St. Theresa's Catholic Primary School

Educational Visits Policy

We learn together, we play together, we pray together, we grow together in the love of God”

St.Theresa's
Catholic Primary School

Validation Grid

Title	Educational Visits Policy
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Chair of Governors Fiona Kerin

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1. Statement of Intent

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 St Theresa's 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.

2. Legal Framework

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, St Theresa's:

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).
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 this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3. 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. E.g. visits to museums, farms, theme parks, theatres, etc.**

   These are entered on EVOLVE by the visit leader and submitted to the Educational Visits Co-ordinator (EVC) for checking. The EVC then submits to the Headteacher for approval.

3. **Visits that are overseas, residential, or involve an adventurous activity.**

   These follow 2. above, but the Head then submits the visit to the LA for approval.

4. Roles and Responsibilities

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.

The Governing Board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.
- Being a 'critical' friend. Individual governors may be given 'read-only' access to EVOLVE.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Educational Visits Co-ordinator.
- Monitoring and approving all visits.
- Submitting those trips that are overseas, residential to the Local Authority for

approval.

- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The Educational Visits Coordinator has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- Distributing permission slips to parents/carers prior to the trip and chasing up any permission slips that have not been returned prior to the trip.
- Approving parents/carers to accompany children on trips; completing DBS checks.

The designated trip leader

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.

5. 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.

6. 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 II).

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.

7. Risk Assessment Process

The Designated Trip Leader's Job List

The designated trip leader will ensure all the following steps are completed for any type 2 or 3 visit:

- Gain outline approval from the Headteacher to begin planning the visit and agree funding mechanism / charging policy.
- Complete risk assessment to place of visit in person before the school trip.
- Ensure the visit:
    - has clear learning outcomes
    - has activities appropriate to the group
    - is planned to maximise benefits to the children while managing significant risks
    - is appropriately staffed with the correct ratio of adults
    - complies with the school's safeguarding policy
- Involve children in the planning of the visit, and how it will be managed, wherever possible.
- Ensure that this policy is adhered to.

- For type 2 and type 3 trips complete the following paperwork and submit to the EVC: Educational Visits Checklist (Appendix VI), Event Specific Risk Assessment EV5 (Appendix III), Group Information Sheet (Appendix IV), EV1 Approval Form (Appendix VII), Group Leader Information Sheet (Appendix VIII).
- Ensure all other staff, accompanying adults and children are:
    - fully briefed about their roles and responsibilities during the visit
    - know what to do in the event of an emergency
    - given information they need about individual pupil needs.
- Emergency procedures must include what would happen in the event of illness or injury affecting the party leader.
- Ensure the base contact back at school is fully briefed and has copies of all relevant information.

St Theresa's Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. 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'.

8. Parental Consent

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, e.g. after school fixtures, etc. Parents/carers have the option of consenting through a traditional paper consent form.

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents/carers (via, letters, meetings, etc.), so that consent is given on a 'fully informed' basis. As above, parents/carers have the option of consenting through a traditional paper consent form.

9. Inclusion

All visits must have clearly defined educational / recreational aims appropriate to the needs of the group generally and to individuals within the group specifically. We acknowledge that it is unlawful to discriminate against disabled pupils and reasonable adjustments will be made to avoid pupils being placed at a substantial disadvantage. Where possible, activities and visits will be adapted to enable pupils with SEND to take part. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

10. Charging / funding for visits

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'.

11. Staffing Ratios

There will be an appropriate supervision level at all times based on risk assessment of the visit and determined by factors relevant to the visit e.g.:

- Type, duration and level of activity
- Needs of individuals within the group (SEN)
- Experience and competence of staff and accompanying adults
- Nature of the venue
- Weather conditions at the time of year
- Nature of transport involved

12. Transport

Parents/carers must be made aware of the intended form of transport and their consent obtained. Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. The school follows the National Guidance with regards to the use of transport for educational visits. If any pupils are to travel by car, the driver (including staff) must complete the Private Car Form (available from school office). This is also relevant to sports fixtures, and applies to both staff and parents'/carers' cars. A new form must be completed each academic year. The EVC must ensure that the driver has appropriate insurance cover. Parents/carers of children travelling by private car must also sign consent. Anyone who has not had a DBS check should never be left in sole charge of pupils.

13. Insurance

The school currently buys into the LA's insurance for off-site educational visits within the UK.

14. Accidents and Incidents

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.
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. Both the visit leader(s) and the base contact 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. The National Guidance role specific emergency action cards are carried by:

    a. The designated trip leader

    b. The first point of contact (e.g. the office receptionist)

    c. The designated base contact senior manager

    Our emergency action plan is the EV7 and is attached. (Appendix V)

15. Preparing Pupils

Pupils must understand what standard of behaviour is expected of them and why rules must be followed. Pupils must be told in advance of the visit about the procedures for dealing with misbehaviour including going home early. It is important that pupils are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules. They must wear seatbelts and stay seated whilst travelling on coaches.

Head counts

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. It is good practice for all supervisors to:

- Carry a list/register of all pupils and adults involved in the visit at all times
- Ensure that pupils are readily identifiable, especially if the visit is to a densely populated area (brightly coloured caps, T-shirts or a school uniform can help identify group members more easily)
- Whenever possible children should wear the high visibility jackets when on a school trip
- Avoid identification that could put pupils at risk e.g. name badges
- Ensure that all pupils are aware of rendezvous points
- Ensure that all pupils know what to do if they become separated from the group

16. Adventurous/Water Margin/Based Activities

Adventurous Activities

The following activities require LA approval:

- All forms of boating
- Rock climbing (including indoor climbing walls)

- Abseiling
- High level ropes

Other Activities

The following activities do not require LA approval but should be supervised by a teacher who has been assessed by the Headteacher as competent to lead the visit:

- Walking in parks
- Swimming in UK public pools
- Theme parks
- Tourist attractions
- Local traffic survey
- Museum, library etc.
- Sports fixtures

Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling/walking in shallow water, then the guidance contained in the national guidance 7.i "Group Safety at Water Margins" is relevant. All staff should be provided with a copy of this guidance prior to the visit. A copy of this is available online. Group Safety at Water Margins

Water-Based Activities

All forms of water-based activities are regarded as adventurous activities and as such require LA approval.

The swimming ability of all pupils must be known by the activity leader prior to the commencement of water-based activities. Pupils should normally be water confident and able to swim 50 metres. If they are unable to meet these criteria they may still be able to participate subject to risk assessment. Personal buoyancy conforming to the appropriate National Governing Body Educational Visits Policy guidelines must be worn at all times by all participants in water-based activities except swimming.

Swimming / Paddling in the sea

Paddling in the sea will only be allowed as a formal, supervised activity in recognised bathing areas. Pupils will always be in sight of their supervisors. Swimming in the sea will not be allowed. Pupils will be told the signals of recall.

Swimming Pools

Young people must be supervised at all times whilst undertaking swimming activities. Pupils from this school will only swim in pools with lifeguard cover in place.

17. Residential Trips

In the case of residential trips, every effort will be made to ensure a male adult (with a DBS check) accompanies the group.

18. Evaluating Trips and Visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness. Based on this assessment, recommendations will be made to improve future trips and visits.

Appendix I – School Learning Area and Operating Procedure

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.

The school learning area is defined as the area surrounding the school which can be reached by walking.

These visits/activities:

- do not require trip specific parental consent
- do not normally need additional risk assessments unless the pupils are leaving the immediate school grounds
- do not need to be recorded on EVOLVE

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.).

These are managed by a combination of the following:

- The visit leader must follow these guidelines.
- The visit leader must complete the Local Visits Information Pro-forma (Appendix II) prior to leaving the building and submit it to the EVC.
- The Headteacher must approve the trip by signing the Local Visits Information Pro-forma before a group leaves.
- The normal adult to pupil ratios will apply.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised 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.
- 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.
- A mobile phone is taken with each group and the office have a note of the number.

Appendix II – Local Visits Information Pro-forma

St Theresa's Local Visits Information Proforma

Date of visit:	**Year Group:**
Destination:	**Group Leader:**
Aims of visit/Activities to be undertaken:	
NO of Pupils:	**Other Adults:**
Contact Number of Group Leader:	**Contact Number of other adults:**

Appendix III – Local Visits Information Pro-forma

ESRA (EVENT-SPECIFIC RISK ASSESSMENT)

EV5

Visit details:– **Carried out by** Trip date:

ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.	**HOW TO MANAGE IT** What procedures will we have? (Control measures)	WHO TO BE INFORMED PARENTS	STAFF	Young peopl

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here
The activity must only take place if the residual risk following implementation of control measures is deemed to be acceptable
If none, strike through sheet and write 'NONE

EVC signature/date

Appendix IV – Local Visits Information Pro-forma

St Theresa's Educational Visits Information Sheet

Date of visit	Year Group
Destination	First Aider
Travel Arrangements	
Group 1:	
	Emergency Contact numbers:

Appendix V - Emergency Card (to be kept at office base

This 'card' must remain with the emergency contact(s) at all times

EV8

The Emergency Contact(s) should have all visit information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required.

If the incident <u>does not</u> involve serious injury or fatality, and/or <u>is not</u> likely to attract media attention:

- Provide the required assistance if possible
- Seek further advice or pass on details to other contacts who may be able to assist.

If the incident <u>does</u> involve serious injury or fatality, and/or <u>is</u> likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible

Contact the LA Call Centre 020 8359 2000 and state that you require immediate assistance. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible
- You should also contact the Headteacher (if this is not you)
- The LA (020 8359 2000) will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident. All enquiries should be referred to this telephone number
- If appropriate, support and counselling will be arranged.

Name	Home	Mobile
School – Barbara Costa, St. Theresa's School	XXXX	XXXX
Head of School – James Troy	XXXX	XXXX
Chair of Governing Body – Fiona Kerin	n/a	XXXX
LA Emergency Call Centre	020 8359 2000	

Appendix VI – Educational Visits Checklist

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 D)	Yes/no
2.	Is the visit appropriate to the age, ability and aptitude of the group?	Yes/no
3.	Has there been suitable progression/preparation for pupils prior to the visit?	Yes/no
4.	Does the visit comply with any guidelines specific to your school?	Yes/no
5.	Does the visit comply with any specific LA guidelines? (see relevant sections)	Yes/no
6.	If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? (see Section Z)	Yes/no
7.	If using an external provider or tour operator, has the provider satisfactorily completed and returned an 'Agreement Form EV4'? (see Section AA)	Yes/no
8.	Are transport arrangements suitable and satisfactory? (see Section L)	Yes/no
9.	If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section O)	Yes/no
10.	If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section P)	Yes/no
11.	Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?	Yes/no
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/no
13.	Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability?	Yes/no
14.	Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?	Yes/no
15.	Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role?	Yes/no
16.	Are all support staff aware of and comfortable with their roles?	Yes/no
17.	Are all helpers aware of and comfortable with their roles?	Yes/no
18.	Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see Section G and Form EV5)	Yes/no

19.	Is insurance cover adequate (see Section K)?	Yes/no
20.	Does at least one member of teaching staff know the pupils that are being taken away, including any behavioural traits?	Yes/no
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/no
22.	Are pupils aware of the nature and purpose of the visit?	Yes/no
23.	Are parents/carers fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section J)	Yes/no
24.	Have all relevant details been issued? (e.g. itinerary, kit lists, etc.?)	Yes/no
25.	Are staff aware of any medical needs and/or other relevant details of pupils?	Yes/no
26.	Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?	Yes/no
27.	Are staff aware of any relevant medical conditions of other staff/helpers within the group?	Yes/no
28.	Does at least one responsible adult have a 'good working knowledge' of First Aid? (see Section W)	Yes/no
29.	Is a first aid kit (appropriate to the visit) available? (see Section W)	Yes/no
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. e.g. 'Plan B', and have these plans been risk assessed and has parental consent been obtained?	Yes/no
31.	For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff?	Yes/no
32.	Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section X) and will Form EV7 be with the Visit Leader at all times?	Yes/no
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 M)	Yes/no
34.	A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?	Yes/no
35.	Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?	Yes/no
36.	Does any specialist equipment conform to the standards recommended by responsible agencies?	Yes/no
37.	Have all financial matters been dealt with appropriately?	Yes/no
38.	Has the visit been approved by the Headteacher and Educational Visits Coordinator, and in line with Governing Body policy? (see Section C)	Yes/no
39.	Are full details of the visit (including Form EV8) at school and if appropriate with the School Emergency Contact(s)?	Yes/no
40.	If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section C and Form EV2)	Yes/no

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 R	Yes/no
	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/no
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/no
44.	Do staff have sufficient funds to allow for any contingencies?	Yes/no
45.	Do staff have any relevant literature, work sheets, clipboards, etc?	Yes/no
46.	Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed?	Yes/no
47.	Are pupil numbers being checked at appropriate times?	Yes/no
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/no
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/no
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/no
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/no
52.	Do pupils know what action they should take if they become separated from the group?	Yes/no
53.	Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances?	Yes/no
		Yes/no
	At the end of the visit	
54.	Are appropriate arrangements in force for the dismissal of pupils?	Yes/no
55.	Has the Visit Leader reported back to the Educational Visits Coordinator?	Yes/no
56.	Has the group been debriefed and any relevant follow-up work completed?	Yes/no
57.	Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?	Yes/no
58.	Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?	Yes/no
59.	Have all staff and helpers involved in the visit been thanked for their input?	Yes/no

Appendix VII – Educational Visits Checklist

This Approval Form must be completed for all visits that do not fit into the EV2 criteria and if schools do not have their own form.

Does the visit involve any swimming, water sports or water-margin activity?
Yes

Establishment:	Name of EVC:
Dates of visit:	Approx. no. & age of young people:
Destination/accommodation address and phone no: Venue and activities:	
Educational/recreational aims:	
Name of any external providers:	
Travel arrangements:	
Emergency contact numbers:	
Visit Leader name & contact numbers:	

a) The planning and risk management for the above visit has been checked and approved according to the London Borough of Barnet 'Requirements for Educational and Recreational Visits 2008' guidelines, including adherence to the 'Educational and Recreational Visits Checklist';
b) The Visit Leader has received appropriate training/induction;
c) The Children's Service policy on educational/recreational visits has been complied with;
d) I/we will approve the Event-Specific Risk Assessment (ESRA) prior to the visit;
e) (If using an External Provider): I am in receipt of a completed (unmodified or agreed) Form EV4.

EVC	*signed & date*	Headteacher	*signed & date*

The following are available for inspection if required (please tick):

☐ Information letter/s to parents/carers
☐ Form EV5 Event Specific Risk Assessment (ESRA)
☐ Internal approval forms
☐ Other:

Appendix VIII – Group Leader Information Sheet

St Theresa's Educational Visits
Group Leader Information Sheet

Date of visit	Year Group
Destination	First Aider
Travel Arrangements	
Group 1:	
	Emergency Contact numbers:

Appendix IX – PROVIDER FORM

EV4

For completion by 'external providers' used by London Borough of Barnet establishments

Providers that do not hold an LOtC Quality Badge and that are to be used by establishments from the London Borough of Barnet, are required to complete and return this form in advance of the establishment making a commitment.

Establishment Staff member in charge……..

Date(s) of visit Name of provider……..…

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.

2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.

5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.

6. The provider has never been dismissed from any employment or had a contract ended.

Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

8. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.

9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit • YES • OUT OF SCOPE

13. If YES, AALA Licence number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.

15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.

17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.

18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.

19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.

20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers eg. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.

24. ATOL, ABTA or other bonding body name and numbers……..…

SECTION D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3).

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm,
person or corporation to the terms and conditions herein.

Signed Date……..

Name (print) Position in organisation……...

Full name and address of company, firm, person or
corporation……..

……
……..……

Tel Fax E.mail……