



# Educational Visits Policy

Last Review:

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Signed: \_\_\_\_\_ (HT)

\_\_\_\_\_ (COG)

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## Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Alma Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of it (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at Alma Primary School is to ensure that all visits are safe, educational and enjoyable.

## Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Alma Primary School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, the Safeguarding Policy, staff Code of Conduct, Local Authority policy, Behaviour Policy, Health and Safety Policy and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## Types of Visit & Approval

There are three 'types' of visit:

**1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**

These follow the 'School Learning Area' Operating Procedure (see Appendix 1).

**2. Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.**

These are entered on EVOLVE by the Visit Leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.

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

These follow 1 and 2. above, but the Head then submits the visit to the LA for approval.

## Roles and Responsibilities

**The Headteacher in this school is: Helen Thomas**

**The Designated Educational Visits Co-ordinator (EVC) in this school is: Lorraine Terris**

**The Deputy Designated Educational Visits Co-ordinator in this school is: Theo LaFrenais**

**Visit Leaders** are responsible for the planning of their visits, and for entering these on EVOLVE at least 14 working days before the scheduled visit. They should obtain outline permission for a visit from the Head Teacher or Assistant Head responsible for their phase, prior to planning, and before making any commitments. Visit Leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Visit Leader is responsible for ensuring that a risk assessment is carried out and has been signed by the EVC or the Head Teacher at least 14 working days in advance of the visit. The risk assessment will be completed by all teachers involved in the visit and will include the ratio of adults to pupils, the number of first aiders or appointed person needed.

The Visit Leader is responsible for ensuring the Emergency Card (see Appendix 2), a mobile phone, a first aid kit and pupil medication are taken on the visit.

It is the leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be informed.

After the visit, leaders should coordinate with other members of staff, who took part in the visit, to complete the evaluation on EVOLVE.

**The Educational Visits Coordinator (EVC)** is *Lorraine Terris*, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Headteacher** has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the LA for approval.

**The Governing Body's** role is that of a 'critical friend', approve the Educational Visits Policy and ensure it is reviewed annually. They will also approve residential visits.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system is in place, where staff are new to visits and/or are NQTs they assist and work alongside experienced Visit Leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a Visit Leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## Emergency Procedures

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The school has an emergency plan in place to deal with a critical incident during a visit (Appendix 3). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

In the event of a necessary change in route or other unforeseen circumstances, the school should be contacted for advice.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

## Educational Visits Checklist

Alma Primary School's Educational Visits Checklist (see Appendix 4) forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

## Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. Consent for educational activities within the School Learning Area

is requested during admissions interviews or during home visits. It is the responsibility of the class teacher to inform parents/carers of the intended activity.

The school obtains blanket consent for certain other routine activities, eg. after school clubs, etc. Parents' consent through a traditional paper consent form.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. Parents' consent through a traditional paper consent form.

## Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. Alma Primary School will make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustment made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At Alma Primary School we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all pupils can attend educational visits.

A decision may be made NOT to take a child on an educational visit due to a challenging behaviour issue or if behaviour could not be managed off site or is a potential safety issue.

## Charging/Funding for Visits

Parents will be asked for a voluntary contribution towards the cost of educational visits. Every effort will be made to keep costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.

Information regarding charging can be found in the 'Charging and Remissions Policy' on the school website.

## Transport

### Use of the school minibus -

At Alma we are privileged to have a self-drive minibus and follow the guidance as set out in the 'London Borough of Enfield's Schools' Minibus Safety Policy'.

### Use of staff cars to transport pupils -

The Headteacher must approve any use of a private (staff or parent) car used to transport pupils at any time. A 'Private Car Form' must be completed and retained by the school (see LA's guidance document).

### Use of public transport-

For public transport within the Greater London area staff contact Transport for London ([www.tfl.gov.uk/schoolparty](http://www.tfl.gov.uk/schoolparty)) to arrange free travel tickets.

When travelling via public transport the Visit Leader is responsible for contacting a member of staff at the station to inform them that they are on a school trip and ask to be escorted to the correct platform and to inform them of their destination. Visit Leaders must ensure all pupils and staff are on the public transport and board once it is safe.

Once the pupils have boarded they must be seated wherever possible, all staff and volunteers to give priority to the pupils.

If at any point whilst using the transport a group of pupils are left behind with an adult, the rest of the staff and pupils on board must get off at the next station and wait until the group arrives. The leader must inform the school immediately or whenever possible.

## Insurance

The school buys back into the Local Authority's central insurance arrangements and is therefore covered for all trips outside the school boundaries. For travel within the European Union (plus Iceland, Liechtenstein, Norway and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card).

## Staffing and Supervision

On all visits, Alma ensures that there is an effective level of supervision. The following ratios are a general guide however a professional judgement must be made for each visit:

- 1:4 Foundation Stage.
- 1:6 Years 1-4.
- 1:10 Years 5-6.

The Visit Lead, EVC and Headteacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level and duration of activity.
- The nature/requirements of individuals.
- Nature of venue.
- Weather conditions at that time of year.
- Nature of transport involved.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Parent volunteers are welcome on educational visits and must attend a meeting with the Visit Leader before the visit. Volunteers who are not DBS checked will not be alone with pupils and must be guided by school staff at all times. Adults must be provided with a copy of the Volunteer Guidance (see Appendix 5) and the Visit Leader should go through it with them. Parents accompanying classes must sign a volunteer's form (see Appendix 5) stating that they are under the supervision of the Visit Leader. Volunteers need to be aware that they may not be asked to look after their own child.

## First Aid

First Aid provision should be considered when assessing the risks of the visit. For most visits, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and pupils involved should be made of each visit. Visits for EYFS must have at least one qualified Paediatric First Aider.

For adventurous activities there should be at least one trained First Aider in the group.

Pupils who require specific prescribed medication will be allocated to a group led by a member of school staff. It is the responsibility of the Visit Leader to ensure the member of staff responsible for the group has been trained to administer the required medication.

## **Food**

The school will provide a packed lunch for pupils in Reception and KS1 if requested.

Pupils in KS2 should bring their own packed lunch unless they are eligible for a Free School Meal. Pupils who are eligible for a Free School Meal have the option to either bring their own packed lunch from home or be provided with one from school.

No fizzy drinks, sweets, nuts or products containing nuts should be included in packed lunches.

Food should not be shared with other pupils due to health and safety and allergies.

## **Mobile phones and social networking**

Under no circumstances should any adult use their mobile phone to take photographs, make personal phone calls or use the internet whilst in charge of pupils.

In the case of an emergency, the Visit Leader or class teachers will communicate with the school or emergency services.

# APPENDIX 1 – SCHOOL LEARNING AREA – OPERATING PROCEDURE

## General

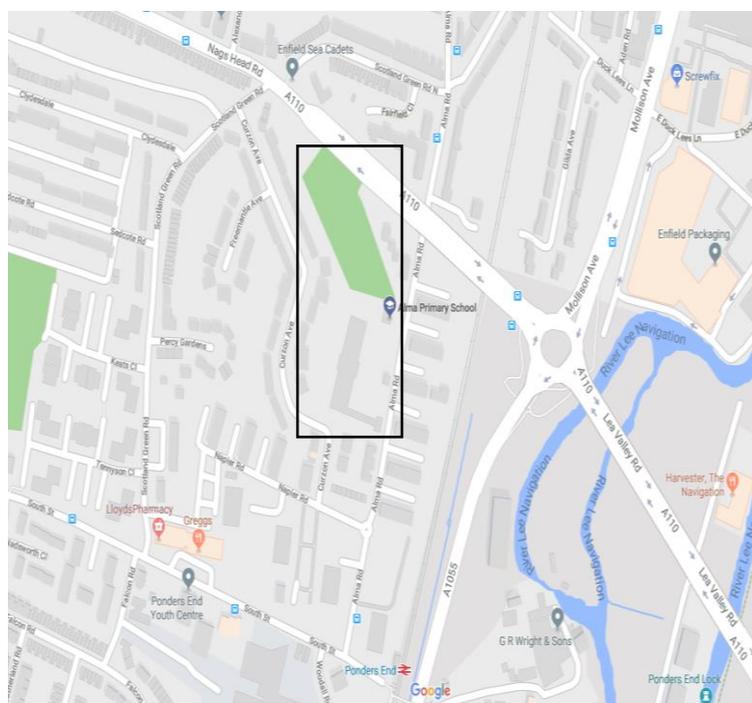
Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Do not require parental consent, however parents will be informed of the visit.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- Should be recorded on EVOLVE if regular, eg swimming lessons.
- Do not need to be recorded on EVOLVE if these are ad-hoc activities.

## Boundaries

The boundaries of the School Learning Area are shown on the map below.



## Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Headteacher or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.

- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school.
- There will be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles).
- A first aid kit is taken on the visit.

## APPENDIX 2a – EMERGENCY CARDS (HOME CONTACTS)

### Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This ‘card’ or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

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

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

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

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

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

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

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

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact London Borough of Enfield 020 8379 2222 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment		
Deputy Head of Establishment		
LB Enfield Emergency Call Centre (for <b>initial</b> contact during an emergency only)	<b>020 379 2222</b>	-
Chair of Governing Body (optional)		
Other/EVC		

## APPENDIX 2b – EMERGENCY CARDS (VISIT LEADER)

### Emergency Card (Visit Leader)

This ‘card’ must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not likely to attract media attention**, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that **does** involve serious injury or fatality, and/or **is likely to attract media attention**, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

**London Borough of Enfield Emergency Contact 020 8379 2222**  
**or if abroad: +44 208 379 2222**

Be prepared to give:      Your name and Establishment/Group  
    Phone number & back up phone numbers  
    Exact Location  
    Nature of Incident  
    Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment		
LB Enfield Emergency Call Centre (for <b>initial</b> contact during an emergency only)	<b>020 8379 2222</b>	-

If the visit will be outside normal establishment hours:

Establishment ‘Home’ Contact		
Head of Establishment / Chair of Governing Body (optional)		
Other/EVC		

## APPENDIX 3 – EMERGENCY PROCEDURE/PLAN

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The Visit Leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the Visit Leader will carry either:
  - a) An LA Emergency 'Card' (see EVOLVE Resources), or
  - b) An OEAP National Guidance Emergency action card (*Available via [www.oeap.info](http://www.oeap.info)*)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from Visit Leaders.

## APPENDIX 4 – EDUCATIONAL VISITS CHECKLIST

### Alma Primary School

### Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/Visit Leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

#### **In advance of the visit:**

- Have the intended outcomes of the visit been clearly identified?  yes
- Is the visit appropriate to the age, ability and aptitude of the group?  yes
- Does the visit comply with the Educational Visits Policy?  yes
- If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA?  yes  n/a
- Are transport arrangements suitable and satisfactory and is the route detailed as an Event Specific Note on EVOLVE?  yes  n/a
- Has a pre-visit taken place? (normal procedure for most visits within the UK).  
If not, have appropriate additional checks been made? This should include details of any travel arrangements to and from the venue and any specific considerations whilst at the venue. These must be entered on EVOLVE as Event Specific Notes.  yes
- Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?  yes
- Do the adults in the party have the appropriate skills for the visit?  yes
- Have any adult helpers (non LA employees) been approved by the Headteacher of Establishment as to their suitability?  yes  n/a
- Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?  
Have pupil's individual needs been considered e.g. SEND/behaviour challenges/medical issues? (Details of these must be entered on EVOLVE as an Event Specific Note)  yes
- Are all support staff aware of and comfortable with their roles?  yes
- Are all volunteers aware of and comfortable with their roles?  yes
- Is insurance cover adequate?  yes
- Have participants been advised in advance about expectations for their behaviour?  
If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff?  yes
- Are participants aware of the nature and purpose of the visit?  yes
- Are staff aware of any medical needs and/or other relevant details of participants?  yes
- Has parental consent been gained for staff to administer specific medication, and if necessary have named staff received appropriate training? (Details must be entered on EVOLVE as an Event Specific Note)  yes  n/a
- Are staff aware of any relevant medical conditions of other staff/helpers within the group?  yes  n/a
- Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment?  yes

- Is a first aid kit (appropriate to the visit) available?  yes
- Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, weather, delayed or cancelled transport etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained? (Details to be entered on EVOLVE as an Event Specific Note)  yes
- For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts?  yes  n/a
- Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)?  yes
- Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency?  yes
- A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?  yes  n/a
- Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?  yes  n/a
- Have all financial matters been dealt with appropriately?  yes
- Has the visit been approved by the Headteacher of Establishment and EVC, and in line with the Educational Visit Policy (where appropriate)?  yes
- Do pupils need to be allocated to groups? If so, has consideration been given to the size of and the make up of the group? Eg Gender? Specific considerations must be entered on EVOLVE as Event Specific Notes  yes  n/a
- Have packed lunches been ordered for pupils entitled to a free school meal at least 2 weeks preceding the planned visit? – Please ensure you order a packed lunch for every Free School Meal child.  yes
- Are parents fully aware of the nature and purpose of the visit, and has consent been obtained?  yes
- Have details of the visit/letters to parents been given to the School Office?  yes
- If residential, overseas or involving adventurous activities, has the visit been approved by the LA ?  yes  n/a
- If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)) or have they satisfactorily completed and returned a 'Provider Form'?  yes  n/a
- If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants?  yes  n/a
- If residential, have appropriate measures been taken to ensure the suitability of accommodation?  yes  n/a

**On the day of the visit – before leaving the establishment**

- Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours?  yes
- Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)?  yes
- Do staff have sufficient funds to allow for any contingencies?  yes  n/a
- Do staff have any relevant literature, work sheets, clipboards, etc?  yes  n/a
- Do staff have other items, eg. first aid kit, medication, sick bags, litter sack, etc., if needed?  yes
- Are all participants aware that they must carry out head counts at appropriate times?  yes
- Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?  yes  n/a
- Are participants aware of the procedure in areas where there is traffic? eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc. These details must be entered on EVOLVE as an Events Specific Note.  yes  n/a
- Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively?  yes  n/a
- If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet?  yes  n/a
- Do participants know what action they should take if they become separated from the group?  yes
- Do all pupils and adults have a fluorescent Alma Primary School Vest to wear?  yes

**At the end of the visit – to be completed within 48 hours of the visit**

- Has the Visit Leader reported back to the Educational Visits Coordinator?  yes  n/a
- Has the group been debriefed and any relevant follow-up work completed?  yes  n/a
- Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?  yes
- Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?  yes
- Have all staff and helpers involved in the visit been thanked for their input?  yes

# APPENDIX 5 – VOLUNTEER GUIDANCE/DECLARATION

## Alma Primary School Educational Visits Guidance for Volunteers

The following points will be discussed between the Visit Leader and Volunteer:

1. Volunteers must ensure that they are aware of safeguarding procedures.
2. Volunteers must keep the same degree of confidentiality as within the school.
3. Volunteers should not smoke, swear or use their mobile phone whilst on an educational visit.
4. Volunteers should not take pupils away from the main group or out of sight of the visit leader.
5. Volunteers must never take individual pupils to the toilet, shop etc. on their own.
6. Volunteers must remember that they are role models for the pupils and should remind them of behaviour expectations e.g. politeness to members of the public.
7. Volunteers must not administer any medication or first aid to pupils.
8. In the event of any emergency, volunteers should immediately inform the Visit Leader.
9. Volunteers must ensure that they are aware of the risk assessment, destination, route etc.
10. Volunteers must inform the Visit Leader if they have concerns/questions before or during the visit.

<b>School:</b>	Alma Primary School, Alma Road, Enfield, London, EN3 4UQ, Tel: 020 8804 3302
<b>School Visit to</b>	
<b>Date of Visit</b>	
<b>Number of pupils</b>	
<b>Visit Leader</b>	
<b>Other accompanying adults</b>	

**Volunteers must read and sign the declaration below.**

1. I agree to act as an adult volunteer for the purpose of this visit. I have been acquainted with the arrangements for the visit and with the nature of my duties.
2. I understand that the Visit Leader in charge will be responsible for the conduct of the visit and I am willing to undertake any reasonable duties as a volunteer which I may be asked to perform.
3. I also accept that the Local Authority will be under no liability for any injury, illness or loss which I may sustain as a result of this visit or in the performance of my duties as an adult volunteer.

Signed .....

Dated .....

**Thank you!**

In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget because we are so busy but we do).

If you have any worries or query, or any good ideas on how we can improve something, please let us know – we are always willing to listen