



Coppice

Primary Partnership

Growing Together, Striving for Excellence.

Educational Visits Policy

Approved: Term 2 2025/26

Next Review: Term 1 2027/28

1. Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days duration. It also includes outdoor and adventurous activities, sporting matches and tournaments at other schools or venues. 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.

The Trust runs a wide range of educational visits. These may include:

- Walks around the local area, local churches and areas of natural beauty from the surrounding countryside and villages.
- Day visits to places of cultural, historical, environmental, religious or other places of interest to support specific curriculum areas.
- An annual residential visit for children in some year groups.
- Sports matches and tournaments at other schools or venues.

2. Aims

Our fundamental aim at Coppice Primary Partnership is to provide the best possible education for all our pupils. Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide diverse and enriching social and cultural experiences. They teach life skills and promote independent learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

3. 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 2025
- statutory framework for the Early Years Foundation Stage.

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

4. Roles and Responsibilities

Governing Body of each school is responsible for:

- providing a named governor who will oversee educational visits and meet with the EVC
- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits
- ensuring that visits are approved by the HT or EVC (where the EVC has delegated responsibility) and where necessary by EVOLVE
- agreeing all residential visits, trips abroad and those involving outdoor adventurous activities. In these instances, ensuring that bookings are not completed until external providers have met all the necessary assurances.

Headteacher of each school is responsible for:

- ensuring approval for visits is given
- ensuring that the Governing Body is made aware of visits and working with them to approve residential visits.
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for best value;
- ensuring that staff including the educational visits coordinator have received any necessary training
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff.

EVC of each school is responsible for:

- Support the Headteacher in ensuring that all educational visits meet the school's and employer's requirements.
- Advise the Headteacher and support the Governing Body with information and documentation to enable approval and decision-making.
- Ensure that for every visit, a competent Visit Leader and Deputy are identified, appropriately trained, and supported throughout planning and delivery.
- Guide and support Visit Leaders so that all aspects of the Educational Visits Policy and national guidance are followed.
- Complete and manage all EVOLVE forms for off-site visits, ensuring that submissions are accurate, fully documented, and approved within the required timescales.

- Liaise with the Headteacher (and, where relevant, the LA) to obtain final approval for visits. Verify that external providers hold appropriate accreditation or safety assurance (e.g., LOTC Quality Badge or equivalent).
- Ensure that visits are evaluated after completion, and that learning from evaluations informs future practice.
- Promote awareness among staff of DfE, LA, and OEAP guidance on educational visits.
- Assess the competence of Visit Leaders and accompanying staff, and maintain a record of their experience and training.
- Confirm that visits have suitable supervision ratios and arrangements for health and safety, first aid, medication, and behaviour management.
- Ensure that Risk Assessments are completed, reviewed, and signed off as suitable and sufficient.
- Organise or coordinate induction and ongoing training for staff involved in educational visits.
- Ensure parents are properly informed and, where required, that consent has been obtained.
- Ensure that the school's emergency procedures for educational visits are up to date, communicated to staff, and practised as appropriate.
- Maintain accurate records of visits, including risk assessments, evaluations, and any accidents or incident reports.
- Regularly monitor and review visit systems and practice, reporting findings to the Headteacher to support continuous improvement.

Visit Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Visit Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the Trust's policy and procedures
- 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. They 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 and where necessary including sharing individual risk assessments.
- 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
- Ensure that all children have been collected by the parents / guardians if the visit/coach returns after the end of the school day. No child must be left unsupervised or allowed to leave with anyone other than their parent/guardian unless written consent has been provided to the school in advance by the parent/guardian.

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 visit 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
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;

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

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
- Not bring or use mobile phones during educational visits, to ensure safety, minimise distractions, and promote full engagement with the activities.

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.

5. Planning and Preparation

A set procedure is followed for all educational visits, although the nature of each visit will determine the level of preparation required. Each Visit Leader will, in liaison with the Office Visit Lead and EVC, complete the Educational Visits Initial Plan and Full Plan/Checklist. A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

The factors to be considered are:

- 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
- Inclusion and accessibility

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, volunteer, 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

Preparing Pupils

Prior to any visit, pupils should be told:

- The aims and objectives of the visit
- The standards of behaviour expected (in line with the school Behaviour Policy)
- Who is responsible for their group
- Any emergency procedures
- The correct procedures for coach travel

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

6. 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.

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of other pupils attending. We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staff numbers so the pupil can be supervised on a 1:1 basis.

7. Risk Assessments and Risk Management

Coppice Primary Partnership follows the Department for Education (DfE) and Kent County Council (KCC) *Educational Visits* guidance, using the **EVOLVE Educational Visits Approval and Monitoring system** for support, advice, and approval of out-of-county visits, residential trips, and adventurous activities.

Risk assessments are carried out for all educational visits to identify and manage potential hazards. They must be:

- Simple, manageable, proportional, suitable and sufficient.
- Completed at least **two weeks before** the start of the visit, using the **school's risk assessment template**
- Reviewed and agreed by the **Educational Visits Coordinator (EVC)** and **Headteacher** prior to submission on EVOLVE.

Risk Assessment Process

The risk assessment process will:

- Identify significant hazards and assess the likelihood and severity of harm.
- Put in place control measures and check if additional steps are required.
- Use clear, consistent language to categorise risk (high / medium / low).

Each risk assessment will include:

- The **site and environment, group, activities, and leadership arrangements.**
- Any **specific medical needs, allergies, or additional support needs** for staff and pupils.
- The **role of additional adults** or 1:1 support staff.
- Risks associated with **transport** to and from the destination.

Where practical, a **preliminary visit** to the destination may be carried out to inform planning, though this is not mandatory.

Existing risk assessments or those provided by external providers (e.g., via EVOLVE or verified by KCC) may be used to support planning, provided they are reviewed and adapted to meet the specific needs of the group.

The EVC will ensure that all off-site visits using external providers are covered by appropriate **KCC-vetted or accredited risk assessments**.

All risk assessments must be uploaded to **EVOLVE**, and copies kept:

- **With the Visit Leader** during the visit; and
- **By the EVC**, as part of school records.

T

he school's **insurance arrangements** cover off-site visits.

Sports fixtures: Where parent transport or supervision is used, permission letters must clearly outline responsibilities and arrangements.

Any **accident or injury** should be entered on an **Accident Report Form**, with major injuries reported immediately to the **Headteacher**.

Risk Management

Risk assessments and management are an ongoing process throughout the planning and execution of a visit. The system must:

- Identify significant hazards;
- Assess the level of risk;
- Implement control measures to reduce risk;
- Check that further actions are not required; and
- Use consistent, simple language (high / medium / low risk).

Risk assessments will consider the **venue, group characteristics, activities, and leadership capacity**.

The school must ensure that risk assessments consider the site and its environment, the group, the activity, and the leaders. The school must also ensure that individual risk assessments are completed for children with specific health or special needs, such as epilepsy. Where there is a risk of harm to a child, the school must ensure that all adults involved are informed so they are fully aware and able to take the necessary steps to keep the child safe. These individual risk assessments must also be shared with the child's parents, and the school must ensure that parents confirm they have received and understood them.

The EVC and Visit Leaders will review and, where necessary, update risk assessments after each visit to inform **future planning and continuous improvement**.

8. First Aid/Health Requirements

Each educational visit must include at least one member of staff with an appropriate and current first aid qualification.

- For residential visits, at least one fully qualified First Aider must be present and available at all times.
- Where more than one coach or vehicle is used, there must be at least one trained first aider on each vehicle.
- Where Early Years pupils are attending, a Paediatric First Aider must accompany the visit, in accordance with the EYFS Statutory Framework.

A fully stocked first aid kit must be available for each class or group, and all accompanying adults must know who is responsible for it.

The Visit Leader must ensure that all adults are aware of any pupils with significant or specific medical conditions, and know how to respond in an emergency.

- This information must be recorded on an individual health risk assessment for each relevant child.

The Visit Leader must carry copies of each pupil's Individual Healthcare Plan (where applicable) and signed parental consent forms throughout the visit.

First aid arrangements and responsibilities must be considered as part of the visit's risk assessment, ensuring the level of provision is proportionate to the nature of the visit and the age and needs of the pupils.

9. Volunteers

The Trust expects that adult volunteers will be briefed, either verbally or in writing prior to a visit so that expectations are clear and will sign a volunteer code of conduct. Adult volunteers will have a DBS check if they are to be left with children at any time and for all residential visits. Those who do not have a DBS check must always be accompanied by a member of staff and never left alone with pupils or given sole responsibility for a pupil.

Adult volunteers who are not teachers at the school must:

- understand and agree expectations of them;

- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Visit Leader or a teacher.

10. Financing Educational Visits

The Trust schools comply with the Education Act 1996 (section 451), and the procedure is outlined in the Trust's Charging and Remissions policy which can be found on the Trust schools' websites.

Voluntary contributions may be sought for school trips. In these circumstances, no pupil will be prevented from participating because their parents cannot, or will not, make a contribution. Children of parents who do not make a contribution will not be treated any differently. However, if a particular activity cannot take place without some financial help from parents, it will be explained at the planning stage that the activity may be cancelled if not enough voluntary contributions are collected. Where it is necessary to cancel a school trip due to insufficient voluntary contributions being received (less than 95% of contributions needed), a full refund of payments received will be made. A voluntary contribution will not be refunded where a pupil is no longer able to attend.

For residential visits, parents may be asked to make a voluntary contribution towards the cost of transport and activities. The school is permitted to charge for board and lodging, but the amount must not exceed the actual cost. Pupils who meet the eligibility criteria for Free School Meals are entitled to a full exemption from board and lodging charges, and they must not be asked to pay. No pupil will be excluded from a residential visit if their parent chooses not to contribute (but school will need 100% of voluntary contributions for the visit to go ahead).

11. Communication and consent

Communication

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 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

Contact with parents / guardians:

- Ensure that parents / guardians can contact their child via the school or an emergency home number (e.g. Headteacher via the school mobile or email).
- Ensure that the school has contact numbers for the visit leader / other accompanying adults.

Residential organisation:

- Organise sleeping arrangements, with regard to single sex rooms and any medical conditions.
- Ensure adequate supervision in sleeping areas.
- Familiarise the children with all emergency procedures and rules at the residential site.
- Ensure all accompanying adults know the procedures, and the siting of emergency telephones / personnel.

Arrival/departure:

The leader should contact the school to report their arrival at the destination, and also prior to departure. If the return is delayed for any reason, the leader should contact the school so that the Headteacher / member of Office Team can place a notice in the main doorway, or activate the messaging procedure which has been agreed with the parents (e.g. notification via text message). When a team returns, the Leader must ensure that all the children are collected by their parents / guardians. **No child must be left unsupervised.**

Consent

Consent (signed) by a parent / carer and information regarding medical conditions must be obtained prior to a visit. The Trust has agreed that each school requests 'blanket consent' each year from parents for local walks and visits, e.g. to the church for the Harvest Festival, class visit to post office. The generic risk assessments can be used for these visits and referred to / amended by visit leaders as required. Such visits must be discussed with the EVC but do not need the same level of 'approval' for them to go ahead, as such visits are an expected part of the learning environment.

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.

Medical forms:

A medical form should be filled in for each pupil, including:

- Medical conditions, and any medication required (including dosage / time) and parental permission for accompanying adults to administer
- Emergency contact details
- The child's GP's name, address and phone number
- Information on any allergies / dietary requirements

Medicines and medical conditions:

All medicines brought in by the children should be clearly labelled with the name of the child, the dosage and the times to be given. These should be given to the adult in charge of that child's group for safe keeping.

Asthma sufferers should keep their inhalers with them.

Children with a serious medical condition may have a parent with them on the journey. If this is impossible, the parent / guardians, Headteacher and other appropriate agencies must discuss the issues to find the best solution.

A copy of medical forms / health care plans should be carried by the visit and group leaders. As the content of these documents are confidential, copies should be returned to the office on return to school.

Sports fixtures and other visits using parental transport.

Transport in private cars:

When an away fixture or other visit using parental transport is planned, a letter must be sent home explaining the venue, time of departure and approximate time of return. Parental permission must be obtained from the parent / guardian, including medical details and anaesthetic permission, using the standard school letter. The office must have copies of lists and trip / fixture information.

- Parents/guardians who offer transport to matches or other visits must be fully insured (they acknowledge this on our permission form).

- They must know the names of the children they are responsible for, and ensure they check before returning – teachers / the visit leader should note down who is in each car.
- Children should travel in the back seat (an exception can be made for the driver's own child) and fully seat-belted, with booster seat if required.

12. 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

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all educational visits. This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA where applicable
- ensuring that all supervising adults and the Visit Leader carry the school's emergency contact details and procedures while off site.
- having access to an emergency plan appropriate to the visit and level of risk;
- using the emergency card to record all information for future reference;
- ensuring that the contact point, or rota, is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible.

Emergencies (use emergency action card as guide see appendix 8)

In the case of serious injury / illness, the following procedures **must** be observed:

- The visit leader will dial **999 immediately**
- The visit leader will contact the school office who will inform parents / guardians. Out of office hours or in specific circumstances, it may be agreed that the visit leader or allocated office staff will contact parents directly.
- The visit leader should contact the Headteacher with a full account of the emergency. If an ambulance is needed, a responsible adult should accompany the injured child to the hospital, this will not be the visit leader wherever possible so he / she remains with the main party.
- Staff must not take a child to hospital in their own car unless the situation is agreed to be a non-emergency and the staff member has business insurance.
- A member of staff will always accompany a pupil seeking medical treatment.

- In the case of a pupil being unaccounted for the Visit Leader will search the area while the deputy visit leader remains in charge of the other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the Visit Leader will contact the school office who will notify the parents/guardians. The Visit Leader will then contact the police and provide them with all 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.

Only the Headteacher, or a nominated senior leader acting on their behalf, may communicate with the media or external agencies following a serious incident. Staff and volunteers must not make public statements or share details on social media.

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 (see appendix 5), 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.

Post-Incident Procedures and Evaluation

Following any significant incident, the Visit Leader and EVC must complete a full review with the Headteacher. This will include evaluating the planning, risk assessments, and supervision arrangements to identify any lessons learned.

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.

The school will ensure that appropriate welfare and emotional support is provided to any pupils or staff affected by an incident. Findings from the evaluation will be used to inform future visit planning and risk assessments.



Appendix 1 – Educational Visit Initial Plan

This form **must** be completed electronically by the Visit Leader at the initial stage of planning an off-site visit.

Form to be completed at least:

8 weeks in advance for local/day trips

16 weeks in advance for residential trips.

Location of Visit			
Date/s of visit			
Year group and Pupil numbers	Year group	classes	Total pupils
EVC	Attending the trip yes/no		
Visit Leader			
Visit Co-Leader/deputy			
Accompanying adults	KCC Minimum Ratios: (1:5 YR)(1:6 Y1-Y3) (1:10 to 15 Y4-Y6) <i>Final ratios to be risk assessed</i>	Total adults : First aiders:	
Educational impact on pupils			
Initial quote value/costs and document attached including coach (excluding VAT)			
Cost per pupil			
Trust Leader approval (if value is above £5k)	sign	date	
Headteacher approval	Sign	date	
Governor approval (required for residential visits only)	sign	date	

Appendix 2 – Educational Visit-Full Plan local/day trips

This form **must** be completed electronically and shared with the Educational Visits Coordinator at least 3 weeks before the visit for local/day trips (unless indicated otherwise).

Year group/class	Location	Date
Action		Responsibility
		Date completed
Complete initial planning form and pass to EVC		Visit Leader
Educational Visits Policy has been read by Visit leader and Deputy leader and responsibilities are clear.		Visit Leader
Liaise with office trip organiser		Deputy leader
Add date to school calendar		Visit Leader
Book venue		Office
Book coaches	Company used-	Office
	number of coaches /seats-	
	check drivers have DBS checks-yes/no	
Parent letter to inform about trip		Visit leader
Inform Schools kitchen	Date of visit	office
	FSM numbers of packed lunches required:	
	Dietary requirements for FSM	
Have all parent permission forms been received at least 2 weeks before the trip? Office to copy 3x – One complete set for school, one complete set for visit leader and one split set for group leaders.		Trip Leader
Have enough payment contributions been received?	yes	office
	No-reminders sent	office
Can the trip still go ahead?		Headteacher/EVC
Is a pre visit inspection required to assess risk, ensure accessibility and agree routes? If no, call venue and ask about changes to their premises/location		Trip Leader
Is the activity outside of Kent or considered adventurous? If so, Evolve form must be completed .		Trip Leader
		EVC
Visit leader has notified the location/coach company of any specific accessibility/medical requirements		Evolve needed yes/no EVC
Risk assessments have been created and checked for all aspects of the trip, individual risk assessments created where necessary, EVC has checked.		Trip Leader EVC
Specific dietary requirements for pupils or staff and any action that needs taking:		Trip Leader
Final pupil to staff ratios in place:		Trip Leader
First aid trained staff attending:		Trip Leader

<p>All staff attending have an information pack relevant to the children they are leading on the trip?</p> <ul style="list-style-type: none"> ○ Group lists ○ Coach lists ○ Itinerary ○ Emergency contact details for all children ○ Permission slips for all children ○ Health Care Plans (Collect from classroom) ○ Dietary requirement information ○ Staff telephone list/School mobile number ○ Emergency procedure cards ○ Risk assessments ○ Accident forms and head letter form ○ Medicine log form and medicines for each of the children in their group ○ Safeguarding forms and body map forms/lpad to log concerns <p>(Packs to be produced one week in advance where possible so staff have time to read thoroughly)</p>	<p>Trip Leader checked EVC checked once complete</p>
<p>Visit leader to have documentation for all pupils attending and in addition:</p> <ul style="list-style-type: none"> ○ Staff next of kin and medical details in sealed envelope or on password sensitive device for confidentiality (if returning out of hours). ○ School mobile phone) if volunteers are on the trip (not to share staff numbers). ○ Spare clothing in case of accidents. <p>One week in advance</p>	<p>Visit leader EVC</p>
<ul style="list-style-type: none"> ○ Visit lead has emergency contact numbers for senior leaders when the office cannot be reached 	<p>Visit Leader</p>
<p>Nominated staff member attending who will message if office staff have gone home</p> <p>Minuted final staff briefing and written guidance given to staff attending. All staff attending to sign to show they have understood their role and responsibility. EVC to attend this meeting.</p> <p>At least 1 day in advance</p>	<p>EVC</p>
<p>Adult helpers briefed, relevant risk assessments and code of conduct shared and signed</p> <p>At least one day in advance</p>	<p>Visit leader EVC</p>
<p>Final talk given by Visit Leader to all pupils including coach arrangements, clothing, personal possessions and safety?</p> <p>At least one day in advance</p>	<p>Visit Leader</p>

Appendix – Residential Educational Visit–Full Plan

This form **must** be completed electronically and shared with the Educational Visits Coordinator at least 3 weeks before the visit for local/day trips

Year group/class	Location	Date
Action		Date completed
Complete initial planning form and pass to EVC		Visit leader
Educational Visits Policy has been read by Visit leader and Deputy leader and responsibilities are clear.		Visit leader Deputy leader
Liaise with office trip organiser		Visit leader
Add date to school calendar		Visit leader
Book venue		Office
Book coaches	Company used-	Office
	number of coaches /seats-	
	check drivers have DBS checks-yes/no	
Parent letter to inform about trip		Visit leader
Inform Schools kitchen	Date of visit	Office
	FSM numbers of packed lunches required:	
	Dietary requirements for FSM	
Have all parent permission forms been received at least 2 weeks before the trip? Office to copy 3x – One complete set for school, one complete set for visit leader and one split set for group leaders.		Visit leader
Have enough payment contributions been received?	yes	Office
No-reminders sent		office
Can the trip still go ahead?		Headteacher/EVC
Is a pre visit inspection required to assess risk, ensure accessibility and agree routes? If no, call venue and ask about changes to their premises/location		Visit leader
Accommodation security and fire safety checked (certification)		Visit leader
Evolve form completed		EVC
All insurance has been checked where not covered under normal insurance? (skiing trips etc) CHECK WITH TRUST CFO		EVC
All attending adults have been DBS checked		EVC
Parent information meeting		Visit leader
Visit leader has notified the location/coach company of any specific accessibility/medical requirements		Visit leader
Risk assessments have been created and checked for all aspects of the trip , individual risk assessments created where necessary		EVC Trip leader
Specific dietary requirements for pupils or staff and any action that needs taking:		Visit leader
Final pupil to staff ratios in place:		Visit leader

First aid trained staff attending:	Visit leader
<p>All staff attending have an information pack relevant to the children they are leading on the trip?</p> <ul style="list-style-type: none"> ○ Group lists ○ Coach lists ○ Itinerary ○ Emergency contact details for all children ○ Permission slips for all children ○ Health Care Plans (Collect from classroom) ○ Dietary requirement information ○ Staff telephone list/School mobile number ○ Emergency procedure cards ○ Risk assessments ○ Accident forms and head letter form ○ Medicine log form and medicines for each of the children in their group ○ Safeguarding forms and body map forms or logged on My Concerns <p>(Packs to be produced one week in advance where possible so staff have time to read thoroughly)</p>	Visit leader
<p>Visit leader to have documentation for all pupils attending and in addition:</p> <ul style="list-style-type: none"> ○ Staff next of kin and medical details in sealed envelope for confidentiality. ○ For residential trips, £60 card in a sealed envelope to be used for taxi journeys to hospital if required. ○ School mobile phone if volunteers are on the trip (not to share staff numbers). ○ Spare clothing in case of accidents. 	Visit leader
Visit lead has emergency contact numbers for senior leaders when the office cannot be reached	Visit leader
Nominated staff member attending who will message if office staff have gone home	Visit leader
<p>Minuted final staff briefing and written guidance given to staff attending. All staff attending to sign to show they have understood their role and responsibility. EVC to attend.</p> <p>At least 1 day in advance EVC to attend.</p>	Visit leader EVC
Adult helpers briefed relevant risk assessments and code of conduct shared and signed	Visit leader
Final talk given by Visit Leader to all pupils including coach arrangements, clothing, personal possessions and safety?	Visit leader

Appendix 4 – Volunteer Code of Conduct

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 [insert member of staff] 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 found [insert location].

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

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

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

Name

Signed:

Date:

Appendix 5 – Final costings

Total value of income received from parents (attach money received report) £		
Any pupil premium allocation(n*children* value £)	Authorised by:	
Final/Actual costings £ £ Total £		
Trip balanced Yes/NO	Shortfall budget allocation: £	Extra income allocation: £
	Budget:	Budget/refund
	Authorised by:	Authorised by:
Trust Finance checked: Name: Date:		

Appendix 6 – Residential Costing breakdown

Item	Number of children/ adults	Price per children/adults	Quote value	Invoice value	Variance
Coach					
Accommodation					
Meals					
Activity					
Total					
Checks completed by:	School finance officer sig):		Central Finance Team (sig)		
	Date:		Date:		

Appendix 7 – Incident Report

Evaluation of the trip to be carried out upon return. (To include incidents, accidents and near-misses). If serious incidents or accidents are recorded, all paperwork and permission forms must be kept and archived for 25 years. Accident forms (in office) must be complete as soon as possible once.

Date of incident:
Location of incident: Specific location of the incident, including address or landmark
Details of the incident: Describe the incident in detail, including what happened, who was involved, and any relevant factors contributing to the incident.
Witnesses (if any): List the names and contact information of any witnesses to the incident.
Injuries or damage: Detail any injuries sustained or damage caused as a result of the incident.
Immediate Action Taken: Describe any immediate actions taken to address the incident, such as administering first aid, contacting emergency services, or securing the area.
Follow-Up Actions Required: Outline any further actions required in response to the incident, such as contacting parents/guardians, completing incident reports, or implementing preventative measures.
Recommendations for Future Visits: Suggest any changes or improvements that could be made to prevent similar incidents from occurring in the future.
Incident Reported By: Name: Position/Role:
Reviewed By: Name: Position/Role:
Date Report Submitted:
Attachments (if any): Include any relevant documents, photos, or other materials related to the incident.

Immediate Action

Priorities

- **Keep your group alive and safe**
- **Prevent the situation worsening.**
- **Promote recovery and return to base.**

1. **REMAIN CALM** – Assess the situation and establish the nature and extent of the emergency.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are;
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate other leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. See to the First Aid needs of casualties.
BEWARE of the quiet casualty.

Once the incident is contained

Contact your establishment/employer. They will need to know:

- Who you are.
- The number to call you on.
- Nature of the emergency.
- Number of casualties and their status.
- Total number in your group.
- Your current location.
- Are you staying put or moving?
- If moving, where to?
- Time the incident happened.

Emergency Contacts (to include any country specific emergency services number):

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Don't forget:

- Safeguard your group.
- Their physical needs in terms of shelter, refreshments, transportation.
- Their emotional needs, e.g. removing from scene of an accident; providing comfort.
- Control communications – avoid group members using communication devices unsupervised.
- Keep a written log (see over).
- Refer press enquires to your employer.
- Liaise with/take advice from emergency services and Establishment/Employer.
- Review your actions – what more can you do
- Arrange contact with home when safe to do so

Incident notes/record

Time/Event/Action/Decision

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Action by Establishment

Your establishment/employer emergency contact should:

- Agree a contact number to keep communication channels open
- Call you back within a specified time
- Initiate their critical incident plan and escalate it to employer level if appropriate
- Manage contacts with parents
- Arrange for press release and media management
- Arrange for a travelling team to support you if necessary
- Manage liaison with legal and insurance support.

Legal Information

- Do NOT admit liability
- Get witness details
- Take photographs
- Do NOT alter or destroy any equipment
- Keep accurate records



Coppice
Primary Partnership

Growing Together, Striving for Excellence.

School Address:

Telephone

Headteacher:

Email: