

External Visits Policy

PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

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Contents

1.	Aims and scope.....	3
2.	Legislation and guidance.....	3
3.	Roles and responsibilities.....	3
4.	Planning and preparations.....	4
5.	Risk Assessment	5
6.	Volunteers	6
7.	Communication and consent.....	6
8.	Emergency Procedures	6
9.	Charging and Insurance.....	7
10.	Residential visits	7
11.	Other Policies	8
12.	Appendix 1 – TRIP PROPOSAL FORM.....	9
13.	Appendix 2 – Volunteer.....	11
14.	Appendix 3 – Letter Home to Parents (Template).....	12
15.	Appendix 4 – Trip Checklist	13
16.	Appendix 6 – Emergency Action Plan	14
17.	Appendix 7 – Evolve Form (What information is required on the system).....	15
18.	Appendix 8 – Critical Incident Checklist.....	17

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- > [Equality Act 2010](#)
- > [SEND Code of Practice](#)
- > [Keeping Children Safe in Education 2022](#)

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

HEADTEACHER

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

THE EDUCATIONAL VISIT CO-ORDINATOR (EVC)

There is an appointed EVC at our school. This can be found at Appendix 1.

Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

TRIP LEAD

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party

- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

STAFF

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

PARENTS AND CARERS

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

VOLUNTEERS

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

PUPILS

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4. Planning and preparations

The decision on whether or not a visit will take place will be made by Headteacher, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Add any additional minimum standards, depending on the age of the children

See appendix 1 for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher will inform the Trust Board.

Once the risk assessment has been approved by the Headteacher, and other staff where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

INCLUSION

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

5. Risk Assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template which can be found on staff drive or on request from BSO.

Existing risk can also be found on our shared drive. Risk assessments owned and managed by provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with [the EVC].

STAFF RATIOS AND FIRST AID

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- These can be found [insert location]
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or registers

TRANSPORT

Transportation for trips will be organised by the school, in line with our safeguarding policies. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

All will be prechecked for relevant insurance and driver qualification.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

USE OF EXTERNAL ORGANISATIONS

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate

safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See appendix 2 for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter, email or parent app and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency Procedures

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 15 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place..

9. Charging and Insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items

10. Residential visits

All The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Other Policies

This Policy should be read in conjunction with:

- **Charging and Remissions Policy**
- **Behaviour Policy**
- **Child Protection Policy**
- **SEN Policy**
- **Accessibility Plan**
- **Anaphylaxis/Allergens Policy**
- **Health & Safety Policy**
- **Individual Health Care Plans**
- **Supporting Children with Medical Needs Policy**
- **First Aid Policy**

12. Appendix 1 – TRIP PROPOSAL FORM

APPENDIX 1 - Educational Visits PROPOSAL Form

All details must be completed on this form in order to request approval for an educational visit.
All completed forms should be returned to the Business Support Officer (BSO).

EVC:		
TRIP LEADER NAME:		
DATE FORM COMPLETED:		
OTHER STAFF INVOLVED:		
VENUE:		
YEAR GROUP(s) TRIP OFFERED TO:		
NUMBER OF PUPILS ATTENDING:		
NUMBER OF STAFF ATTENDING:		
DATE(s) OF TRIP:		
RATIONALE OF TRIP:		
TIME(s) OUT OF SCHOOL:		
COVER REQUIRED:	Yes or No	
COST OF COVER REQUIRED (n total for all staff):	£	(is this cost Per day/lesson)
DUTIES WILL BE COVERED BY:		
MODE OF TRAVEL:	School Minibus Private Coach Other	Coach company (if applicable)
COST PER PUPIL:		
COST PER STAFF:		
NUMBER OF FREE PLACE PROVISION:	ADULTS PLACES (FREE): ----- -- STUDENT PLACES (FREE):	
LUNCH PROVIDED FREE OF CHARGE:	Yes or No	
TRANSPORT PROVIDED FREE OF CHARGE:	Yes or No	

PLEASE SEE NEXT PAGE

IMPORTANT INFORMATION

NO CORRESPONDENCE OR INFORMATION SHOULD BE ISSUED TO PARENTS OR PUPILS UNTIL YOU HAVE RECEIVED FULL APPROVAL AND FOLLOWED THE CORRECT TRIP GUIDELINES.

BUSINESS SUPPORT OFFICER COMMENTS

COMMENTS:	(This could be any other visit on day, school event, cover implications etc)
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HEADTEACHER TO COMPLETE

APPROVAL STATUS:	APPROVED NOT APPROVED REQUIRES FURTHER INFORMATION – RETURNED TO STAFF
DATE:	

13. Appendix 2 – Volunteer

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to BSO at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be requested from BSO..

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- [Add more points as needed]

Volunteers agree not to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff
- [Add more points as needed]

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

14. Appendix 3 – Letter Home to Parents (Template)

This letter is based on the Department for Education's consent form for school trips and other off-site activities.

Staff should use the template below to set out their information letter as a minimum requirement.

Parents and carers should sign and date the form and return it to the Trip Organiser.

-
Trip destination:

Trip date(s):

XXX ENTER DETAILS ABOUT THE TRIP E.G. PURPOSE/RATIONALE XXXX

Your child has been offered to take part in the school trip to **[insert destination]**.

The details of the trip as follows:

- Times out of school: **ENTER TIMES**
- Mode of transport: **ENTER WHETHER MINIBUS/COACH/WALK/PUBLIC TRANSPORT**
- Lunch arrangements: **specify whether lunch is provided or whether packed lunch is required, any pupils eligible for free school meals should be given the option to indicate this on the consent form below**
- **Your child will be required to wear school uniform/ Your child is allowed to wear their own clothes for the trip (delete as required)**
- The cost of the trip will be **£XXX** and should be paid on Parent Pay no later than **XXXDATEXXX**
(Please note – if you experience any difficulties meeting this cost then please contact school immediately and we will endeavour to help and advise you).

If you consent to your child attending the trip above please can you complete and return the below consent slip by no later than **XXX DATE XXX**. Your child should return this to **XXX NAMED MEMBER OF STAFF OR SCHOOL OFFICE XXXX**

If you have any questions about the trip please do not hesitate to contact me at school.

Yours faithfully,

CONSENT FORM: XXX TRIP NAME XXX- XXX STAFF NAME XXX- RETURN TO XXXX LOCATION XXXX

Trip Leader:
group:

Name of student:

Year

I give permission for my child to attend the trip detailed above. Please tick

☐

Please indicate whether your child is eligible for free school meals and requires a packed lunch providing (if applicable)

☐

Emergency Contact:

Work telephone: Home telephone: E-mail address:	Work telephone: Home telephone: E-mail address:
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Medical & Allergies information

Please provide information below of any medical conditions or allergies your child has, including any medication they take and/or will need to bring with them.

15. Appendix 4 – Trip Checklist

Trip Checklist



To be completed by trip leader



To be completed by ADMIN team

Date: _____

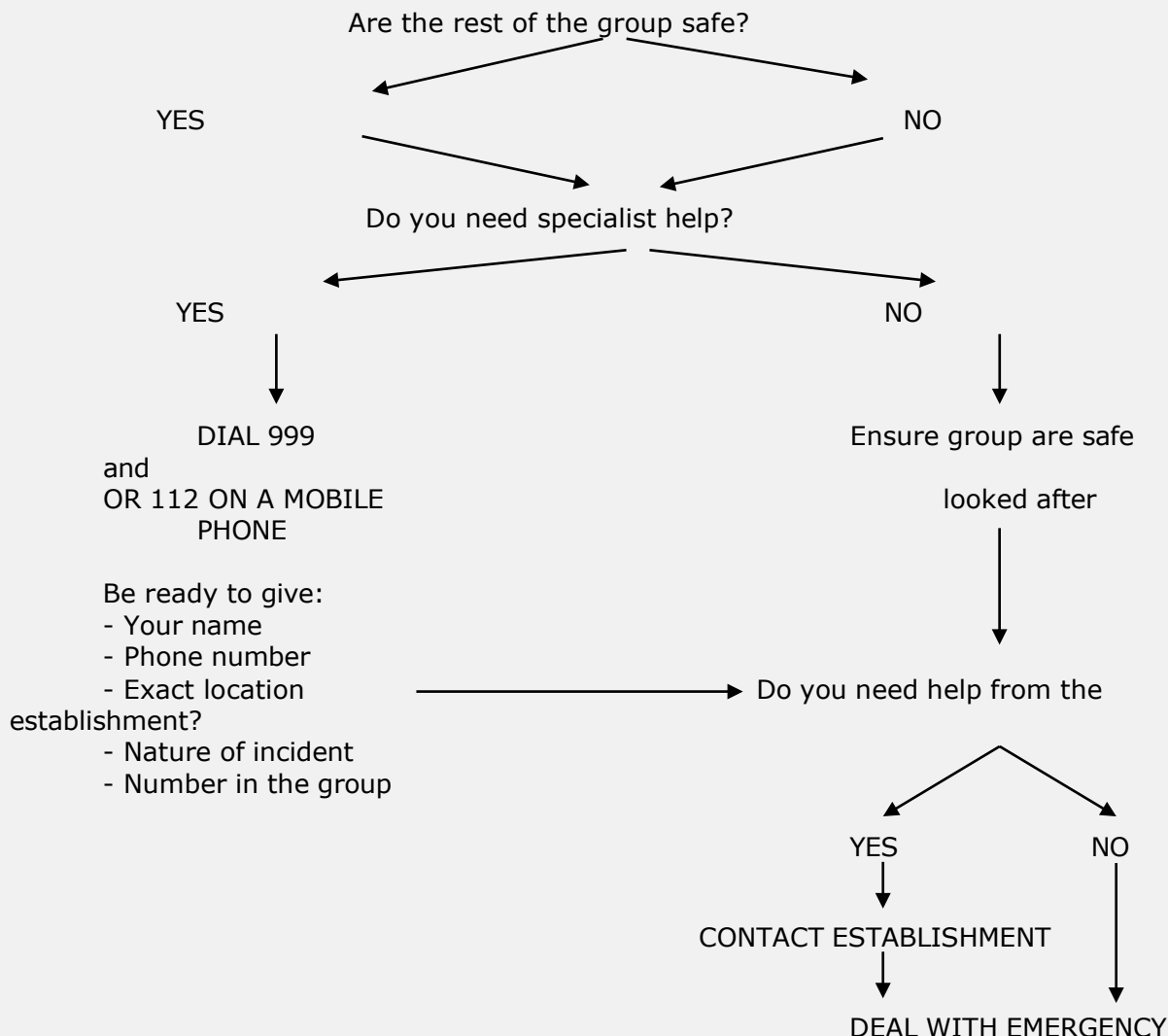
Location: _____ Lead staff: _____

Task	Notes / progress	✓
A Trip proposal form complete with any cost implications should be completed and returned to Business Support Officer/Admin Manager. No bookings to be made until the trip has been approved.		
Once trip has been approved the trip letter (written by the Trip Leader & Consent Form should be checked by the BSO/Admin Manager		
Letters can be applied using the School Comms software – ParentApp/Sims		
Consider staffing/pupil ratio (are there any students with SEND/medical needs that will require additional support?)	Ensure list of pupils is sent to CVS for medical notes to be checked	
Risk assessments will need undertaking for any activities that will be taking place on the visit and for pupils with specific needs.		
Transport implications- if school minibus is being used have you checked the diary and are there staff available to drive?		
If coach being booked – choose your best quote & let admin know you'd like to book (with times dates etc) AN ORDER MUST BE RAISED ON HCSS		
Pupil list to be given to admin , to attendance officer and to Admin/Officer Manager		
Is lunch being provided? If students are expected to bring their own lunch have your arranged packed lunches for any students eligible for free school meals with the catering team?		
EVOLVE form must be completed by the TRIP LEADER as soon as possible in advance of the trip (4 weeks at least for residential trips)		
EVOLVE form must be transferred onto Evolve by Admin Manager		
If there are cover implications these must be agreed by the Cover Manager/BSO.		
Have all consent forms been returned? (trip leader to keep these)		
ONCE consent forms are back in then you can book the trip and Admin Manager can put it on parent pay (if a paid event)		
Do you have a list of emergency contact details for all students attending the trip?		
If any students have medical conditions have you discussed this with the Year Manager/Leader and BSO and put a risk assessment in place?		
Do you have access to a first aid kit?		
Do you have access to a mobile phone?		

Emergency Action Plan- School Visits

STOP! THINK! ACT! KEEP CALM – Let the group know that you are in control.

Establish the nature and extent of the emergency:



- Administer first aid if required & follow direction from emergency services;
- Ensure that a member of staff accompanies any casualty to hospital and that the rest of the group are supervised at all times and kept together;
- Identify who the nominated establishment contact is – this should be a member of the Senior Leadership Team;
- Write down as many relevant facts as possible, witness details, preserve vital evidence;
- Keep written accounts of all events, times and contacts after the incident;
- Do not let any one in the group talk to the media, do not give any names. Refer all media communication to a member of the senior leadership team;
- No one in the group is to discuss legal liability with other parties;
- Complete an accident report form as soon as possible.

SCHOOL CONTACT NUMBER – XXXX XXX XXX

Consilium Academies (main line)– 0161 639 0985

OUT OF HOURS- for visits outside of school time visit leader should obtain mobile number of base contact prior to departing school.

17. Appendix 7 – Evolve Form (What information is required on the system)

TRIP EVOLVE FORM

It is important that the trip leader fills in **EVERY** part of this form in as much detail as possible.

Trip leader		Trip leader No:	
Trip date(s)			
Intended accompanying staff			
Time of departure			
Time of return			
Trip location Please give full name and address			
Is this and External Provider or Venue only?			
Will any member of staff have visited the venue/s prior to the visit/s?			
Telephone number of location			
Travel arrangements Please describe:	<i>(If school mini bus then please check availability with Paul Heaton BEFORE submitting this form)</i>		
Number of pupils attending?	TOTAL number all together:		Number of girls:
Age of these pupils (Please ✓)	Key stage 3 (Age 11-13)		Key stage 4 (Age 14-16)
Trip Type Please ✓ the relevant item(s) or none if N/A:	Is this an Onsite or 'Local Learning Area' activity? <i>Please use the Onsite/Local Learning Area option for visits that either: 1. take place on the school premises or 2. occur within an area as defined by your school/setting as your Local Learning Area. These activities/destinations have been deemed to require less specific planning and utilise procedures defined within your establishment policy.</i>		
	Is this a Joint Visit/Activity involving participants from another Establishment?		
	Is this an Overseas visit?		
	Is this a Residential visit/activity?		
	Will this event include an Adventurous Activity led by an External Provider ?		
	Will this event include an Adventurous Activity led by a member of EPHS staff ?		
	Is this a Joint Visit/Activity involving participants from another Establishment?		
Learning Outcomes for the trip Please ✓	Is this trip... A crucial educational activity that is required to be undertaken by children or young people in order to meet statutory curriculum requirements An important educational activity that is embedded in curriculum and course delivery, whereby learning is significantly disadvantaged through non-attendance A valuable educational opportunity or an optional experience that promotes social and personal development, or an appreciation of the wider world		
Trip Purpose ↓			

What is the primary purpose/subject of the trip	
Is there a secondary purpose /subject?	
Please list up to 4 intended outcomes for this trip	1.
	2.
	3.
	4.

Parental consent What consent is required? Please ✓	Routine acknowledgement: Educational visit during the school day which is part of the routine curriculum	
	Non-routine consent: Beyond the school day or not a part of the routine curriculum	
	Specific consent: Further afield, residential or non-routine adventure	
Will immediate and appropriate first aid provision be in place?	(First aider within the staff or a first aider at the venue?)	
Have you checked the participants records for health and medical needs?	(Please liaise with Candice Yates to seek further information)	
Have you sorted out: Please ✓	Information letter to parents (Please send a copy to Steph ASAP)	
	Parental consent form	
Leader declaration	As the trip leader I have planned this visit in accordance with my employer and local establishment policies. I have taken note of, and will monitor before departure relevant guidance and travel advice.	
	Signed:	Print: Date:

18. Appendix 8 – Critical Incident Checklist

EDUCATIONAL VISITS CRITICAL INCIDENT CHECKLIST

GROUP LEADER (or other if Group Leader injured)	Completed by	Action Taken
<input type="checkbox"/> Call Ambulance / Fire Service /Coastguard (999) attend to the casualty/s		
<input type="checkbox"/> Account for all members of the party, safeguard the uninjured members of the group moving away from the immediate area		
<input type="checkbox"/> Preserve scene, only move items needed to get access to injured person(s)		
<input type="checkbox"/> Ensure witnesses do not leave the scene until the Police/HSE have their details, take photographs		
<input type="checkbox"/> Assess the situation; agree within party key roles where adult numbers allow to : <ul style="list-style-type: none"> a) ensure that the group are adequately supervised at all times and kept together. b) accompany casualty/s to hospital c) enable one informed adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for. d) arrange for an early return to base or to school ASAP 		
<input type="checkbox"/> Ensure that all persons in the party are instructed not to speak to the media or communicate home or via social media to prevent uncontrolled release of information of those involved and legal liability (if necessary confiscate mobile phones or other electronic devices)		
<input type="checkbox"/> Inform the Base Emergency Contact and/or the Head Teacher with details of nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)		
<input type="checkbox"/> Notify the Foreign & Commonwealth Office Consular Assistance Team +44 (0)20 7008 1500 if an emergency occurs abroad where their resources and contacts would speed up any response		

<input type="checkbox"/> If the group in difficulty is part of a larger group, communicate incident to the other Group Leaders, if possible with the same communication restrictions		
<input type="checkbox"/> Document accurately all events, facts times, contacts, telephone numbers and witness details, fill out relevant incident report forms		

BASE EMERGENCY CONTACT AND/OR HEAD TEACHER:	Completed by	Action Taken
<input type="checkbox"/> Ascertain and organise assistance (medical assistance, repatriation, translators) required at scene of incident. Your insurance company and provider/tour operator should be able to assist. Consider whether additional support needs to travel to the scene (e.g. extra adults, counsellor)		
<input type="checkbox"/> Contact the police (tel 101) to request support e.g. a Family Liaison Officers to contact the closest relatives/contacts of the deceased/injured party. This should be done before they become aware by gossip/press/social media. Advise them to come to the school if necessary.		
<input type="checkbox"/> Call Trust Health & Safety Lead on 0161 639 0976		
<input type="checkbox"/> Allocate a telephone number for exclusive use for Incident Management outgoing calls and that mobile phones are available		
<input type="checkbox"/> Call the Trust Comms lead on 0161 639 0980		
<input type="checkbox"/> Brief staff assisting Head Teacher and/or Base Emergency Contact on an agreed message/any on-site arrangement for parents/carers		
<input type="checkbox"/> Brief staff assisting Head Teacher and/or Base Emergency Contact on agreed clear, consistent communication to those not directly involved e.g. "We have not got the full details at the moment, there will be a press statement once we have got in touch with relatives and those directly involved".		
<input type="checkbox"/> Appoint a member of staff to care for parents who are in or arrive at school in response to the incident.		
<input type="checkbox"/> Refer any calls/interviews from press to the Trust Communications Team.		
<input type="checkbox"/> Organise professional help/counselling from the Major Incident Response Team (MIRT) – XXXXX XXX XXX.		
<input type="checkbox"/> Endeavour to keep the press away from distressed pupils		
<input type="checkbox"/> Ensure the HSE are informed on 0845 300923		