

OUR LADY MOTHER OF THE SAVIOUR CATHOLIC PRIMARY SCHOOL

POLICY FOR THE MANAGEMENT OF LEARNING OUTSIDE THE CLASSROOM



REVIEWED NOVEMBER 2013

This policy was reviewed and formally adopted by the governing body at a meeting held on 17th June 2014. It will be further reviewed in June 2016 or when significant changes to legislation take place, whichever is the sooner.

SIGNED DATE

(on behalf of the governing body)

POSITION

SIGNED DATE

(Headteacher)

POLICY STATEMENT

Our Lady's school has formally adopted the Halton Borough Council model policy for the management of learning outside the classroom. This policy is available on the Halton 'Evolve' system and it is expected that all teaching staff and other adults organising or accompanying school visits will be fully acquainted with the guidelines contained in this policy. The policy can be accessed using the following links:-

'Evolve' home page → Pink resources tab → Halton Guidance → Policy for the Management of Learning outside the Classroom

A copy is also available in blue trip folders for each year group.

HEALTH AND SAFETY OF PUPILS

It is essential that all offsite visits are carried out with the highest regard for the safety and welfare of the children. Although some activities may be regarded as 'high risk' compared to others, there should be no less rigorous an approach to the preparation and supervision of 'low risk' activities.

The Department of Education (DfE) has produced guidelines which are available from the 'Evolve' system available via the following link:-

'Evolve' home page → Pink resources tab → Guidance → Health and Safety of Pupils on Educational Visits

SCOPE OF POLICY AND GUIDELINES

Learning outside the classroom is defined as a situation where children are taking part in learning and recreational activities in an environment that is different from where they are usually based.

The guidelines cover all off-site activities, both during term time and in school holidays. If the visit is associated with the school, even if it is an 'optional extra' outside normal school time, the provisions of the guidelines should be followed.

There may be some flexibility when organizing a regular activity such as a football match and this should be discussed with the EVC once dates are known. The sample letter at appendix 5 should be used to communicate information relating to this sort of activity.

THE COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

The Council for Learning Outside the Classroom is a registered charity whose website offers a range of resources developed with the support of many experts. Their website can be accessed via the 'Evolve' system.

www.lotc.org.uk/

EVOLVE SYSTEM

Underpinning this policy the 'Evolve' system contains a comprehensive web based resource which is searchable by topic, search engine, role or contents. 'Evolve' is a respected and independent web-based notification, approval and monitoring system used by the school. This is a national resource which will be continually edited and upgraded thus eliminating the need for printing bulky documentation. In particular, a link to the following website provides a wealth of information, resources and guidance:-

www.oeapng.info

EDUCATIONAL VISITS COORDINATOR (EVC)

Supplemental guidance issued by the Department for Education and Skills (DfES) in August 2002 states that it is good practice for all schools to have an EVC.

The EVC at Our Lady's is the Head Teacher, Mrs Ward.


The EVC has responsibility for ensuring that all staff organising school trips plan these properly and carry out appropriate risk assessments, checks on providers, etc. The monitoring and reviewing process will provide the school with a formal mechanism for demonstrating that it takes on board any lessons from visits where things may not have gone quite according to plan, to introduce new checks and identify training needs as appropriate.

Before any plans are made, there must be an initial discussion with the Head Teacher / EVC.

DO NOT MAKE ANY COMMITMENTS WHATSOEVER UNTIL THIS MEETING TAKES PLACE.

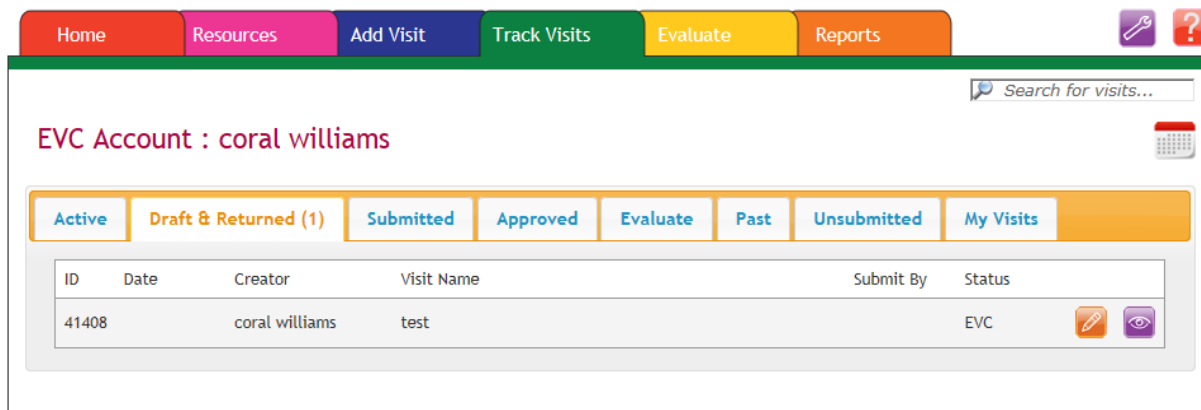
Once approval, in principle, has been given, the leader must create a visit application on the 'Evolve system' which must include relevant risk assessments.

HOW TO CREATE A VISIT ON EVOLVE

Username: Password: 

[Forgotten your username or password?](#)

To check any visits you have entered, click the TRACK VISITS tab



ID	Date	Creator	Visit Name	Submit By	Status
41408		coral williams	test		EVC

To create a new visit click the ADD VISITS tab. Give the visit a name and click 'Continue'

VISIT TYPE - Tick the type of visit

Visit Type

Yes No

- Is this a **Joint Visit/Activity** involving participants from another Establishment?
- Is this an **Overseas** visit?
- Is this a **Residential** visit/activity?
- Will this visit/activity include an **Adventurous Activity** led by an **External Provider** or **Cheshire West & Chester Centre** ?
- Will this visit/activity include an **Adventurous Activities** led by a member of **Local Authority** staff ?

You are able to select more than one of the above, Residential visits are usually adventurous led by external provider or just click the 'none of the above' box.


At this point you will notice the list down the left hand side to the screen with a tick next to VISIT TYPE, as you complete all sections a tick will appear next to its name – if a tick doesn't appear the section isn't fully completed and will not let you submit the form.

PURPOSE OF VISIT

This page asks you to select the main purpose for doing the visit. In this section both parts must be completed. In the INTENDED OUTCOMES box the aims of the visit should be typed in, you can add as many as you like. SECONDARY PURPOSE is optional.

Scroll down to the bottom of the page

VISIT DATES

Click on the orange 'Edit' button and a calendar will appear. 

Select the date the visit is taking place – if it is a residential visit over a number of days, click on the start date and the end date. If the visit is just for one day, click on the date. If the visit is every Monday for 3 months, click on 'Regular dates' select the date and then click on the calendar for the start date and the finish date.

EXTERNAL PROVIDER AND TOUR OPERATOR

Begin typing the name of the provider and a list will appear, select the provider and then click on



If the provider is not on the list click on navy blue (+) ADD button and complete the required information for that provider – this information must be correct as it will appear in the list for other establishments to use.

If the visit is residential, the system will ask if the details you have entered for the provider are the same as the accommodation address.

Tick the box

ADVENTUROUS ACTIVITY

Select an activity from the list and click the light blue continue button. You will be asked who will lead the activity. Select from the drop down list and click CONTINUE

Select who the activity will be led by, then wait a few seconds and click continue twice.

TRAVEL ARRANGEMENTS

Select travel options and click CONTINUE, then select the transport company if you are going by coach etc., by clicking the orange 'Edit' button. Select from the list and Continue twice.

STAFFING

Complete visit leader name and contact number

In the INTENDED ACCOMPANYING STAFF section, select from the drop down list.

Tick each staff member accompanying the visit, scroll down and CONTINUE.

To add a volunteer to your visit click on + and complete the volunteers details

Continue

ATTENDEES

Attendees are the children who are going on the visit.

Fill in the blank sections as required – age range, how many males and females.

The visit register part of this page is for users who have uploaded student details/classes/groups –
Refer to your EVC

Continue

DEPUTY LEADER

Type in deputy leader's name

DATE OF LAST VISIT

If a preliminary visit has been carried out the date should be selected from the calendar. If not

click

Continue

EMERGENCY CONTACT DETAILS

Complete

Continue

INSURANCE ARRANGEMENTS

Complete the details and this section gives an option to upload a scan or pdf of your insurance documents, click 'Yes' and follow the instructions for uploading in the 'attachments' section of the visit form.

If you do not want to upload a scan/pdf click

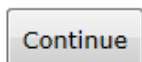
Continue

FINANCIAL ARRANGEMENTS

Optional

ATTACHMENTS SECTION

To upload a document which is saved on your computer such as a Risk Assessment, click on the navy blue 'add' button and then select the relevant category and BROWSE, find the Risk Assessment located on your computer and select.



You are then given the option to view the visit form or submit it for notification/approval

The form will then go to the EVC to check, who must then submit to the Head for checking, who must then APPROVE or SUBMIT to LA for approval

Visit forms should be submitted for LA approval no less than 4 weeks in all cases except for overseas visits which should be submitted to the LA 6 weeks prior to the visit taking place

For assistance with Evolve please contact Coral Williams

tel: 01248 712101 Email: coral.williams@lotcvisits.co.uk

or

Margaret Musson

tel: 0151 511 7341 Email: margaret.musson@halton.gov.uk

POLICY – KEY POINTS

Risk Management

There is a legal requirement for the risk management process to be recorded and for suitable and sufficient control measures to be identified for any significant risks. Please refer to LOtc document 'Risk Management' available from www.lotc.org.uk/

Emergency Planning and Critical Incident Support

A critical incident is where any member of the group has

- Suffered a life threatening injury or fatality
- Is at serious risk
- Has gone missing for a significant and unacceptable period

Please refer to LOtc document 'Critical Incident Management for Visits' available from www.lotc.org.uk/

To activate support from Halton Borough Council please refer to the LOCAL AUTHORITY EMERGENCY CONTACTS ATTACHED TO THIS POLICY (appendix 1)

These numbers must be carried by the group leader at all times but should only be used in the case of a genuine emergency. Under no circumstances should these numbers be given to children or their parents.

CHARGING and REMISSIONS

Please refer to Our Lady's 'Charging and Remissions Policy' for further information. A copy can be found in your blue trip folder.

It is important that the funding details for the trip are properly recorded and a statement produced. Please see template at appendix 2.

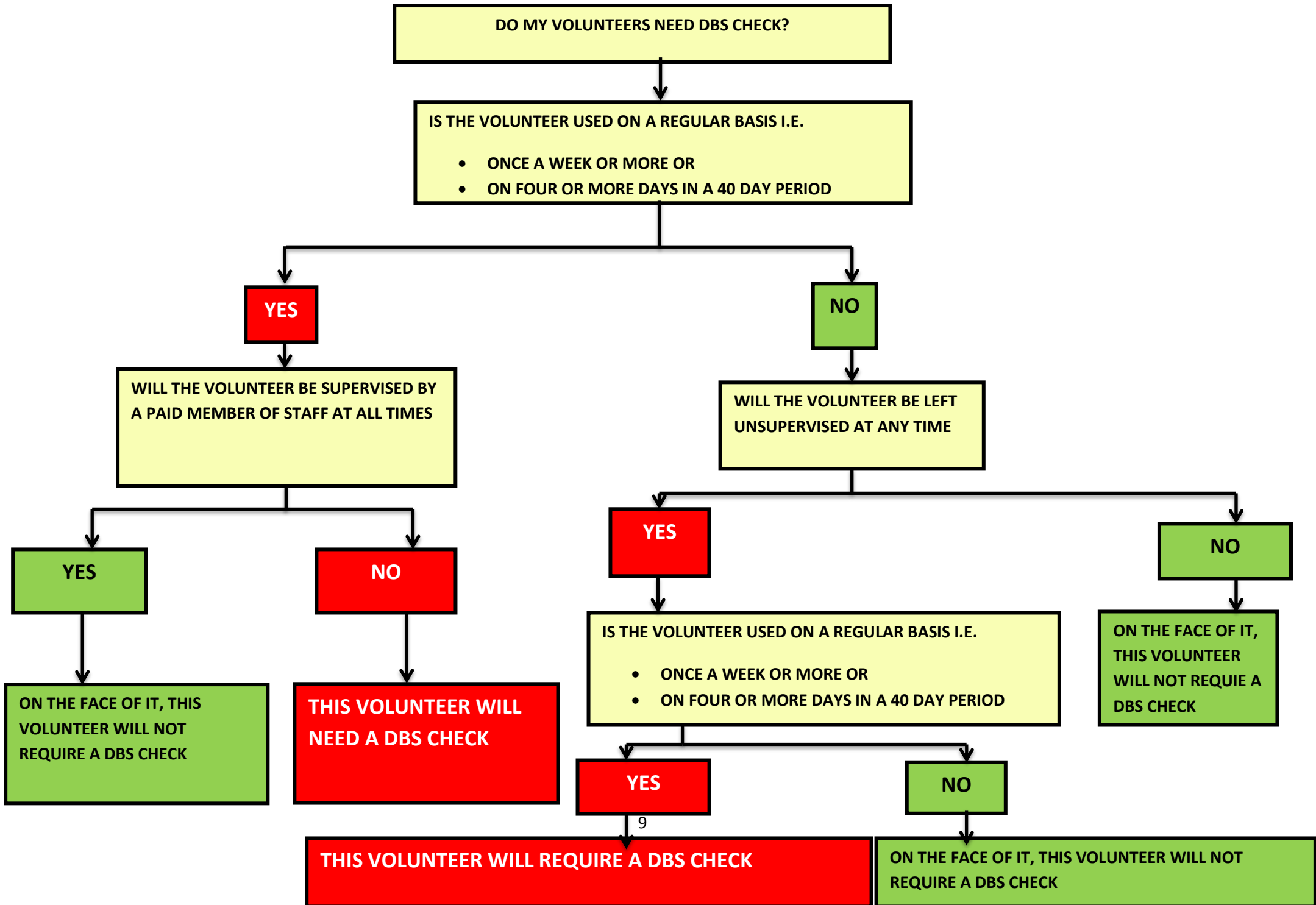
VETTING AND DBS CHECKS – DISCLOSURE AND BARRING SERVICE

The Criminal Records Bureau and the Independent Safeguarding Authority have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

<https://www.gov.uk/disclosure-barring-service-check>

Volunteers will only require a DBS check if they are involved in 'regulated activity'. The flow chart below is a guide to whether or not volunteers are likely to require a DBS check.

However, please remember that this is a guide only and you must refer to the above website and / or discuss with head teacher before making a final decision. Further information is also available from the LOtc document 'Vetting and CRB Checks' available from www.lotc.org.uk/



DUTY OF CARE

All adults connected with a visit or activity owe a duty of care in common law to the young people they accompany. The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the specific situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. Because teachers are trained professionals, courts in the UK have tended to expect them to exercise a higher standard of care than that which is expected from the general public.

There is a legal judgement - which school staff need to be aware of - arising from the tragic case of Caroline Dickinson, the teenager from Cornwall who was raped and murdered in France in 1996, on a trip organised by her school. Mrs Dickinson, Caroline's mother, subsequently sued Cornwall County Council, alleging a breach of duty on the part of the school staff. The judge's key finding was that, at the time of the trip, the possibility of rape and murder of a pupil sharing a dormitory with others could not be considered to be a foreseeable possibility, especially in rural Brittany. Now that this has sadly happened, such an event must now be deemed to be a foreseeable event and should, therefore, be covered in any advice given to school staff on residential visits.

Leaders arranging residential visits must therefore consider the likelihood of such an event occurring as part of their overall risk assessment for the visit. Supervising staff should then take due care during the course of the visit to minimise the possibility of such an event taking place.

Supervision

There is no law which lays down particular supervision levels for school visits but it does require that the level of supervision and group management is "effective". The EVC, Headteacher and where appropriate, the Governing Body, must be satisfied that an appropriate level of supervision will be provided before approving a school visit. Effective supervision should be determined by proper consideration of:

- Age of children
- Gender issues
- Ability of the group e.g. special needs, behaviour, medical and vulnerability characteristics
- Nature and location of visit
- Staff competence

A summary of this information can be found in the blue trip folders for each year group.

The designated leader must be a qualified teacher and clearly identified to all children, parents and other adults accompanying the visit. The Leader must be free to exercise full authority during the journey, and this must be accepted by everyone else taking part, including those who normally hold a more senior position in the school.

The Visit Leader and other staff must recognise that when experts are engaged for specialist activities such as climbing, sailing etc. their instructions on procedure and safety should be followed at all times.

Adults : Children Ratio Guidance

The DfEs has published some recommendations on adult / pupil ratios for certain types of visit:-

- For visits where the element of risk is similar to that normally encountered in daily life, a minimum ratio of 1 adult to 15 pupils is recommended.
- For visits involving pupils under the age of 8, a minimum ratio of 1 adult to 6 pupils is recommended.
- A minimum of two adults should accompany each visit, and at least one of these adults must be either a qualified teacher, or an unqualified teacher who has been approved for this task by the Headteacher.
- Wherever possible, qualified teachers should form at least 50% of the total number of adults accompanying the party.

Deputy Leader

A deputy visit leader, who is competent to assume the leader's responsibilities in the case of an emergency, should be appointed. The deputy leader should be involved in the preparation and organisation of the visit so that any handover of responsibility, should it become necessary, can take place quickly and effectively.

Preliminary Visits

It is essential that a preliminary visit is made, at least by the visit leader and preferably by other accompanying adults, unless the visit leader has recent experience i.e. within one year of a previous visit, of the site or venue. This allows the leader(s) to gain first-hand knowledge of the venue, facilities and activities to be followed and so become aware of the potential hazards and difficulties prior to encountering them with children. Particular attention should be paid to fire and other safety precautions and emergency evacuation procedures.

Please refer to the LOTC document 'Preliminary Visits and Provider Assurances' available from www.lotc.org.uk/ for more information.

Parental Consent

This is given by way of a blanket consent form which is completed annually by parents at the beginning of the academic year. Completed consent forms are retained in the pupil record folder situated in the school office.

Parent Information

The information given to parents/carers will depend upon the nature of the visit and whether it involves any overnight stay, but as a general rule the following details should be included:

- Name of group leader
- Destination
- Aims and objectives
- Dates
- Times
- Method of travel
- Itinerary
- Activities
- Cost
- Clothing and footwear
- Special equipment
- Spending money
- Size of the party taking part
- Insurance details
- Lunch information
- Mobile phones or electronic devices
- Any changes to information on annual consent form

Appendices 4 and 5 show examples of sample letters that can be adapted to suit your requirements.

INCLUSION

Every effort must be made to ensure that outdoor learning activities are accessible to all children. Please refer to LOfC document 'Inclusion as a Legal Issue' for more information www.lotc.org.uk/

Medical Issues

All accompanying adults must be familiar with the first aid guidelines and it is recommended that at least one of the supervising adults should have a qualification in first aid. However, the Group Leader needs to ensure that there is enough first aid cover back in school.

The visit leader must ensure that first aid kits are available during all visits and she must be satisfied that the kit includes all the items which may be needed:-

- **STERILE ADHESIVE DRESSINGS**
- **STERILE EYE PADS**
- **TRIANGULAR BANDAGES**
- **SAFETY PINS**
- **STERILE UNMEDICATED WOUND DRESSINGS**
- **STERILE WATER**
- **NON ALCOHOLIC ANTISEPTIC WIPES**

Decisions about the administration of medication to pupils must be made before the visit, and any necessary routines and checks agreed and established.

Any accident which occurs on a school visit should be reported in the same way as an accident taking place on the school site. A visits accident record book should be provided for every trip.

Transport

Private cars of staff and voluntary helpers, such as governors or parents/carers, are sometimes used to assist with transport on school visits. Visit leaders must take reasonable precautions to satisfy themselves that such drivers and vehicles are suitable for the proposed use. Parents/carers should be informed if their children are to be carried in private cars and be given the opportunity to indicate if they do not wish their children to be transported in this manner.

The responsibility for the insurance of private vehicles rests with the owner or driver concerned. The school cannot provide insurance cover to protect the interests of the driver if an accident were to happen. Members of staff must have a 'business use' extension to the normal social, domestic and pleasure use provided by motor insurance policies and the EVC will need to verify that staff concerned have such cover. Voluntary helpers should check with their insurance company or broker that their policy provides the necessary cover for transporting pupils on school visits.

EXTERNAL PROVIDERS

In making use of any external provider, the Leader is strongly advised to check thoroughly before allowing pupils to take part in any of their activities. This advice applies not only to outdoor activity centres, but to any outside agency providing or supporting a school-related activity, whether it is a 'hazardous' activity or not.

In accordance with the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996, any operator providing facilities for adventure holidays in return for payment must have a special licence.

The licensing authority (appointed with the approval of the DfE and the Health and Safety Executive) is:

Adventure Activities Licensing Authority
17 Lambourne Crescent, Llanishen
Cardiff
CF4 5GG

Tel: 02920 755715

Even though an activity centre may be licensed, it remains the responsibility of the EVC, Headteacher and Governing Body to satisfy themselves that any activity centre to which the school proposes to send pupils is competent, trustworthy and, above all, safe.

PLANNING

Planning should reflect the consideration of legal and school good practice guidelines.

The degree of complexity of a particular plan will need to reflect the nature and complexity of several variables that could impact on any given activity. These variables can be remembered as

“SAGED”

S

STAFFING REQUIREMENTS –
EXPERIENCED? COMPETENT?
TRAINED? RATIOS?

A =

ACTIVITY CHARACTERISTICS –
SPECIALIST? INSURANCE
ISSUES? LICENSABLE?

G =

GROUP CHARACTERISTICS –
PRIOR EXPERIENCE? ABILITY?
BEHAVIOUR? SPECIAL AND
MEDICAL NEEDS?

E =

ENVIRONMENTAL CONDITIONS –
LIKE LAST TIME? IMPACT OF
WEATHER? WATER LEVELS?

D =

DISTANCE FROM SUPPORT
MECHANISMS IN PLACE AT
SCHOOL?
TRANSPORT? RESIDENTIAL?

For more information refer to LOtC documents 'Planning Basics' and 'Planning Visits off-Site Activity and LOtC available from www.lotc.org.uk/

A useful checklist can be found at appendix 4 to help with the planning process.

**IF YOU ARE IN ANY DOUBT ABOUT ANY ASPECT
OF THE VISIT OR ACTIVITY THAT YOU ARE
PLANNING, SPEAK TO THE EVC IMMEDIATELY!**

Appendix 1 – Halton Borough Council Emergency Contacts

LOCAL AUTHORITY EMERGENCY CONTACTS

In all circumstances, the **CRITICAL INCIDENT RESPONSE CO-ORDINATOR** (Operational Director, Children’s Organisation and Provision) should be contacted **IMMEDIATELY** to trigger the support and involvement of the LA and other agencies. If unavailable, the most senior officer in the Children and Enterprise Directorate should be contacted in the order below.

Critical Incident Response Co-ordinators	Ann McIntyre	Operational Director - Children’s Organisation and Provision	Office: Home: Mobile:	0151 511 7332 01706 214871 07920 284014
	Martin West	Place Planning and Provision Lead	Office: Mobile:	0151 511 7386 07881 501484
	Margaret Musson <i>Office Hours Only</i>	Information Support and Guidance Lead	Office Hours only:	0151 511 7341
Senior Officers	Gerald Meehan	Strategic Director - Children and Enterprise	Office: Home: Mobile:	0151 511 6004 07788 133924 07771 730252
	Steve Nyakatawa	Operational Director – Learning and Achievement Services	Office: Mobile:	0151 511 7344 07771 805115
		Operational Director – Children and Families Services	Office: Home: Mobile:	

Critical Incident Support Team Leader	Martin Redmond	Senior Specialist Practitioner Educational and Child Psychologist	Office: Mobile:	0151 511 7361 07903 653255
Risk & Emergency Planning	Stephen Rimmer	Risk & Emergency Planning Lead	Office: Mobile:	0151 511 7401 07767 335876
Technical Services – Property Related	Peter Kelly	Technical Services Manager	Office: Home: Mobile:	0151 511 7324 0151 423 6884 07771 805112
Corporate Communications	Gill Cook	Press and Public Relations Manager	Office: Home: Mobile:	0151 511 7905 01928 576327 07876 577584
Legal & HR	Mark Reaney	Operational Director – Legal and Democratic Services	Office:	0151 511 6006
Health	Dr Bhattacharya	Consultant Community Paediatrician	Office:	01928 593000
Occupational Health	Dr Hussain/Dr Osunsanya	Occupational Health Unit	Office:	01925 664071 or 664010
Health Protection Agency	Health Protection Unit	Communicable Disease Control	Tel: 24 hr	0151 290 8360

24 HOUR EMERGENCY NUMBER FOR THE COUNCIL

0303 333 4300

Appendix 2 – Offsite Visits Funding Statement

Date of Visit

Destination

Year Group(s)

EXPENDITURE

Entry Costs

Transport Costs

Other (please specify)

Amount of Voluntary Contribution per child

INCOME

Voluntary Contributions

School Fund

LMS Budget

**Balance of Income
and Expenditure**

Signature of Group Leader

Signature of Business Manager

Date

CHECKLIST COUNTDOWN

THIS CHECKLIST SHOULD BE USED BY THE GROUP LEADER TO ENSURE THAT SCHOOL POLICY AND PROCEDURES ARE FOLLOWED WHEN PLANNING AN OFFSITE VISIT

N.B FOR ROUTINE ACTIVITIES INVOLVING SMALL GROUPS OF CHILDREN E.G. FOOTBALL MATCH, CRICKET TOURNAMENT, SOME OF THE FOLLOWING REMINDERS MAY NOT BE RELEVANT. PLEASE DISCUSS WITH EVC. IF THIS IS THE CASE, THE SAMPLE LETTER AT APPENDIX 5 WILL NEED TO BE SENT OUT AT LEAST 3 WEEKS BEFORE THE ACTIVITY.

8 WEEKS TO GO



**INITIAL DISCUSSION WITH HEAD
TEACHER / EVC.**

**THIS DISCUSSION
MUST TAKE PLACE
BEFORE ANY PLANS
ARE MADE**

PROPOSAL DESCRIPTION / AIMS AND EDUCATIONAL OBJECTIVES	
REVIEW INFORMATION FROM PRIOR VISITS	
WHO	
WHERE	
WHAT	
WHEN	
HOW	
STAFFING	
COST ESTIMATES	
VISIT LEADER APPOINTED WHO HAS SUFFICIENT COMPETENCE, TRAINING , EXPERIENCE ETC TO MANAGE THE VISIT	
VISIT / VENUE SUITABLE FOR THE AGES AND ABILITIES OF CHILDREN	

7 WEEKS TO GO

VISIT LEADER TO RE VISIT SCHOOL EDUCATIONAL VISITS POLICY AND GUIDELINES	
VISIT LEADER TO CREATE VISIT ON EVOLVE AND SUBMIT TO HEAD TEACHER / EVC WITH A RISK ASSESSMENT	
HEAD TEACHER / EVC CHECK, AUTHORISE OR RETURN FOR MORE INFORMATION	
GOVERNING BODY CHECK, AUTHORISE OR RETURN FOR MORE INFORMATION (IF APPLICABLE)	
LOCAL AUTHORITY CHECK, AUTHORISE OR RETURN FOR MORE INFORMATION (IF APPLICABLE)	
APPOINT DEPUTY LEADER AND INVOLVE IN PREPERATION AND ORGANISATION OF VISIT SO THAT SHE IS ABLE TO REPLACE LEADER AT SHORT NOTICE IF REQUIRED	
CHECK SCHOOL DIARY AND CONSIDER THE FOLLOWING: <ul style="list-style-type: none"> • IS DATE SUITABLE FOR ALL STAFF IN SCHOOL INCLUDING THOSE NOT DIRECTLY INVOLVED IN THE VISIT • WILL THERE BE ENOUGH SUPERVISION AVAILABLE ON THE CHOSEN DATE • IS ANY OTHER TRIP / ACTIVITY / EVENT / FUND RAISER ETC TAKING PLACE AROUND THE SAME TIME (E.G PARENTS MAY NOT BE ABLE TO AFFORD ALL EVENTS, OFFICE STAFF MAY STRUGGLE WITH ADMIN.) • TIME OF YEAR – WEATHER • BUDGET AVAILABLE / FUNDING (COMPLETE FUNDING TEMPLATE) 	
PRODUCE A DETAILED PLAN LINKED TO AIMS AND OBJECTIVES	
ARRANGE PARENT MEETING IF APPROPRIATE	

6 WEEKS TO GO

<u>6 WEEKS TO GO</u>				
GROUP LEADER TO BOOK VISIT DIRECT WITH VENUE AND GIVE OFFICE ALL THE DETAILS TO ENABLE AN OFFICIAL ORDER TO BE DRAWN UP				
ASK OFFICE STAFF TO BOOK TRANSPORT IF APPLICABLE AND TO DRAW UP AN OFFICIAL ORDER				
COMPLETE SAMPLE LETTER AT APPENDIX 4 WHICH GIVES THE FOLLOWING INFORMATION TO OFFICE STAFF (N.B. IF THE ACTIVITY OR VISIT ONLY INVOLVES A FEW CHILDREN E.G. A FOOTBALL MATCH A LETTER (APPENDIX 5) MAY NOT NEED TO GO OUT UNTIL 3 WKS BEFORE)				
DATE OF VISIT	DROP OFF AND PICK UP DETAILS	NAME OF GROUP LEADER	POSITION IN SCHOOL	
AIMS AND OBJECTIVES OF VISIT	SIZE OF PARTY	METHOD OF TRAVEL	ACTIVITIES / ITINERARY	
CLOTHING / FOOTWEAR	CLOTHING AND FOOTWEAR	ANY SPECIAL EQUIPMENT E.G. BOOSTER SEAT	NO SPENDING MONEY	
FUNDING DETAILS	ANY CHANGES TO ANNUAL CONSENT FORM	CAN MOBILE PHONES / ELECTRONIC DEVICES BE TAKEN		
UPON RECEIPT OF THIS INFORMATION, THE OFFICE STAFF WILL SEND OUT A LETTER TO ALL RELEVANT PARENTS.				

5 WEEKS TO GO

GROUP LEADER TO ARRANGE PRE VISIT IF NECESSARY

ENGAGE PARTICIPANTS IN RISK MANAGEMENT PROCESS

4 WEEKS TO GO

DISCUSS AND DECIDE ON ADULT : CHILDREN RATIOS TAKING INTO ACCOUNT ANY SPECIAL NEEDS, MEDICAL NEEDS, DIETARY REQUIREMENTS, BEHAVIOUR ETC

ARRANGE STAFF / VOLUNTEERS TO ACCOMPANY ON VISIT, TAKING INTO ACCOUNT DBS REQUIREMENTS, FIRST AID PROVISION ETC

MAKE SURE ENOUGH STAFF ARE AVAILABLE BACK IN SCHOOL TO COVER ALL JOBS DURING THE DAY E.G. MID DAY ASSISTANT, PLAYGROUND DUTY, FIRST AID ETC

MAKE SURE STAFF AND VOLUNTEERS ARE AWARE OF ROLES AND RESPONSIBILITIES AND CLARIFY LINES OF COMMUNICATION

ENSURE THAT THERE IS AN ALTERNATIVE EVENT OR ACTIVITY I.E. PLAN B IN THE EVENT THAT THE PROGRAMMED ACTIVITY CAN NOT PROCEED

IF USING EXTERNAL PROVIDERS MAKE SURE THEY ARE LICENSED AND WILL BE FLEXIBLE IN CASE OF BAD WEATHER

ENSURE THAT ANY EQUIPMENT CONFORMS TO APPROPRIATE STANDARDS AND HAS BEEN CORRECTLY MAINTAINED

3 WEEKS TO GO

CHECK PARENTAL CONSENT FOR VISIT AND / OR PHOTOGRAPHS / IMAGES

CHECK ENOUGH VOLUNTARY CONTRIBUTIONS HAVE BEEN PAID BY PARENTS TO ENABLE TRIP TO GO AHEAD

ASK OFFICE STAFF TO PUT REMINDER IN NEWSLETTER

NOTIFY SCHOOL KITCHEN OF NUMBERS OF FREE PACKED LUNCHES REQUIRED FOR THE TRIP AND WHETHER NUMBERS FOR MORNING SNACK WILL BE AFFECTED

DOUBLE CHECK THAT TRANSPORT HAS BEEN BOOKED AND VENUE EXPECTING THE VISIT

CHECK INSURANCE PARTICULARLY IF STAFF ARE TRANSPORTING CHILDREN IN THEIR OWN CARS

GROUP LEADER TO OBTAIN WRIST BANDS FOR CHILDREN N.B. IF STOCKS ARE RUNNING LOW – ADVISE SCHOOL OFFICE STAFF

IF YOU ARE PLANNING AN ACTIVITY SUCH AS A FOOTBALL MATCH, IT WILL BE AT THIS STAGE THAT YOU WILL SEND OUT LETTER TO PARENTS WITH RELEVANT INFORMATION (SEE APPENDIX 5 FOR SAMPLE LETTER)

2 WEEKS TO GO

CHECK STOCKS OF FIRST AID AND PREPARE A KIT TO TAKE ON VISIT (TO INCLUDE SICK BUCKET)

CHECK CONSENT RECEIVED

1 WEEK TO GO

DISCUSS CODE OF CONDUCT WITH STAFF, VOLUNTEERS AND CHILDREN

REMIND KITCHEN STAFF OF VISIT

ASK OFFICE STAFF TO PUT REMINDER IN NEWSLETTER AND ADVISE PARENTS IF ANY CHANGE TO AFTER SCHOOL CLUBS BECAUSE OF VISIT

CHECK ALL NECESSARY MEDICATION IS AVAILABLE TO TAKE ON VISIT E.G. INHALERS AND CONTACT PARENTS IF NECESSARY

2 DAYS TO GO

GROUP LEADER TO CHECK BOOKING WITH VENUE AND TRANSPORT COMPANY

CHECK ALL STAFF AND VOLUNTEERS ARE STILL AVAILABLE

IF CHILDREN BEING TRANSPORTED BY STAFF DO THEY HOLD BUSINESS INSURANCE

IF STAFF TRANSPORTING CHILDREN ARE BOOSTER SEATS AVAILABLE IF REQUIRED

CHECK WEATHER FORECAST

DECIDE ON GROUPS AND COMMUNICATE THIS INFORMATION

COMPLETE EMERGENCY CONTACT INFORMATION (ADULTS), (APPENDIX 5)

GROUP LEADER TO GIVE ALL RELEVANT INFORMATION TO OFFICE STAFF E.G. YEAR GROUPS, ACCOMPANYING STAFF AND VOLUNTEERS, EMERGENCY CONTACTS

Appendix 4 Learning Outside the Classroom - Sample Letter to Parent

Dear Parents

The school is in the process of planning a visit to xxxx for children in Year xxxx. So that you have adequate notice of the proposed trip the essential information that you require is given below. Reminders and more detailed information will be sent nearer the time.

Date of Proposed Visit	
Drop off and Pick Up Details	
Name of Group Leader	
Position in School	
Aims and Objectives of Visit	
Year Groups	
Size of Party taking part	
Method of Travel	
Activities / Itinerary	
Clothing / Footwear required	
Special Equipment e.g. Booster Seat	
Spending Money	None permitted
Lunch Information	
Mobile Phones and / or Electronic Devices	

The annual consent form that you completed and signed in September will cover your child to take part in this visit. However, if you do not want your child to participate for any reason, please let the school know immediately.

If there have been any changes to either yours or your child's personal information that you have not yet told us about, e.g. contact details, medical issues etc. please do so.

Funding the Visit

As this visit is taking place during school hours, our Charging and Remissions policy prohibits us from making a compulsory charge. However, due to budgetary constraints, if this visit is to go ahead, the school will require a voluntary contribution of xxxx per child. There is no obligation to contribute and no pupil will be omitted from the activity because of an unwillingness or inability to make a donation.

However, the visit may not take place if parents are reluctant to support it.

In order that parents are aware of how we propose to fund this visit, details are given below:-

Expenditure		Income	
Entry Costs		Voluntary Contributions (Amount requested x no. children)	
Transport		School Budget	
Other		Other	
Total		Total	

Any parental contributions must be paid into school by xxxx so that we can make an informed decision as to whether or not to go ahead with the visit.

If your child is eligible for free school meals, a packed lunch will be provided by the school.

If you have any questions, queries or concerns relating to this planned visit, please see the Group Leader as soon as possible.

Yours faithfully

Mrs J Ward
Head Teacher

Appendix 5 Learning Outside the Classroom - Sample Letter to Parent (E.G. FOOTBALL MATCH)

Dear Parents

Your child has been selected to take part in xxxx and I am writing to advise you of the details and provide you with relevant information.

Date of Event / Activity	
Drop off and Pick Up Details	
Name of Group Leader	
Position in School	
Year Groups and Numbers of Children taking part	
Name of Children if known and applicable	
Method of Travel	
Clothing / Footwear required	
Special Equipment e.g. Booster Seat	
Spending Money	None permitted
Lunch Information	
Mobile Phones and / or Electronic Devices	
Any additional information e.g. "are parents permitted to watch?"	

The annual consent form that you completed and signed in September will cover your child to take part in this activity. However, if you do not want your child to participate for any reason, please let the school know immediately.

If there have been any changes to either yours or your child’s personal information that you have not yet told us about, e.g. contact details, medical issues etc. please do so.

Funding the Visit

(Either)

There is no charge payable for this activity / event

(or)

On this occasion, we will be asking for a voluntary donation of £ xxxx towards the cost which should be paid into school by xxxx. The activity will be funded as follows:-

Expenditure		Income	
Entry Costs		Voluntary Contributions (Amount requested x no. children)	
Transport		School Budget	
Other		Other	
Total		Total	

If your child is eligible for free school meals, a packed lunch will be provided by the school. (Delete if not applicable)

If you have any questions, queries or concerns relating to this planned visit, please see the Group Leader as soon as possible.

Yours faithfully

Mrs J Ward
Head Teacher

Appendix 6 Learning Outside the Classroom Emergency Contact Information (Adults)

Name of Adult	
Mobile Telephone Number	
Important Information e.g. Medical Condition	
Next of Kin	
Emergency Contact Number (Next of Kin)	

Name of Adult	
Mobile Telephone Number	
Important Information e.g. Medical Condition	
Next of Kin	
Emergency Contact Number (Next of Kin)	

Name of Adult	
Mobile Telephone Number	
Important Information e.g. Medical Condition	
Next of Kin	
Emergency Contact Number (Next of Kin)	