Off-Site Activities Policy

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Chair of Governors	**Katherine Russell**
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BEECHWOOD OFF-SITE ACTIVITY POLICY	
FUNCTION:	For information and guidance. These procedures cover instances where students and staff leave the premises during the school day and for residential visits.
AUDIENCE:	Parents, Governors, Head Teacher, Teachers, Support Staff
IMPLEMENTATION:	The Head Teacher and the Governing Body have overall responsibility for ensuring that this policy is implemented.

Off-Site Activities

At Beechwood School we are committed to the use of Off-Site experiences to enrich the curriculum and to support the personal and social development of students. In every year group there are opportunities to learn outside the classroom environment and participate in residential activities.

OFF-SITE AND RESIDENTIAL ACTIVITIES POLICY

Introduction

These procedures cover instances where students and staff leave the school premises during the normal school day. Throughout this policy, the term "parent" means all those having a parental responsibility for a child. The school recognises that trips and residential experiences are a valuable part of a young person's education. All students should be given the opportunity to participate in a trip or residential experience on at least an annual basis, although it is recognised that not all students will take such an opportunity.

Educational Visits

The latest DfES guidance about health and safety on educational visits takes the form of a main guide entitled "Department for Education Health and Safety: Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies." (Updated 2022) This is to be found at:

DfE Health and Safety Advice

It summarises the existing health and safety laws relevant to schools and explains how it affects local authorities, governing bodies, head teachers and other school staff.

The Health and Safety Executive (HSE) has published School trips and outdoor learning activities: Tackling the health and safety myths. (June 2011). This can be found at:

http://www.hse.gov.uk/services/education/school-trips.pdf

Reading Borough Council has also published guidance to assist with this.

Staff should be familiar with the content of all these documents as the school has adopted this official guidance rather than seeking to paraphrase it.

The Head Teacher shall designate a member of staff to act as the Educational Visits Coordinator (EVC). It is the responsibility of the EVC to ensure that staff are advised of their responsibilities.

Compliance with the guidance is, however, a line management responsibility. It is the responsibility of the staff planning the trip to consider all aspects of student safeguarding and welfare. The Child Protection and Safeguarding Policy sets out the details further.

Purpose of Off-Site Activities:

- To extend students' learning experiences to educational resources beyond the school
- To experience different forms of teaching and learning
- To foster personal and social development
- To enhance peer and teacher/peer relationships
- To develop enthusiasm for exploration and discovery
- To broaden personal horizons and awareness of educational opportunities
- To enjoy the learning experience

Guidelines

- Initial approval for any visit must be given by the Senior Deputy Headteacher via the Trip Proposal pro-forma for educational visits (**Appendix A**).
- On receipt of authorisation from the Senior Deputy Headteacher, the trip organiser should complete the off-site activities form and risk assessment in full.
- Staff must ensure in advance of the visit that the venue and activity are fit for the learning purpose and that any external personnel are suitably competent.
- A preliminary visit should, wherever practicable, be undertaken.
- All visits and journeys must be under the supervision of at least one qualified / experienced member of school staff. Overall responsibility at all times lies with the party leader.
- Staffing levels for educational visits must be approved by the Senior Deputy Headteacher or Headteacher.
- Residential visits of mixed gender groups must be accompanied by both male and female responsible adults. Whenever possible, this principle should also be applied to non-residential visits. Any group that has female members must have at least one member of female staff present.
- Visit organisers must ensure that adequate insurance cover exists for the intended activity in accordance with Reading Borough Council's regulations. This should be done by checking with the EVC. Any centre being visited must carry appropriate insurance and be licensed by an appropriate authority where required e.g. Adventurous Activities Licensing Authority (AALA).
- Visits to enhance National Curriculum learning should be equally accessible to students in accordance with the current legislation and the school's charging policy. (**Appendix B**).
- Staff are responsible for ensuring that suitable curriculum support materials, where appropriate, are available to maximise the learning opportunities.
- The trip organiser must ensure they follow the guidance set out in **Appendix D**. This provides information on the off-site suitability risk assessment, the necessary full risk assessment for activities being undertaken, the management plan and approval process and the emergency information plan.
- Full details of the visit(s), giving times, venue(s), mode of transport, costs, supervision arrangements, function of visit and domestic arrangements must be sent in writing to parents.
- Parental consent must be given in writing for any intended visit, together with emergency contact information. In the case of regular sporting fixtures a copy of a signed off-site activity form (**Appendix C**) will cover in place of written parental consent. However, it is strongly advised that full details of fixtures, i.e. venues, times and participating students, be lodged with the office upon departure.
- Visit organisers will be issued with a trip mobile phone. All parental consents and trip information will be uploaded to Evolve and will be accessed as needed during the trip.
- Where the party is divided into different groups, i.e. for travelling, group leaders will hold the trip mobile.

- Visit organisers are responsible for ensuring that main reception and student services has up to date, accurate and full details of the arrangements.
- Staff leading educational visits are responsible for ensuring that details of financial transactions are made and recorded on ParentPay.
- All financial transactions must be made through the school accounts via the Finance Officer. No transactions will be made without an appropriate invoice.
- On all journeys where the school minibus is used to transport students, the driver shall be a fully insured employee of the school. The driver is responsible for carrying out preliminary safety checks, as outlined in the minibus policy, prior to commencing a journey.
- Where long journeys are planned using the school minibus, a second driver should accompany the visit.
- On no account must the number of persons transported exceed the seating capacity of the vehicle.
- The visit organiser must ensure that he/she collects the school trip mobile to use in the event of any emergency. The number of the designated trip mobile will be recorded on the off-site activities form.
- Immediately prior to departure from the school, a final accurate list of staff and students participating in the visit shall be handed to main reception and the Attendance Officer.
- Staff leading educational visits must ensure that they have made the necessary arrangements according to the visits pro-forma checklist. **(Form C)**
- Visit organisers should be aware that it may be necessary for any additional adults accompanying the visit to be police checked. Clarification from the Head Teacher should be sought at an initial stage of planning.
- For a step-by-step guide to planning trips or visits, please consult **Form F,** or speak to the EVC.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.

Appendix A

Educational Visit SLT Proposal Form

Before the detailed work for an Educational Visit takes place, please complete the pro forma below and hand it to Lindsey Hicks for approval by the Senior Deputy Headteacher, once you have secured your Line Manager and SLT Line Manager's approval.

Please check the portal calendar prior to any submission for any clashes. Unless there are exceptional circumstances please allow a minimum of **six weeks' notice.** **For residential trips or trips involving dangerous activities (i.e. water sports, climbing etc) the minimum notice is 12 weeks as Chair of Governor and Reading Borough Council approval is required.**

Name:	**Dept:**
Venue:	**Date of visit:**
Year/Teaching Group:	**Number of Students:**
Number of staff:	**Number of FSM:**
Method of Transport: School minibus	**Driver (school minibus):**

Proposed Staffing & Cover Implication ***(If there are cover implications, please submit LOA form to JNR for approval)*** Please ensure you record **ALL** staff who are accompanying the trip.						
Staff Initial						
Pd1						
Pd2						
Pd3						
Pd4						
Pd5						
After School						

Costing for Educational Visit

Item	Cost per student	Number students	Total Amount	Notes incl supplier/who is to book/booking ref	Booked/ Paid ref.
Transport: **Time Depart:** **Return:**					
Parking costs					
Entry Fee / Tickets					
Diesel Costs	£1.00				
Insurance, phone and admin @ £1.50 per person per day	**£1.50**				
Tour Operator/Field Centre charge					
Cover Supply Costs					

Tour Operator / Field Centre Charge					
Contingency fund (residential visits only)					
Other / Staff cost for tickets etc.					
Contribution from Subject					
Final Total					
Divide final total by number of students = Cost per student					

Please provide information on the expected impact to learning from this trip:

How will the impact be measured?

Trip proposer to sign the form, then gain Dept Line Manager approval, before passing to SLT Line Manager for authorisation. Once signatures gained, proposal form to be passed to EVC (Lindsey Hicks), who will then request final authorisation from Senior Deputy Headteacher and enter onto Evolve.

	Signature	**Date**
Proposer *(Must be trained on Evolve)*		
Dept Line Manager		
SLT Line Manager		
EVC		
Senior Deputy Headteacher		
Entered on Evolve		
Approved copy passed to finance if cost attached		
Approved copy to SME to confirm cover need		
School Calendar checked for other events	Other event info:	Signature:

Post Trip Evaluation (to be completed by Trip Lead) and returned to Lindsey Hicks:

Appendix B

CHARGING AND REMISSIONS POLICY

The policy of the governors of Beechwood School is to provide free education for all attending students. This policy is implemented within the letter of the law, and also embracing the spirit of it. The governing body has, therefore, set up a charging and remissions policy for certain activities in school which will be reviewed annually.

Where visits are arranged either as an integral part of a particular syllabus or to enhance students' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a student should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Headteacher for exemption from such contributions. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an organisation other than the school arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school.

We believe that a school should give students as many varied learning experiences as possible and we shall do our utmost to ensure that all our students have the opportunity to benefit from such experiences. For other activities such as, field trips, concert and theatre visits, the table below indicates the charges that will be made.

Activity:	**Comment:**
Activities outside school time not related to statutory duties:	Charges will be levied.
Board and lodging on residential visits:	Parents are to be charged.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.

Appendix C

School/ Establishment: Beechwood		
IMPORTANT This form must be completed by the parent/carer is the participant is under 18 years of age or with learning difficulties and by the participant if he/she is over 18 years of age. **Name of participant**: Male / Female		
Address of participant: Postcode:		Tel (incl. STD): Mobile number: Date of birth:
Emergency contact **DURING PERIOD OF ACTIVITY**: Name: Address: Postcode:		Tel (incl. STD): Alternative telephone Relationship to participant:
DOCTOR Name: Address: Postcode:	Tel:	Details of last tetanus injection date: OR Have you had a tetanus injection in the last 10years? YES / NO
Please give details of any medical conditions / disabilities e.g. diabetes, epilepsy or allergies e.g. to medication. Plasters...etc. Please give current treatment including medication: Details of any special dietary requirements:		
FOR RESIDENTIAL VISITS ONLY DO YOU AGREE TO YOUR CHILD BEING GIVEN PARACETAMOL IF REQUIRED? ☐ **YES I AGREE WITHIN RECOMMENDED DOSAGE** ☐ **NO I DO NOT AGREE AND WANT TO BE CONTACTED FIRST**		
STATEMENT I ACKNOWLEDGE RECEIPT OF AND UNDERSTAND THE INOFRMATION REGARDING THE PROPOSED VISIT/ACTIVITY TO _____ AND CONSENT TO THE ABOVE PERSON PARTICIPATING. I have ensured that the participant understands the information for their safety and for the safety of the group and that any rules and instructions given by staff are obeyed. I undertake to inform the Leader of any changes in the fitness of the participant prior to the date of departure. I accept full financial responsibility if they have to return home before the end of the trip because of inappropriate behaviour. During the event, photographs and video filming may be taken of your son/daughter. These materials may be used in the future to promote Beechwood activities and may feature on our website. Please sign below to give permission for such materials to be produced and used if you consent to photographs or videos being taken. I am in agreement that those in charge may give permission for the participant to receive medical treatment in an emergency. Signed: _____parent/carer/participant Date:		

Appendix D

Reading Borough Council Offsite Activities Guidance

Unfortunately, there have been a number of fatal accidents during trips and activities within the UK. The government has, because of the incidents, released a number of measures covering these types of trips and activities. In an effort to ensure we meet these measures Reading Borough Council have drawn up an Off-site activities policy with guidelines. This document is to be read in conjunction with that policy and guidance.

Offsite activities aim to allow people including young people to develop by meeting challenges not normally encountered. These activities where schools are concerned are governed by "how does the visit or activity meet an educational need as laid out in the curriculum".

Some degree of risk will probably be unavoidable if a sense of adventure and excitement is to be achieved. However, it is important to remember that activities should only create a sense of adventure and excitement and not cause harm.

Form 'A' Off-Site Suitability Risk Assessment

This form is designed to allow group leaders to assess the feasibility of the proposed trip at an early stage. By completing this form, the leader will identify areas of strengths and weaknesses in the proposed trip and be able to make a judgement on whether they can address the weaknesses sufficiently to allow the trip to go ahead in a safe manner. Of course, if the weaknesses cannot be addressed sufficiently then the trip should not proceed. By completing this form at an early stage much time and effort may be saved on a trip that at a later date is found to be inappropriate.

Form 'B' Risk Assessment

The law requires risk assessments to be undertaken on any situation or hazard that has the ability to cause harm, therefore a risk assessment is nothing more than careful examinations of what could cause harm (HAZARD) to persons during an activity or trip and the possibility of that harm being realised (RISK).

Many people look at the hazard and worry about the size of this and not the important factor of what chance is there that it will cause harm. i.e. A fast flowing river is a hazard about which nothing can be done to reduce its size and danger. What is important is that people are not at risk of falling in the river. So, the answer is to introduce control measures that ensure the persons cannot fall in the river.

The attached 'sample' risk assessment (Form B), is to assist providers in understanding and recognising the risks to those taking part in certain areas.

It must be understood that this sample is not definitive and is only to be used as guidance. Further risk assessment samples are available on request.

Many risk assessments can be written up in the first instance to be as generic as possible and can be used for many trips and activities. In fact, any previous risk assessment that is relevant and suitable can be used for another outing. Therefore revisiting, reviewing and monitoring a risk assessment after and during an activity or trip is essential.

The important thing when monitoring a risk assessment is to ensure that the control measures introduced work as expected. Changes to an assessment will only be needed if they do not work as expected or there is another significant change that will affect it i.e., inclusion of disabled persons when none taken before, change in venue for activity.

The risk assessment must also cover those risks that are reasonably foreseeable i.e., a change in the weather is a foreseeable possibility if hill walking.

It is to be understood that risk assessments undertaken prior to leaving can be re-assessed or changed at any time during the activity or trip. Also, that a risk assessment is to be undertaken on any hazards or risks that present themselves during the activity or trip that was not recognised prior to leaving.

Form 'C' Trip Check List

This as the name implies is for trip leaders to complete as and when its requirements are completed.

Form 'D' Management Plan and Approval

By completing the form many of the areas to be addressed are covered. These will include dates, venues, staffing levels and competencies and activities.

By completing the forms as required and following the chart, off-site trips and activities should be less stressful for leaders and safer for all participants.

Form 'E' Emergency Information and Plan

The trip leader or other designated member of staff on the trip, should follow school procedures in the event of an emergency.

The Emergency Information and Plan page provides a summary of action to be taken in the event of an emergency and what information will be available to the trip leader via the allocated trip phone.

Form 'F' Step-by-Step Guide to Planning a Trip/Visit

Basic guide provides key points to cover when organising a trip. Further information/advice can be sought from the EVC at any point of the planning process.

Form A : Off-Site Suitability Risk Assessment

Degree of Risk	The Activity	The Participants	Party Leader	Environment	Access to First Aid	External Factors
1	Within the every day experience of the individual/ group	Very experienced at an appropriate level	Experienced and qualified at the appropriate level	Urban or rural with only every day hazards i.e. crossing road	First aid and emergency support readily available. Staff qualified at appropriate level	Weather appropriate to the activity, any changes will have no effect.
2	Outside the everyday experience of the individual but some tasks have familiar aspects	Regular exposure to the activity. An adequate level of Competency	Low qualifications but regular participant	Urban or rural with hazards that change quickly.	First aid and emergency support readily available. Staff have low qualifications	Weather appropriate to the activity. Any change will have minimal effect but will not affect safety.
3	Tasks unfamiliar but a level of competency has been achieved by training	Experience at a recreational level. Some competency	Low qualifications. Some participation	Industrial. Involves overnight stays.	First aid and emergency support readily available. Staff unqualified	Weather changes could lead to problems if group is not adequately prepared and equipped.
4	Tasks unfamiliar but training will be given.	Some experience at an introductory level. Some competence.	Some experience as a leader. Limited or recreational participant only.	Close proximity to water, cliffs or other hazardous features. Travel abroad in urban areas	No first aid or emergency support readily available. Staff holds a relevant First Aid certificate.	Weather change could lead to serious problems if the group not competent in the activity or poorly equipped.
5	Tasks unfamiliar. No training	Novice. No experience.	No experience as a leader. Some experience as a participant.	Travel abroad in demanding terrain.	No support readily available. Staff has no qualifications in First Aid.	Weather changes could have serious consequences for the group.

Score 6 - 10 **LOW RISK** The possibility and nature of an accident occurring is not substantially different to those faced in every day life	Score 11-19 **MEDIUM RISK** The risks encountered are outside the groups experience but by adopting principles of good practice this should bring them down to an acceptable level	Score 20-25 **HIGH RISK** The risks are beyond the experience of the group. Specific control measures need to be introduced. to reduce them to an acceptable level.	Score 25-30 **UNACCEPTABLE RISK** The risks encountered are far beyond the experience of the group and the party leader so the visit should not go ahead.

FORM 'B' Risk Assessment

TRIP: CANOEING AND KAYAKING (May also apply to sailing and windsurfing)

Date Risk Assessment completed		**Print name of assessor**	

No	Activity	Hazard	Persons in Danger	Severity	Likelihood	Rate	Measures/Comments	Result*
Travel – please do not include RA for travel. This will be provided for you and uploaded to Evolve.								
1		Drowning		8	4	32	▪ All participants to wear buoyancy aids at all times when close to water. ▪ A leader to be vigilant at all times to the danger of anyone being knocked unconscious. ▪ Leader to be a qualified First Aider.	A
2		Cold		4	4	16	▪ Leader to be aware of the risk. Children to be told what to wear and checks made they are adequately clothed – this could lead to activity being cancelled. ▪ Leader to cease activity as soon as first sign of cold becoming a threat. ▪ Appropriate First Aid equipment and warm clothes is available	
3		Other users		4	3	12	▪ Leaders to be aware of any users of powered craft or sailing vessels close to the group.. ▪ Leaders must keep the group in a safe area.	
4		Off- Shore Wind		4	3	12	▪ Leaders to operate within limit of their qualifications, as such they will only be on exposed water if they are qualified to do so. ▪ Leaders to modify plans according to prevailing wind conditions.	
5		Equipment failure		2	2	4	▪ All equipment to be maintained and checked regularly.	
6		Infection		4	3	12	▪ Participants to cover any cuts or grazes. ▪ Leaders to be aware of current state of Weil's Disease and blue-green algae.	

No	Activity	Hazard	Persons in Danger	Severity	Likelihood	Rate	Measures/Comments	Result*
7		Minor Injury		4	3	12	▪ Participants must wear shoes at all times. ▪ Leaders to be aware of litter and tripping hazards Leaders to be qualified First Aiders.	
8		Lifting		4	2	8	Leaders to instruct in the correct way of listing.	
9		Injury To Instructor		4	4	8	There should be a minimum of two adults present. If the leader was to be injured, the second adult should be able to return the group to their base and/or summon help.	

* Key to result – T = Trivial Risk A = Adequately controlled
N = Not adequately controlled U = Unable to decide.
Further information required

10	Multiple Deaths	10	Certain
8	Single Death	8	Very Likely
6	Major Injury	6	Likely
4	Damage/Minor injury	4	Unlikely
2	Lost time	2	Very unlikely

	SEVERITY				
LIKELIHOOD	Multiple Deaths	Single Death	Major Injury	Minor Injury	Lost Time
Certain	100	80	60	40	20
Very Likely	80	64	48	32	16
Likely	60	48	36	24	12
Unlikely	40	32	24	16	8
Very Unlikely	20	16	12	8	4

Form C

Trip Check List

Approval	Date completed
Forms completed and sent for approval	
Approval given by EVC	
Approval given by Senior Deputy Headteacher	
Approval given by Chair of Governors (where required)	
Approval given by Reading Borough Council (where required)	
Planning (prior to booking)	
Transport arranged	
Insurance cover obtained	
Venue visited (if required)	
Venue premises suitable for activity	
Venue facilities and equipment suitable and safe	
Venue staff competency checked	
Venue Risk Assessments obtained	
Venue Health & Safety Policy / Statement received and checked as suitable	
Venue Fire Certificate (if appropriate)	
Further Planning (after booking)	
Staffing ratios (based on risk assessments) decided	
Staff training needs identified and undertaken	
Parents informed (date, cost, risks, control measures, travel arrangements etc)	
Special requirements communicated (equipment, clothing etc)	
Participants informed (expected behaviour, emergency procedures, reporting of hazards etc)	
Trip Risk Assessments completed	
Any specific control measures identified in R/A's set in place	
First aid arrangements covered	
Where appropriate, plans in place to ensure medication for student(s) is carried by Trip Leader	
Parental consents received	
Payment arrangements in place	
Arrangements to cover disability requirements in place	
Emergency procedure in place	
Return of participants (if required) procedure in place	
Procedure for dealing with media (if required) in place	
Briefing meetings held	
Any special medical needs identified and arranged (inoculations etc.)	
Further Trip Specific Requirements (as required)	

Form ‘D’ Management Plan and Approval

Page 1

Trip Leader (print name)		**Mobile contact no. during trip (trip phone no. will be allocated)**	
Reason for visit:			
Date(s) of visit			

Details of places to be visited (Include full address, contact numbers and contact name)	
Timetable of activities to be undertaken	
Travel Arrangements (Please provide full details, incl where appropriate, coach co name/contact details, ferries, planes, trains etc)	
If travelling by school minibus, please provide name(s) of driver(s)	Name (*Please print*):
	Name (*Please print*):

Venue Health & Safety Policy/ Statement *(Please forward to EVC)*	Date Requested	Date Seen/Received	Acceptable Y/N	Comment
Venue Fire Certificate (if req’d) *(Please forward to EVC)*	Date Requested	Date Seen/Received	Acceptable Y/N	Comment
Venue Risk Assessment / Emergency Plan *(Please forward to EVC)*	Date Requested	Date Seen/Received	Acceptable Y/N	Comment
Venue Food Licences (if req’d) *(Please forward to EVC)*	Date Requested	Date Seen/Received	Acceptable Y/N	Comment
Venue Staff Competency Please provide names and qualifications as appropriate				

Form 'D' Management Plan and Approval

Page 2

No. of students participating	No. of boys		No. of girls		Total	
No of staff attending	Male		Female		Total	
Details of accompanying staff	Name		Qualifications / Experience		DBS / Police check (if req'd)	
	Name		Qualifications / Experience		DBS / Police check (if req'd)	
	Name		Qualifications / Experience		DBS / Police check (if req'd)	
	Name		Qualifications / Experience		DBS / Police check (if req'd)	
	Name		Qualifications / Experience		DBS / Police check (if req'd)	
	Name		Qualifications / Experience		DBS / Police check (if req'd)	

Continue on separate sheet if required

First Aid Support (Name/Qualification)	Name		Qualification / Experience	

Authorisation					
Signed by Trip Leader		**Print Name**		**Date**	
Signed by EVC		**Print Name**		**Date**	
Signed by Headteacher		**Print Name**		**Date**	
Chair of Governors authorisation is required for overseas, residential trips					
Signed by Chair of Governors		**Print Name**		**Date**	
Comments					

Form 'E' Emergency Information and Plan

The Trip Leader or other designated member of staff should follow school procedures in the event of an emergency:	
Apply First Aid	**The trip's designated First Aider wherever possible, should lead on the application of first aid. If this isn't possible, or a first aider is not an accompanying member of staff, first aid must be sought from a qualified first aider at the venue** *(First Aid cover for the trip must be clearly stated in the Risk Assessment)*
Contact the School	Main Reception: 01753 520473 Student Services: 01753 759600 Headteachers PA Direct Line: 01753 759603 Headteachers's Direct Line: 01753 759613 Safeguarding Lead Mobile Phone: 07720 159963
Contact Parents	Parent contact details are detailed on the off-site emergency consent forms, which are uploaded to Evolve
Contact Doctor / Hospital	Where provided by parents, GP contact details are detailed on the off-site emergency consent forms, which are uploaded to Evolve
Contact Police	Dial 999 in case of emergency If needing advice (and not in an emergency) dial 101
Information carried by Trip Leader and/or other designated member of staff	
Parental / medical consent forms	These are scanned and uploaded to Evolve and can be accessed via the trip mobile phone
Participant medication	Consent forms will record any medications required by students throughout trip. Trip Leader to ensure plans are in place to take any required medications, in clearly named envelopes, on trip as required.
Participant List	This is uploaded to Evolve and can be accessed via the trip mobile phone. A simple registration list is also printed out and provided to Trip Leader
Parent/Carer Contact Numbers	Primary parent/carer contact numbers form part of the off-site medical consent form and are therefore uploaded to Evolve and accessible via the trip mobile phone. Additional contact names/numbers can be obtained by contacting the school on the numbers provided above if required.

Form 'F' Step – by – Step Guide to Planning a Trip / Visit

1	Decide on destination of trip or visit, check availability (cross reference with school calendar for possible clashes) and price, make provisional booking if appropriate. When working out your costing enquire as to minimum / maximum number of students or cost and include this in your proposal. If your trip involves activities that are classed as dangerous (i.e. water sports, climbing etc), or you are planning an overseas, residential trip then the absolute minimum notice you must give is 12 weeks.
2	Fill out SLT trip proposal form (in full) and gain authorisation from your line manager and SLT link, before forwarding a hard copy to the EVC to be presented to the Senior Deputy Headteacher. The trip proposal form must be signed by the proposer, line manager and SLT link before it can be considered by the Senior Deputy Headteacher If a cost is involved, the EVC will forward a copy of the authorised proposal form to the Finance Officer, so that tickets/transport can be purchased. The trip organiser should liaise with the School Secretary to set up the ParentPay service for parents if applicable.
2	Calculate appropriate staff to student ratios and allocate staff to the trip accordingly. LOAs are to be submitted for each member of staff to ensure cover is organised.
3	Once approval has been given, forward a copy of the proposed letter to parents to the Heads PA for authorisation. The letter should provide as much information about the trip as possible, including costs, issue of FSM to qualifying children, transport arrangements etc. Begin writing risk assessment. When risk assessment form completed send to EVC for approval. Please remember to request risk assessments and health and safety policies from the venue you are proposing to visit.
4	Collect permission letters and signed off-site emergency consent forms for each participating student. Ensure accurate records are kept and keep a record of monies paid via ParentPay.
5	Signed off-site emergency consent forms, along with a final attendee list should be given to the EVC for uploading to Evolve.

If further advice, help or support is required please consult the EVC.

For any trips that involve international travel please discuss in depth with EVC to ensure all relevant documentation is obtained before travel e.g. groups passport, visas…etc.