling parents to accept or refuse consent on a fully informed basis and that parental consent forms have been signed and returned;
- ensure that suitable arrangements have been made for the medical and special needs of all pupils;
- ensure that first aid provision is available;
- ensure that the mode of transport is appropriate and that outward/inward journey times are clear;
- ensure that there is relevant insurance cover;
- ensure that he has details of the venue including address, telephone number and contact name;
- ensure that a school emergency contact has been nominated and that the group leader has the details.
- ensure that group leaders, supervisors and school contact have a copy of the agreed emergency procedures and names of all members of the group, with emergency contact details of parents/ guardians or next of kin;
- ensure that there are contingency plans in place for delays or cancellation;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- review systems and, on occasion, monitor practice.

### **The Group Leader**

The group leader is the teacher whom the EVC has approved to take overall responsibility for the supervision and conduct of the visit, and for the health and safety of the group. The group leader must:

- plan and conduct the visit in line with the school's planning procedures as set out in this document;
- obtain the EVC's prior agreement before any visit takes place;
- define accompanying supervisors' roles and ensure tasks are assigned;
- have the ability to control and lead pupils of the relevant age group;
- be suitably competent to instruct pupils in the activity and be familiar with the venue. If using external instructors, ensure that they are suitably qualified;
- be aware of child protection issues;
- ensure adequate first aid provision;
- undertake and complete the planning and preparation, brief all group members and parents;
- prepare comprehensive risk assessments;
- review the undertaken visit / activities and amend risk assessments if it is to be repeated;
- ensure that all participating teachers, supervisors and students are aware of what the proposed visit involves;
- obtain sufficient information about participating students to assess their suitability to take part in the trip;
- ensure that the ratio of supervisors to students is appropriate for the needs of the group;
- inform the EVC of plans to use supervisors not employed by the school so that they can be appropriately vetted and approved;
- consider stopping the visit if the risk to health or safety of the students is unacceptable, and have a contingency plan in place;
- ensure that group supervisors have details of the school contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures and contingency plan for any delays, including a late return home;
- ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make;
- ensure that they have provided parents with full details of the visit enabling parents to accept or refuse consent on a fully informed basis and ensure that parents have signed the consent forms;

- ensure that arrangements have been made to meet the medical needs of all participants;
- observe the guidance set out for teachers and other adults involved in school visits;
- make clear the responsibility of teachers, non-teaching supervisors and students;
- ensure arrangements are set up with Finance for the collection of payments for visits;
- on return ensure students are safely collected or arrangements are in place for them to get home safely;
- produce an evaluation of Category B visits, Residential trip or trip abroad and submit a copy to the EVC;
- *Ensure that all personal data about students on a school trip (e.g. registers, contact details, sensitive medical information) are kept safely at all times. The data must be returned to the school office for secure shredding after the trip.*

### **Teachers**

Teachers on school visits act as employees of the governing body by agreement with the Headmaster and governors.

Accompanying teachers must:

- do their best to ensure the health and safety of everyone in the group;
- act as any reasonable parent would in the circumstances;
- take reasonable steps to avoid exposing students to dangers that are foreseeable and beyond those that the students can reasonably be expected to cope with;
- consider stopping the visit or activity and notify the group leader if they think that there is an unacceptable risk to the health and safety of the pupils in their charge.

### **Volunteers**

Non-teacher adults must be clear about their roles and responsibilities. Volunteers must not be left in sole charge of students except where they are DBS cleared and it has been previously agreed as part of a risk assessment.

They must:

- follow the instructions of the group leader and teachers and assist with control and discipline;
- do their best to ensure the health and safety of group members.

### **Students**

Older students in particular have a part to play in avoiding risk to health and safety, they must:

- not take unnecessary risks;
- follow instructions of the group leader, teachers, instructors and people within the venues;
- follow the school's dress and behaviour conduct;
- be respectful and sensitive to local codes and customs, particularly when abroad;
- look out for anything that might hurt or threaten them or anyone in the group and tell the group leader or supervisor.

### **Parents**

Parents should be able to make an informed decision about whether their child should go on the visit.

Where appropriate, the group leader should tell the parents how they can help prepare their child for the visit.

Special arrangements may be necessary for parents for whom English is a second language.

Parents have a responsibility to:

- support the visit's code of conduct;
- agree the arrangements for sending students home early and agree who will meet the costs;
- provide the group leader with emergency contact number(s);
- sign the consent form;
- where appropriate, provide additional information about their child's health.

# EDUCATIONAL VISITS PLANNING PROCEDURES

These procedures are for all visits taking place during the School Day and Departmental Visits at weekends.  
(For boarding Visits see Boarding Handbook)

## **CATEGORY OF VISIT**

**First decide the category of visit that you are organising:**

1. Category A – non-residential visit in Britain not involving any adventurous or hazardous activity
2. Category B – a non-residential visit in Britain that involves an adventurous or hazardous activity.
3. Residential trips in Britain and visits abroad.

For a list of example adventurous/ hazardous activities please see [Appendix A](#) or discuss with EVC.

## **INITIAL PLANNING**

The following planning and actions must be in place for all trips (Category A, B or Residential):

Additional planning is necessary for Category B trips and for Residential Trips in Britain or Trips Abroad involve extra stages listed below.

A checklist is provided for staff to record completion of each stage ([Appendix B / Appendix C](#)). This is not a requirement, but may be of help. It may be discussed with the EV Coordinator at any point in the process.

**The Educational Visits Coordinator is Afiong Crombie**

### **1. PROVISIONAL APPROVAL**

#### **1.1 Complete ([Appendix D](#)) – Requesting Provisional Approval**

- If missing part of the school day and involving a large group of students this will need to be several months in advance.

If not missing lessons, trips with a small group of students and where parental approval is not required, last minute organisation may be possible - a minimum of 3 working days is required. [The Request for Provisional Approval form should provide an overview of the proposed event with sufficient information to enable SLT members to make a decision about the event.](#)

**Do not** make any definite bookings until you have received permission to proceed.

The Request Form will be checked by:

- The Deputy Headteacher (Curriculum, Data & Standards), Assistant Headteacher (Pastoral) to authorise that the trip satisfies the schools objectives and is suitably placed in the calendar.
- The EVC to assess what checks need to be made on activities and providers.
- Finance Officer to review costings and payment schedules

You will be informed by the EV Coordinator if approval is granted and can move to the next detailed planning stage.

#### **1.2 Trip is recorded in the School Calendar by the EV Coordinator**

This alerts colleagues to the fact that students will be out of lessons.

## 2. **DETAILED PLANNING AND FINAL APPROVAL**

Detail planning of all activities should be carried out using the European Education Consultants Health and Safety Management system. This system provides the basis for risk management together with the online tool to record details of the off-site activity, together with the approval process required by the establishment's EVC and Local Authority.

**Link to EEC:** <https://www.eeclive.co.uk/public/plogon.asp?aid=14>

**Link to Outdoor Education and External Visits Website:**  
<https://www.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

### **VISIT PLAN**

The visit plan for all intended visits must include the following:

- Risk assessments for transport, together with supervision arrangements for the planned off-site activities or visit to a specific venue
- A clear message outlining the objectives to the off-site activity e.g. Curriculum/development
- Supervision to pupil ratios
- Staff absence request
- Itinerary outlining transport arrangements, timings, overview of site visit or programme of activities
- Visit Leader details together with details of group leaders or volunteers supporting the activity
- Emergency contact details

### 2.1 **Confirmation and Payment**

Confirm bookings (tickets, conference places etc.) in writing if appropriate. You may need to wait until students have signed up for a trip before confirming bookings.

It is the trip leaders' responsibility to check that income has been received, the trip is viable and payment schedules are up to date.

### 2.2 **Prepare a letter of information with a permission slip for parents of students who may go on the trip if required (see advice below). (Appendix E)**

For all visits where students are being taken off the school site, a letter giving full details should be sent to parents giving as much information as possible. This might include:

- Year Group
- Date, Departure and Return Times (essential for day pupils)
- Method of Transport
- Destination
- Relevance to Subject
- Eating/meal arrangements
- Members of Staff accompanying
- Cost
- Explain that students are making a commitment to take part and should not drop out without good reason
- Return Slip if applicable.

If no charge is being made and the trip is category A then permission does not need to be sought as a general school trips permission form is filled in by parents at the start of the year.

If you are making a charge or the trip is **Category B**, the letter must include the official school reply slip.



### **2.3 Send the letter to all parents / each boarding house / Reception**

Collect names of students who intend to go on the visit and their permission slips if needed.

Letters for trips requiring permission should be sent out several weeks before the trip is due to leave.

Boarding House parents cannot give consent for students to attend trips.

Signed permission slips from parents must be received before a student is taken on the trip.

### **2.4 Arrange payment**

Speak to the Finance Officer to arrange payment for any tickets etc once students have committed to the trip and returned their payment if appropriate.

### **2.5 Plan the staffing of the trip.**

Staffing ratios depend on the Risk Assessment that is carried out, but normally a ratio of about 1 adult to 15 students is recommended for non-hazardous, everyday activities.

For a mixed party both male and female adults should accompany the trip. If this is not possible the EVC will consider groups with staff of only one gender where appropriate gender-specific support can be arranged during the visit. This must be included in the Risk Assessment.

Where part of the school day is missed, trips will not be approved if too many teaching staff require cover. Early planning and the use of non-teaching adult supervisors are advised.

**The safety** of the children is our primary concern on school visits. Whenever possible one of the supervising staff should hold an appropriate First Aid qualification.

Supervising adults, who are not normally employed by the school, must complete a DBS check. This may take several weeks. The HR Manager will provide relevant documentation and guidance.

### **2.6 Departure and return time**

Trips should not normally depart from school before 6.00am or return after 11pm. If times are outside these guidelines they must be discussed and agreed with the EVC before the trip is finalised.

### **2.7 Inform other staff**

If a trip is not calendared at least 3 weeks before it is due to depart, permission must be sought from teachers whose classes will be disrupted. Students should ask permission of teachers of lessons they will miss. GCSE assignment deadlines and modular exams must be respected.

### **2.8 Transport**

Make transport arrangements taking availability, price, safety and comfort into consideration.

School minibus can be booked in the booking file in the Staffroom Minibus provided a qualified driver is available. If the journey time to the venue is expected to be more than 2 hours then a single driver is inappropriate and 2 drivers must be provided for each minibus.

As part of the visit risk assessment, the requirement for a driver plus a supervising adult should be

considered. For local trips or where senior students are the only passengers the requirement for an additional adult may not be necessary, but this must consider this in the risk assessment.

Coach bookings can be arranged with the Receptionist. Cancellations must be notified **at least 24 hours** in advance.

Students may not travel in other students' cars.

## 2.9 Costing

When planning a visit the transportation must be fully costed, this includes use of the minibus and fuel used.

No charges are made for activities where students are invited to 'represent' the school, such as sports fixtures, DoE, Ten Tors, etc.

Trips and visits which are planned by boarding staff at evenings and weekends, which include only boarders should be charged to the appropriate house account or to individual student accounts. Where a joint house trip is planned house staff should agree a common charge for all those participating regardless of their boarding house.

For subject and curriculum visits transport costs must be covered.

## 2.10 Food for visits

In the letter to parents please indicate the meal arrangements.

Normally those entitled to a free school lunch and day pupils who pay for lunch in advance will be provided with a packed lunch. Please book these with the kitchen at the same time as booking meals for boarders. **Supervising staff are responsible for collected day pupil meal tickets prior to issuing the meal.**

Other day pupils should be advised to bring a packed lunch or an appropriate amount of money to buy food.

Packed meals for boarders must be ordered 72 hours in advance from the Catering Manager. Food for weekend camps etc. must be ordered from the giving at least one week's notice.

When large numbers are to be absent for lunch, even if you do not need to order any food for the visit, the Catering Manager must be given warning well in advance so that food is not wasted.

### **Late meals/Early Breakfast**

The Houses will keep meals for boarders returning late from a trip, but they do need suitable notice. Similarly, an early breakfast can be arranged in school. If arranging a trip where boarders will miss a meal and return late, it is the responsibility of the member of staff organising the trip to ensure that suitable provision is made. It is the responsibility of the organising staff to supervise meals made under these arrangements. Please discuss any problems with the Head of Boarding.

## 2.11 **Ensure that a full Risk Assessment has been completed and uploaded onto the EEClive system**

All relevant risk assessments must be carried out by the Visit Leader before any proposed visit or activity takes place. Existing risk assessments should be checked to ensure that they are still suitable and sufficient.

As before, EEC provides comprehensive frameworks for venues and activities and should be used for visit/activity planning. The key aspect of a risk assessment is the conducting of checks and pre-visits on a venue or site before the activity commences.

A risk assessment need not be complex but should be comprehensive. It does not generally require health and safety expertise but the leader should ensure that, if they are not competent to complete it, they should seek assistance in completing the risk assessment from someone competent to do so.

When using an external provider or visiting various sites a risk assessment may be available on their website or on application to the provider.

A Risk Assessment should aim to prevent risks or reduce them. Pupils must not be placed in situations that expose them to an unacceptable level of risk and safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

You may consider having a list of student mobile phone numbers as part of your risk assessment to contact students who have got lost. Student phone numbers should be deleted from staff personal phones and students should be instructed to delete staff personal phone numbers after the trip.

Key issues from the completed risk assessments or safe working procedures must be shared with adults/supervisors involved in the visit/activity and uploaded onto the ECC system.

A useful tool that we use to assist in producing risk assessments is available at:

<https://www.eeclive.co.uk/public/plogon.asp?AID=261>. You'll need your **Username and Password**:

From this platform you can view existing risk assessments created by the school, amend them or create new ones in the 'Risk Management' section.

## **FURTHER CONSIDERATIONS**

**Emergency Procedures:** Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by Visit Leader and provided with an emergency contact point and number. This will normally be the school's number, but where an activity extends beyond the normal working day, the telephone number of a DSL contact should be provided.

### **3. PLANNING IN WEEKS BEFORE THE TRIP**

#### **3.1 Ensure that transport has been booked.**

#### **3.2 Ensure that the student list form is on the "Visits" board in the staff room.**

Do this well before the visit. This will allow colleague to plan for students being out of their lesson.

#### **3.3 Cover**

Check that all staff taking part have been covered and appropriate cover work has been set.

#### **3.4 Consent forms**

Leave all parental consent returns with the EVC. This must be done at least the day before the visit.

Students are **not** permitted to go if return slip has not been completed.

### **3.5 Book a mobile phone out, if required.**

This can be done in the School Office. Taking a school mobile should be the 'norm' with students being given the mobile number to contact the teacher. Teachers should not be giving their personal number to students.

### **3.6 Medical / SEN / CP arrangements**

Check that you know of any students who take regular medications and make arrangements for these as well as travel sickness tablets if required. Check with the Health Centre. Check that you know of any students include SEND needs and that DSL has been asked if any CP issues are relevant (especially if residential trip).

## **4. ON THE DAY OF THE TRIP**

### **4.1 Ensure that all adult supervisors have a copy of the risk assessment and that they have considered it.**

Allocate individual staff to fulfil particular roles.

Ensure that students are well aware of the standard of behaviour required.

Students should stay in groups of 3.

The group leader and other supervisors should monitor the risks and take appropriate action.

### **4.2 Departure and arrival**

Student welfare must be considered if you have to wait for transport, especially in bad weather. Supervise students carefully and be considerate of local residents and boarding houses – make sure that they do not cause a disturbance and move them away from residential areas if necessary particularly early in the morning or late at night.

### **4.3 Travel**

The risk assessment should include a safety and behaviour briefing for the journey.

Registers **and** headcounts should be taken at the start of each stage of a journey.

Regular comfort breaks should be made.

### **4.4 Accident reporting**

If an accident occurs involving any student or member of staff during a visit the party leader must complete a Accident Report as soon as possible on returning to school. These are available from The EVC.

## 5. SERIAL APPROVAL OF VISITS

Where several visits have the same organisational details, staff and risk assessments, serial approval may be sought by submitting a single EVI form. The form must include the dates of all visits planned. If, after approval of the series of visits, details change or dates are added, this must be communicated to the EV Secretary. On each occasion a list of the students on each trip must be submitted before departure.

## 6. CATEGORY B

= **Non-residential visits in Britain that involve adventurous/hazardous activities.**

The same planning stages apply, Risk Assessment must be submitted well in advance.

Any organisation being used to provide activities or the school staff supervising the activity have to be checked to ensure that they have the necessary qualifications and insurance.

Approval from the Governors is also required. This will be done by the EVC, but staff can check the eelive website to see if an organisation is registered as this will speed up the process. A minimum of three weeks' notice is required.

Staff should not place bookings until the visit has been approved.

A full risk assessment must be conducted to determine the risk level.

## 7. RESIDENTIAL VISITS AND TRIPS ABROAD

If you are organising a residential visit (in the UK or abroad) the above procedures should be followed but the following additional stages need to be completed.

### 7.1 Checklist

A checklist ([Appendix B](#)) is provided for staff to record that they have completed each planning stage. For residential trips abroad this **must** be produced and discussed with the EV Coordinator at points during the planning process and submitted to the EV Secretary before departure.

### 7.2 Visit approval

All residential trips have to be approved by the Governors so all paperwork must be submitted several months before the trip. For visits abroad **Provisional Approval** must be sought a year in advance.

### 7.3 Assessment of Accommodation

The party leader must complete an Assessment Form (Appendix F) either by carrying out a preliminary visit, by gaining information from the travel firm to be used or by some other method.

### 7.4 Emergency contact details

A member of the school staff must act as an emergency contact during the visit.

This member of staff must be provided with:

- A list of participating students and staff with details of name, parental address and parental emergency contact numbers
- A contact number for the group leader and for any other member of staff on the trip
- The name, address and contact details of the accommodation being used.

The party leader should ensure that all adults on the trip have the emergency contact details.

Parents of students on the trip should be sent the contact details for the member of staff acting as emergency contact at school and, where appropriate, emergency contact details for the group.

## 7.5 Medical questionnaire

The parental information must include a medical questionnaire about the students to be returned. (Appendix G)

## 7.6 Behaviour agreement

The parental information must include a behaviour agreement stating the expectations of the school. Parents and student must sign the agreement before being allowed on the trip. (Appendix H)

## 7.7 Extended planning

A 'Residential Visits and Trips Abroad' planning form (Appendix I) must be completed. This includes:

- Emergency contact information
- Details of the Coach firm/ferry operator/airline if appropriate
- Details of the travel operator if appropriate
- Insurance details
- Hotel details
- Details of activities
- Qualifications, experience and specific roles of staff
- Names of party members with special needs or specific medical needs

## 7.8 Exchange DBS checks

Where students are staying with families in this country or abroad the suitability of the host family must be assessed by carrying out DBS checks or by an equivalent method in other countries.

## 7.9 Travel documents

The party leader must ensure that the following travel documents are in place:

- Each student has a valid passport or a group passport has been organised
- Each student has a valid EHIC card where appropriate
- Comprehensive travel insurance is arranged
- Travel documents for the airline/ferry operator

It is advisable to collect students travel documents in the days prior to departure so that the party leader can be confident that there will be no last minute problems.

## 7.10 Travel

The party leader should contact the coach operator before the departure date to confirm pick up arrangements and ensure that contact details are available in case of a problem.

## 7.11 Student check list

All students should complete a check list ensuring they have details of contacting staff, staying safe and the standards of behaviour expected by the school.

## **8. DATA PROTECTION**

*When taking personal data about students on a school trip (e.g. registers, contact details, sensitive medical information) staff must ensure that they are responsible for the data at all times. If the data is not with the staff member e.g. during participation in an activity, it must be securely locked away. The data must be returned to the school office for secure shredding after the trip. Any trip consent forms signed by parents must also be returned to the school office after the trip. If the data is lost or shared with anyone else, the staff member must inform the school promptly, as this is a personal data breach. Failure to return the data or inform of any breach may be a disciplinary matter.*

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## Appendix A

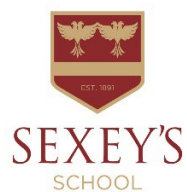
### **List of example adventurous / hazardous activities**

The following activities are classified as 'Category B' and require all staff to complete a separate EVI form (Appendix D). The list is not exhaustive and staff consult with the Educational Visits Coordinator if unclear as to the classification of an activity. If in doubt, fill out a category B EVI.

- Mountaineering
  - Rock climbing and abseiling
  - Snow/Ice climbing
  - Gorge or coastal scrambling, tombstoning
  - Underground exploration - cave or mine (excluding public show caves/mines)
  - Skiing/snowboarding (snow/dry slope)
  - Air activities (except commercial flights)
  - Shooting and archery
  - Horse riding and pony trekking
  - Ropes courses (including zip wires)
  - Indoor climbing walls
  - Quad biking/ATVs/motorcycling/motorcar driving or training
  - Go-karting
  - Competitive Orienteering in adventurous locations
  - Mountain and off road cycling
  - Camping
  - Duke of Edinburgh's Award Expeditions/Training (endorsement through SCC D of E Awarding Officer, not OEA)
  - Paint balling and war games
  - Gliding/Hand gliding
  - Parachuting
  - Forest Schools (involving fires, cooking, cutting, sawing, shelter building etc)
  - Unconventional activities
  - Other activities (e.g. problem solving exercises) involving skills and risks inherent in any of the above activities
- 
- Kayaking and canoeing
  - Sailing and windsurfing
  - White water rafting
  - Waterskiing
  - Snorkel and Scuba diving
  - All forms of boating (excluding commercial transport)
  - Swimming in open water e.g. canals, rivers, lakes and sea
  - Improvised rafting
  - Kite surfing
  - Surfing and body boarding

Other activities (e.g. problem solving exercises) involving skills and risks inherent in any of the above activities





Appendix B

**Planning list for Category A and B trips (Non- residential)**

<b>Requirement</b>	<b>Date</b>	<b>Notes</b>
Outline EVI submitted		
Outline EVI approved		
Trip Costing Spreadsheet completed		
Trip calendared		
Bookings made and Purchase order requisition completed		
Parental letter if required		
Staffing ratios considered		
DBS checks of accompanying adults if required		
Transport booked and Purchase order requisition completed		
Boarding meals booked		
Risk assessment completed		
Free School Meals booked		
Student list on noticeboard/ Boarding houses informed		
Mobile phone booked if required		
Permission slips		
Special needs/ medical needs		



**EXTERNAL VISITS APPLICATION APPENDIX D**  
**REQUEST FOR PROVISIONAL APPROVAL**

**Visit Title**

**Destination Address**

**Purpose of Visit/  
Educational Objectives**  
(Please provide full details  
Including planned activities)

<b>CATEGORY OF VISIT</b> (Please tick one of the boxes)	A <input type="checkbox"/>	B <input type="checkbox"/>	Residential <input type="checkbox"/>
<b>Year Group(s)</b> <input style="width: 150px;" type="text"/>	<b>Visit Leader</b>		<input style="width: 150px;" type="text"/>
<b>Departure Date</b> <input style="width: 150px;" type="text"/>	<b>Departure Time from School</b>		<input style="width: 150px;" type="text"/>
<b>Return Date</b> <input style="width: 150px;" type="text"/>	<b>Return Time to School</b>		<input style="width: 150px;" type="text"/>

Will you be using an independent provider? (e.g Voyager Ski School Travel) Yes  No  If Yes, please enter:

**Name of Provider**  **Tel No**   
**Address**   
**Website**   
**Email**

**Provisional Approval**

<b>Finance</b> has authorised that the trip is financially viable. <a href="#">Costing Spreadsheet</a> to be completed and sent to <a href="mailto:accounts@sexeys.somerset.sch.uk">accounts@sexeys.somerset.sch.uk</a> please.		
Signed	Print Name	Date
<b>Deputy Headteacher</b> has authorised that the trip satisfies the school's objectives.		
Signed <input style="width: 150px;" type="text"/>	Print Name <input style="width: 150px; value: 'Ross Dalzell'" type="text"/>	Date <input style="width: 100px;" type="text"/>
<b>The EVC</b> has checked that the trip satisfies the school's objectives and is suitably placed in the calendar.		
Signed <input style="width: 150px;" type="text"/>	Print Name <input style="width: 150px; value: 'Afiong Crombie'" type="text"/>	Date <input style="width: 100px;" type="text"/>



Appendix C

**Planning list for Residential Trips and Trips Abroad**

<b>Requirement</b>	<b>Date</b>	<b>Notes</b>
EVI form completed and submitted		
EVI form approved		
Trip Costing Spreadsheet completed		
Trip calendared		
Bookings made and Purchase order requisition completed		
Parental letter		
Medical questionnaire received		
Behaviour agreement received		
Staffing ratios considered		
DBS checks of accompanying adults if required		
Transport booked and Purchase order requisition completed		
Boarding meals booked		
Risk assessment completed		
Student list on noticeboard		
Mobile phone booked		
Assessment of accommodation form		
Emergency contact organised		
Parents informed of emergency contacts		
Exchange family DBS (if applicable)		
Travel documents checked		
Special needs/ medical needs		
Coach firm contact made		
Evaluation completed		



Visit Leader: \_\_\_\_\_

Visit Title \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Departure Time (from school): \_\_\_\_\_ Arrival Time(to school): \_\_\_\_\_

Names of Students:-

1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

**Sexey's**  
Established 1891



Cole Road,  
Bruton,  
Somerset, BA10 0DF  
United Kingdom  
T: 01749 813393

Headteacher - Mrs Helen Cullen BSc (Hons)

[www.sexey.somerset.sch.uk](http://www.sexey.somerset.sch.uk)

A Co-Educational State Boarding & Day School

## [Appendix E](#)

(Insert Date)

Dear Parent/Guardian,

We are planning a trip to (insert venue) on (insert trip date).

We will be travelling by (insert travel arrangements), leaving school at (insert time) and returning at (insert time).

Meals will be provided for the trip via (insert meal arrangements).

The cost of the trip is (insert cost).

If you would like your son/daughter to take part please complete the consent form below and return to me by no later than (insert date).

Any behaviour in the lead up to the departure of the trip, which causes staff to have concerns that the pupil may not conduct himself or herself reliably and appropriately, or where the sanction is an external exclusion, then the individual will be removed from the trip. Where it is not possible for a place to be offered to another pupil then any payments made will be lost.

Yours Sincerely

(Insert Name and position)

## PARENTAL CONSENT FORM

**(Insert trip details)**

I give permission for my child \_\_\_\_\_ Form \_\_\_\_\_ to take part in the above activity/trip.

\*I enclose a cheque/cash £ \_\_\_\_\_.

Or

\*Please direct debit my account £ \_\_\_\_\_. (Boarders only)

I confirm that there has been no change in my child's medical details, including allergies, medical conditions, doctor contact details and dietary requirements.

The emergency contact details held by the school remain unchanged.

If any of the above details have changed, please contact the school as soon as possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return to (insert name), Sexey's School, Bruton, BA10 0DF by (insert date).



Appendix F

**Assessment of Accommodation**

This form should be completed as soon as possible before departure and authorized by the Educational Visits Coordinator, The Head Teacher and Countersigned by the Chair of Governors.

No overnight night trip or exchange may take place until this form has been completed.

Supervising Member of Staff:		
Activity:		
Date(s) Accommodation to be used:		
Location and Type of Accommodation to be used:		
How was the suitability of the accommodation assessed:		
Who and when was the assessment carried out:		
Supervising staff/adults in the accommodation – Student/Staff Ratio:		
Name of accompanying staff / adults		DBS Check carried out (if not staff)
<b>How will students contact staff in an emergency?</b>		
Declaration		
I certify that I have carried out an assessment of the accommodation arrangements for the proposed visit/exchange/activity* as set out in the 'Accommodation Assessment Form' overleaf and that they are appropriate and satisfactory.		
<b>Organising Staff Name:</b>		<b>Signature:</b>
Approval		
Educational Visits Coordinator		
Head Teacher		
Chair of Governors		



Appendix F

**Medical disclosure**

This portion may be detached and returned to the member of staff organising the visit separately if the information is of a sensitive nature. Only information that is relevant to the health, safety and welfare of the student whilst on the school visit needs to be disclosed. Disclosed information will only be shared with those participating in the visit that need to know.

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

a) Does he/she have any condition requiring, or that may require, medication or medical treatment?

**Yes/No**

Give details:

a) Does your son/daughter have any allergies?

**Yes/No**

Give details:

b) Does he/she have any special dietary requirements?

**Yes/No**

Give details:

b) Has your son/daughter been in contact with any contagious or infectious diseases, or suffered from a contagious or infectious disease in the last four weeks?

**Yes/No**

Give details:

c) When did your son/daughter last have a Tetanus injection? Date:

Signed \_\_\_\_\_

Date \_\_\_\_\_





## Appendix H

### **Behavioural Agreement**

Visit: (Insert visit details)

Name: (insert name of organiser)

Date: (Insert date)

### **Code of Conduct for school trips**

1. All students will follow the set itinerary.
2. Students will at no point leave the group without the permission of the group leader. Students should always be in a group of at least three students.
3. All students will arrive at the designated place and time as outlined in the itinerary or verbal instructions. There are no exceptions to this.
4. Students will abide by the rules laid down at all times. Failure to comply may result in the student being sent home at their own expense.
5. Students will behave in a considerate manner at all times during the visit and remember that they are representing their school.
6. Students are responsible for their own belongings. The school will not be liable for lost items.
7. Smoking and the consumption of alcohol or illegal substances is strictly forbidden.

I agree to follow the Code of Conduct detailed above.

Signed..... (student)

I have read the Code of Conduct detailed above.

Signed..... (parent)



## Appendix I

### Residential Trips and Trips Abroad Planning Form

<b>Name of group leader:</b>			
<b>Visit:</b>			
<b>Size and composition of the group:</b>			
Age range:		Adult to pupil ratio:	
Number of boys:		Number of girls:	
<b>Emergency Contact Information</b>			
<b>During school hours:</b>	Contact 1:	Tel (Landline):	
		Tel (Mobile):	
	Contact 2:	Tel (Landline):	
		Tel (Mobile):	
<b>Out of school hours:</b>	Contact 1:	Tel (Landline):	
		Tel (Mobile):	
	Contact 2:	Tel (Landline):	
		Tel (Mobile):	
<b>Coach Company:</b>	Name		
	Address:		
	Contact Name:		
	Tel (Landline):		
	Tel (Mobile):		
	Fax:		
<b>Travel Company:</b> (ferry/airline/train)	Name		
	Address:		
	Contact Name:		
	Tel (Landline):		
	Tel (Mobile):		
	Fax:		

<b>Organising company/agency:</b> (Tour Operator)	Name:	
	Rep Name:	
	Address:	
	Tel (landline):	
	Tel (Mobile):	
	Fax:	
	License No (if registered with the Adventure Activities Licensing Authority):	
	Safety Management System (SMS) copy obtained and checked	
RoSPA Audit Report copy obtained and checked		
<b>Insurance:</b>	Insurance company Name:	
	Insurance Cover:	
	Policy No:	
	Address:	
<b>Insurance company Emergency Assistance:</b>	Contact Name:	
	Tel (landline):	
	Tel (Mobile):	
	Fax:	
<b>Accommodation:</b>	Hotel Name:	
	Hotel contact (eg Rep/Manager):	
	Address:	
	Tel:	
	Fax:	
<b>Other emergency contacts / numbers:</b>		

**Emergency contact list for parents/guardians of everyone in the Group** (This should be obtained through the school office, checked then attached to these forms)

<b>Details of the programme of activities</b>		
<b>Activity</b>	<b>Details</b> (Start/finish time, duration, location, resources)	<b>Lead member of staff</b>

<b>Details of any hazardous activity and the associated planning organisation and staffing:</b>			
<b>Activity</b>	<b>Member of staff responsible for organizing this activity?</b>	<b>Other Supervising Staff</b>	<b>Date risk assessment completed / verified</b> (Attach Risk Assessment form)

<b>Names relevant experience qualifications and specific responsibilities of staff and other adults:</b>		
<b>Staff Name</b>	<b>Responsibilities (Specify)</b>	<b>Relevant qualifications/experience</b>

<b>Names of party members with special educational or medical needs:</b>		
<b>Name</b>	<b>Specific Needs / Condition</b>	<b>Action required</b>

<b>IF SKIING: please complete this section in addition to the above.</b>			
<b>SKIING EXPERIENCE OF TEACHING STAFF</b>			
<b>Name</b>	<b>Experience</b>	<b>Name</b>	<b>Experience</b>
<b>Number of hours of PROFESSIONAL skiing instruction to be provided for students. (NB: Normally this should be for 4 hours per day)</b>			

The information contained in this educational visits form is correct and accurate. I understand that any changes to the information stated must be discussed and agreed with the educational visits coordinator before the visit may take place.			
Group leader full name:			
Signed:		Date:	
I confirm that this visit has been planned with my approval and that the charges involved comply with the requirements of the School's Charging Policy.			
Headteacher name:			
Signed:		Date:	
I confirm that this visit has been planned with my approval and that the charges involved comply with the requirements of the School's Policy.			
Chair of Governors' name:			
Signed:		Date:	
<b>To be completed by the Educational Visits Coordinator.</b>			
To the group leader:			
I have checked this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.			
<ul style="list-style-type: none"> <li>✦ Any substantial changes regarding this visit must be discussed and agreed, in writing, with me as soon as possible.</li> <li>✦ Please ensure that I have any amendments to these details, including a final list of group members, details on parental consent and an itinerary before the party leaves.</li> <li>✦ Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns</li> </ul>			
Educational Visits Coordinator full name:	<b>Afiong Crombie</b>		
Signed:		Date:	