



Public Education

Frances Olive Anderson CE Primary School

Reviewed December 2015

Agreed by the Governing Body January 2016

To be reviewed January 2017 or earlier if necessary

working in partnership with



Last Reviewed:	EVC Signed:		Date:
	Headteacher Signed:		Date:
	Chair of Governors Signed:		Date:
Date of Next Review:	January 2017		
Educational Visits Coordinator:	Stewart Cook		
Headteacher:	Sarah Woolley		
Chair of Governors:	Sue Rockall		
Governors Designated Educational Visits Committee:	Health and Safety Committee		

SECTION 1 INTRODUCTION

This policy should be used alongside the Lincolnshire Educational Visits Policy and Guidance document and provides **specific localised detail** relating to Educational Visits. It is NOT a duplication of the Lincolnshire Educational Visits Employer Policy and Guidance.

Frances Olive Anderson CE Primary School has a strong commitment to the added value of a carefully planned and progressive programme of Educational visits.

This is part of the school/setting's required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year **Frances Olive Anderson CE Primary School** will arrange a number of visits that take place off the school site, which support the aims of the school. A common range of visits are outlined in Section 5.2.

Key principles:

- Young people should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Commonsense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

As we are a Voluntary Aided School the Governing Body are the employer. The employer is responsible for the Health and Safety of Educational Visits.

The school has formally adopted, through its Governing Body, the Lincolnshire Educational Visits Employer Policy and Guidance. Additional localised detail has been agreed by the Governing Body and outlined in this policy.

This policy will be reviewed annually unless there is a significant incident or significant changes to guidance and/or law require immediate changes. The normal release date will be **September** of each year.

SECTION 2 Other Key Policies and Documents

This policy **MUST** be read in conjunction with other key policy documents.

<p>Relevant School and External Policies/Procedures</p>	<p>Safeguarding/Child Protection Policy Critical Incident Management Plan Medical Needs Policy Charges and Remissions Policy Health and Safety Policy Equality and Diversity Policy Teaching and Learning Policy Subject specific policies e.g. PE (including swimming), Geography, History, Religious Education Relevant sections of the Lincolnshire County Council School Administration Handbook</p>
----------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION 3 KEY DEFINITIONS - see Section 4 of the Lincolnshire Educational Visits Policy and Guidance document.

SECTION 4 LEGAL FRAMEWORK

The main legislation covering Educational Visits is the Health and Safety at Work etc Act 1974 and regulations made under that Act.

The employer is responsible for health and safety, though tasks are delegated to staff. It is essential that roles and responsibilities are shared and clearly understood by all stakeholders (see Section 5).

SECTION 5 MANAGEMENT AND PLANNING

5.1 Roles and Responsibilities

Frances Olive Anderson CE Primary School recognises the importance of clearly defined roles.

Important Policy Statements Linked to Roles and Responsibilities

Roles and Responsibilities	<p>See Appendix A for approved roles and responsibilities.</p> <p>Stakeholders should contact the EVC if they are unclear about their roles and responsibilities.</p> <p>Communicating roles and responsibilities form an important part of the School's Induction process.</p> <p>Roles and responsibilities are reviewed on an annual basis or immediately after a serious incident/near miss or a change in law, policy or guidance.</p>
The Use of Parents/Carers	<p>Competent Parents/Carers are encouraged to support educational visits by assisting with small groups.</p> <p>Parents/Carers do not normally support groups with their child in it.</p>

5.2 APPROVAL PROCEDURES

It is essential in the early stages of planning for the visit leader to determine the appropriate category of visit. In determining the appropriate category in which to place a particular visit or activity, the Visit Leader and EVC will utilise the Lincolnshire Educational Visits Policy and Guidance document.

VISIT CATEGORIES, VISITS AND APPROVAL PROCEDURES

Cat	Description of visit / activity	Existing Visits at Frances Olive Anderson CE Primary School	Specific Criteria for Participation if Applicable (and any other information)	Approval Procedure	Appropriate Forms and Timescales	
A	Visits and journeys with risks similar to that of everyday life, eg. historic sites, museums, local walk, theatre, fieldwork in the locality.	Walk around Lea		LA approval or notification is not required	Local LEV1 and Risk Assessment (2a/b or a similar format). It is good practice to group a chain of similar visits into one LEV 1 form e.g. swimming for the year, sport fixtures for the year. This reduces paperwork and workload. The LEV1 form should specify the requirements for that visit. Timescale: At least two weeks prior to any visit	
		Visit to the Old Hall				
		Visit to The Deep		Headteacher/ EVC approval		
		Visit to Young Voices		Governors - notification of visit only.		
		Residential to London	Organised by specialist company			
		Swimming		We might choose to pre-approve these on an annual basis to reduce paperwork and workload. Approval is based on each visit meeting a certain set of criteria. These criteria can be listed. Each visit is then logged.		
		Sports Fixtures	May be taken in parents' cars			
B	Outdoor / Adventure Activities in more remote areas having an element of risk, e.g. Walks below 600m altitude. Activities in countryside environments. Any visit with a residential element within the UK, e.g. Activity Centre. Specialised activities require NGB Qualification for leaders/instructors.	Residential Visit to Caythorpe	Organised by PGL	Capture Lincolnshire Educational Visits Team Recommendations - LA approval or notification is not required, however, a number of settings find support and recommendations invaluable Headteacher– approval EVC – approval. Governors – notification for day visit, approval if residential.	Timescale: At least four weeks prior to any visit	
C	All activities in, on, close to water. All visits abroad. All recognised hazardous activities. Any school-led activity within the scope of AALA. Activities with significant Health and Safety concerns. Activity leaders require NGB qualifications.			Capture Lincolnshire Educational Visits Team Recommendations (LA approval or notification is not required, however, a number of settings find support and recommendations invaluable). Headteacher/Setting Leader and EVC - approval. Governors- approval.	 Forms to be forwarded to LA at least 2 months before intended date of visit (UK) or 3 months if abroad.	

5.3 PLANNING CHECKLIST FOR VISITS

The checklist in Appendix B will be used by the visit leader to ensure that all reasonable and practicable steps have been taken to:

- Manage the health, safety and welfare of young people and staff;
- Maximise the educational benefits for young people;
- Maintain effective organisational and administrative records.

The satisfactory completion of the checklist could become therefore, the basis on which final approval for the visit is given at school/setting level.

SECTION 6 ORGANISATION

6.1 SUPERVISION

Visit leaders and other stakeholders must read, understand and follow **Section 7.1** in the Lincolnshire Educational Visits Policy and Guidance Document. For every visit, there should be a visit leader who manages the whole visit. For individual activities within the visit, small groups each with a supervisor, is an effective way of ensuring safe supervision.

Supervision Ratios

The following ratios are put forward therefore as minimum guidelines (the EVC must be consulted):

Category	Stage	Ratio	Minimum Staffing
Category A visits	Early Years Foundation Stage	See the latest Policy and Guidance Document	See the latest Policy and Guidance Document
	Key Stage 1	2:15 - 1:8 thereafter	1QT/CE + additional competent adults as req'd.
	Key Stage 2	2:24 - 1:10 thereafter	1QT/CE + additional competent adults as req'd.
	Key Stage 3+	2:35 - 1:15 thereafter	2QT/CEs + additional competent adults as req'd.
Category B visits	Early Years Foundation Stage	See the latest Policy and Guidance Document	See the latest Policy and Guidance Document
	Key Stage 1	2:12 - 1:8 thereafter	2QTs + additional competent adults as req'd.
	Key Stage 2	2:20 - 1:10 thereafter	2QTs + additional competent adults as req'd.
	Key Stage 3+	2:25 - 1:12 thereafter	2QTs + additional competent adults as req'd.
Category C visits *SEE COMMENT BELOW	Early Years Foundation Stage	See the latest Policy and Guidance Document*	See the latest Policy and Guidance Document*
	Key Stage 1	2:10 - 1:5 thereafter*	2QTs + additional competent adults as req'd.
	Key Stage 2	2:15 – 1:8 thereafter	2QTs + additional competent adults as req'd.
	Key Stage 3+	2:20 – 1:8 thereafter	2QTs + additional competent adults as req'd.
All visits abroad	Key Stage 2+	2:15 – 1:8 thereafter	2QTs + additional competent adults as req'd.

*Early Years Foundation Stage and Key Stage 1 children will not normally engage in Category C activities. Exceptions might include a carefully planned visit to the beach/coastline or a shallow and narrow local stream. Ratios must be assessed. LCC will expect to see before approval clear control measures, a suitable location and experienced adults accompanying the visit.

QT = Qualified Teacher / CE = Competent Employee (see below)

Important Policy Statements Linked to Supervision

Visit Leaders - small groups of young people on LOW RISK LOCAL CATEGORY A VISITS	Competent employees/non-teachers, including Higher Level Teaching Assistants, are permitted to lead small groups of young people on LOW RISK LOCAL CATEGORY A VISITS. The Headteacher/Setting Leader will judge an employee's competency and decide as to whether certain individuals can lead such visits. Teachers will lead whole-class visits.
Supervision – Early Years Foundation Stage	Visit leaders will be required to follow any new statutory national policy and regional guidance.
Supervision and Special Needs	The School is committed to inclusion. Parents/carers will be consulted and kept informed at all stages of the planning process. Where a pupil requires 'one to one' support, such supervisors will not be counted in the overall supervision ratio.

6.2 ORGANISATION – OTHER IMPORTANT POLICY DECISIONS

Key area	Relevant section in the Lincolnshire Educational Visits Policy and Guidance Document	Important Policy Decision
First Aid	7.2	The level of first aid cover will be decided at the planning stage. At least one of the supervisory staff on an off-site visit should have as a minimum, undertaken 'Emergency Aid in schools' course and have at least, a good working knowledge of first aid.
Child Protection/Safeguarding	7.3	All members of staff and volunteer helpers having unsupervised contact with children and young people must be subject to Criminal Records Bureau enhanced checks. Any adult accompanying a residential visit must have undergone a fully enhanced CRB check. This will be recorded.
Insurance	7.4	The Governing Body will ensure adequate insurance is in place for educational visits. The school buys into the Lincolnshire County Council scheme. This covers a comprehensive range of visits. The Governing Body, Headteacher and EVC should understand any exclusions.
Transport – COACH	7.5	The School will normally use a Lincolnshire County Council approved operator of PCVs for visits. LEV 13 should be used to gain written assurances, particularly when not using an LCC approved company (can occur if you use specific/specialist travel firms who organise visits for you). This form should be adapted by the EVC/Visit Leader to meet any specific requirements. This is completed on an annual basis for 'commonly used companies' in order to reduce workload and bureaucracy.
Transport - MINIBUS	7.5	If Frances Olive Anderson CE Primary School intends to use a minibus, it will consult with the LA Educational Visits Team to ensure all requirements will be met.
Transport – USE OF PRIVATE VEHICLES	7.5	<Examine 7.5.3 of the Lincolnshire Educational Visits Policy and Guidance document to create a policy statement. If this is allowed, include detail on the type of visits and the checks put into place. LEV 12 should also be used.> Unless such prior arrangements have been made, LCC does not insure the driving of private motor vehicles by members of staff on school/setting business.

Transport – Public Transport	7.5.4	<p>Coaches will normally be used. The Governing Body however approves the use of public transport where appropriate (e.g. to reduce costs, to support specific educational outcomes). The visit leader must follow the Lincolnshire Educational Visits Policy and Guidance. The EVC, Headteacher and Governing Body must approve the use of public transport and safety must not be compromised.</p>
Finance – charging		<p>The Education Reform Act of 1988 set out which aspects of education may or may not be subject to charging. The School/Setting's Charges and Remissions Policy will be adhered to.</p> <p>The school/setting will apply the following key principles:</p> <ul style="list-style-type: none"> • Education provided wholly or mainly during school/setting hours should be provided without charge. • Off-site activities can be financed through voluntary contributions. This should not discriminate against parents/carers who do not contribute. If there are insufficient contributions, the visit may be cancelled. • Programmes which take place wholly or mainly outside school/setting hours and are not part of statutory curriculum provision are considered 'optional extras' and may be charged. • Parents/carers in receipt of certain types of benefit may be entitled to the remission of the board and lodging element of those visits which are not 'optional extras'. <p>All letters regarding school/setting visits should explain which principles apply and that for visits wholly or mainly in school time, contributions are voluntary. Arrangements for remission of charges should also be explained (See Appendix C for approved templates).</p>
Emergency Procedures	7.8	<p>The Visit Leader and other accompanying adults must be familiar with the school/setting's Critical Incident Plan. This includes arrangements for educational visits. All visit leaders have access to emergency numbers, a mobile phone, emergency funds and a senior member of the school</p>

6.3 ORGANISATION – CONSENT

Stakeholders must read Section 7.7 of the Lincolnshire Educational Visits Policy and Guidance.

Cat	Example of visit / activity	Recommended Method of Obtaining Written Consent	Notes
A	<p>Visits and journeys with risks similar to that of everyday life, eg. historic sites, museums, local walk, theatre, fieldwork in the locality.</p> <p>Can also include sport fixtures and regular trips to another local school (as long as the activity/activities do not fall into Category B)</p>	<p>Local: Annual Consent Form. Distant: Individual Consent Form specific to each visit.</p>	<p>The school/setting creates one annual form for updating consent relating to educational visits, photographs and medication, capturing emergency phone numbers and up to date medical information. It is good practice to define the visit type by giving examples. Parents/carers/carers must still be informed of where their young person will be at all times. Consent for travelling in cars should always be obtained. Visits further away from the school/setting may require an individual consent form.</p>
B	<p>Outdoor / Adventure Activities in more remote areas having an element of risk, eg. Walks below 600m altitude. Activities in countryside environments. Any visit with a residential element within the UK, eg. Activity Centre. Specialised activities require NGB Qualification for leaders/instructors.</p>	<p>Day or residential: Individual Consent Form specific to each visit.</p>	<p>This ensures all parents/carers/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school/setting with any new medical information.</p>
C	<p>All activities in, on, close to water. All visits abroad. All recognised hazardous activities. Any school-led activity within the scope of AALA. Activities with significant Health and Safety concerns. Activity leaders require NGB qualifications.</p>	<p>Day or residential: Individual Consent Form specific to each visit.</p>	<p>This ensures all parents/carers/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school/setting with any new medical information</p>



Parents/carers/carers will be told where their child will be at all times and of any extra safety measures required.

Written consent is always required for nursery age children.

7 ENVIRONMENTS AND ACTIVITIES - IMPORTANT POLICY DECISIONS

Key area	Relevant section in the Lincolnshire Educational Visits Policy and Guidance Document	Important Policy Decision
Leadership and Training	8.1 and 8.2	<p>The Educational Visit Coordinator will undertake initial LA EVC training as part of their induction. This will be renewed every 3 years.</p> <p>Staff will only become visit leaders when they have supported visits three times.</p>
Quality Assurance	Various	<p>Frances Olive Anderson CE Primary School will look for the LOtC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. It is normal practice to locate suitable providers to deliver category B and C visits. All AALA activities must be delivered by a provider with a current AALA licence.</p> <p>Frances Olive Anderson CE Primary School will support ‘school/setting self-led’ Category B visits if the visit leader (and other staff) are judged to be competent, the visit has been planned in detail, recommendations from the Lincolnshire Educational Visits Service have been followed and the Lincolnshire Education Visits Policy and Guidance document has been adhered to.</p> <p>Frances Olive Anderson CE Primary School will require a new provider to complete LEV11 in order to gain written assurances about the quality and safety of the provision provided. This form should be adapted by the EVC/Visit Leader to meet any specific requirements.</p>

Travelling Abroad - GENERAL	8.9	<p>Specialist travel firms will normally be used to organise and plan visits abroad. The school/setting will utilise the LOtC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. Other firms will be considered with care and appropriate checks. Self-led visits will be carefully evaluated before being approved. Particular attention will be made to the location, leader and accompanying staff competency and the nature of the group.</p>
Travelling Abroad – EXCHANGE VISITS	8.9	The visit leader is required to complete LEV 14 as part of the planning stage.
Accommodation – BALCONIES AND/OR LARGE OPENING WINDOWS	8.10	Hotels or rooms with balconies and/or large opening windows should be avoided.
Accommodation – electrical items including TVs		<p>Frances Olive Anderson CE Primary School will ask that electrical equipment will be removed where possible, or remote controls removed to disable equipment.</p>

8 OTHER IMPORTANT POLICY DECISIONS

Key area	Important Policy Decision
Mobile phones (children and young people).	Children will not be allowed to take mobile phones with them
Small electrical handheld games/computers.	Children will not be allowed to take small electrical handheld games / computers
Clothing	Children will be required to wear uniform for most visits, but may not be required to wear uniform for outdoor and adventurous visits. School will inform parents of the requirements
Identity Labels	Children may carry emergency details with them - NOT PUPIL NAMES BUT CAN INCLUDE SCHOOL NAME AND EMERGENCY CONTACT DETAILS
The use of approved volunteers	Volunteers are welcome to support visits. Parents who have not had a DBS check will not solely look after groups of children, but will move around with staff members

9 FORMS

Frances Olive Anderson CE Primary School will utilise the following Visit Forms (LEVs)

These first four forms should be regarded as the minimum requirement for all visits that require specific parental consent and for which generic or specific risk assessments are not yet in place. Such visits will fall mainly within the 'A' and 'B' categories. All forms are available on the 'g' drive >Staff Only>Educational Visits

Form	Description	Notes	Interactive Website Links
LEV 1	Visit Proposal / Notification/Approval	Category A and B Day Visits retained in school/setting. Send to LA for Category B Residential and Category C Visits.	Electronic versions available via the Lincolnshire Employee Policy and Guidance Website
LEV 2a	Risk Assessment Matrix	<Alternative templates can be used>	
LEV 2b	Risk Assessment Actions		
LEV 3	Parental Consent		
LEV 4	Evaluation form (for the school visit log)	Retained by the school/setting. Send to the LA if there has been a significant issue including an accident/near miss	
LEV 5	Application for EVC Registration	Required for all Community, VC schools/settings. Optional for Academies, Foundation and VA schools/settings.	
LEV 6	No longer required		
Useful additional forms for residential visits			
LEV 7	EVC Planning Checklist		Electronic versions available via the Lincolnshire Employee Policy and Guidance Website
LEV 8	Visit Leader Planning Checklist		
LEV 9	Group Summary Details	Recommended: Adjust to meet specific needs	
LEV 10	Young People Personal Checklist		
Recommended when using such facilities and services			
LEV 11	Educational Use of Commercial, Charitable, and Private Facilities	Optional: Adjust to meet specific needs. LEV 13 can be also be	Electronic versions available via the Lincolnshire Employee Policy

LEV 12	Volunteer Driver	used as an annual check for coach companies. Send to the LA for comment during the planning stage. Submit with Approval LEV1 Form. Use to report near misses and accidents. Use as part of the school/setting's Accident Reporting System.	and Guidance Website
LEV 13	Agreement with PCV Operators		
LEV14	NEW: Exchange Visits Checklist (Abroad)		
PO3	Report of incident/accident		

SECTION 10 MONITORING EDUCATIONAL VISITS

The **Frances Olive Anderson CE Primary School** Governing Body will monitor the quality of educational visits using any of the following tools:

- Examining forms including LEV 1, risk assessments and other documentation.
- Written and verbal feedback on the planning of visits (including LEV1) by the Local Authority.
- Attending a sample number of visits and providing feedback.
- A short annual written evaluation report from the EVC identifying the number and types of visits, key areas of strength and development points.
- Feedback from parents, pupils and staff. The LEV 4 Evaluation form can be used for this purpose.
- All accidents and near misses must be recorded as outlined in the school/setting's Health and Safety Policy.

Appendix A Frances Olive Anderson CE Primary School Roles and Responsibilities

The Governing Body A	The Headteacher	The Educational Visits Co-ordinator (EVC)	The Visit Leader	Additional Members of Staff and Volunteers
<p>The Governing Body will:</p> <ul style="list-style-type: none"> -Assess proposals for specified types of visit; -Provide access to staff for advice; -Establish points of contact for staff in the case of emergency; -Ensure training needs have been addressed; -Maintain specified insurance cover; -Maintain procedures for the monitoring and review of safety procedures during off-site activities and visits. 	<p>The headteacher must ensure that:</p> <ul style="list-style-type: none"> -All off-site activities comply with the LA policy and guidance and local school procedures; -The visit leader and additional staff are suitably experienced and competent to manage all aspects of the visit; -Approval procedures are followed; -The planning checklist has been followed; -Risks have been assessed, recorded and safety measures are in place to manage those risks; -Child Protection procedures are understood; -Visits are inclusive and take account of pupils with special needs and disabilities. <p>Additionally, headteachers should introduce procedures that enable the Governing Body to ask questions about the organisation of visits generally as well as those</p>	<p>It is good practice for schools to have an Educational Visits Co-ordinator (EVC) this may be the headteacher or it could equally be a teacher or other member of school staff. In this case the EVC will be appointed by, and act on behalf of, the headteacher.</p> <p>The formal recognition of the EVC function will help the school carry out its health and safety obligations for off-site visits.</p> <p>The EVC will be involved in the planning and management of all school visits though not necessarily in the actual visit itself. Even though the tasks associated with the role of EVC have been delegated to that person, ultimate responsibility for health and safety remains with the employer.</p> <p>Community and controlled schools should complete form LEV 5 to enable the EVC to be registered with Lincolnshire County Council and thus able to authorise at school level all category 'A' and 'B' visits. Category 'C' visits will be supported by the EVC but approved at LA level.</p> <p>Foundation, aided and independent schools may make use of this registration facility if they wish, though approval for all visits in such schools will remain at school level.</p> <p>Registration will help the processes of communication between the Outdoor Education</p>	<p>The visit leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare whilst off site.</p> <p>The visit leader must</p> <ul style="list-style-type: none"> -Be approved to carry out the visit and obtain the permission of the headteacher before any off-site activity takes place; -Ensure parental consent for the visit is obtained; -Be suitably competent and knowledgeable about school and LA procedures; -Plan and prepare for the visit and assess the risks; -Plan emergency arrangements; -Define roles and responsibilities of other staff and pupils and ensure effective supervision of what they do; -Liaise with the EVC and / or Outdoor Education Adviser over any matters where advice is required; -Evaluate the visit on return to school and record / report any accident, incident or near miss; -Utilise the planning checklist to ensure 	<p>Members of staff act as employees of the County Council whilst on work related visits and off-site activities. Members of staff, volunteers and parent helpers should:</p> <ul style="list-style-type: none"> -Assist the visit leader in ensuring the health, safety and welfare of all young people on the visit; -Be clear about their roles and responsibilities whilst taking part in the visit or activity.

<p>The Governing Body B</p>	<p>for which governor approval is required.</p>	<p>Adviser and EVC in these schools.</p>	<p>all procedures have been followed.</p>	<p>Pupils and Young People</p>
<p>The Governing Body of all types of school should:</p> <p>Agree a policy for the management of off-site activities, which may be addressed by endorsing the LA policy and should include additional information and reference to:</p> <ul style="list-style-type: none"> -How off-site activities are approved; -How training and information is provided; -Emergency action procedures; -The reporting of accidents and incidents including 'near misses'; -Monitoring and reviewing policy and practice; -The assessing of proposals for certain types of visit, which should include overnight stays and visits outside the UK; -Ensuring that less routine and hazardous activities are planned 	<p>Through the agreement of governors, sufficient time and resources should be identified so that EVCs can fulfil their role efficiently and the induction and training of staff and volunteers can be carried out.</p>	<p>The member of school staff designated as the EVC should be specifically competent. The level of competence required will relate directly to the size of the school and the types of visits undertaken by the school.</p> <p>Functions of the EVC</p> <ul style="list-style-type: none"> -Ensure visits meet the employer's and school's requirements; -Support the head and governors with approval and other decisions; -Assess the competence of prospective leaders and staff; -Ensure risk assessments are suitable for the purpose; -Organise training and induction; -Ensure parents are informed and give consent; -Co-ordinate emergency arrangements; -Keep records of visits, accident or incident reports; -Review systems and monitor practice; -Liaise with the Outdoor Education Adviser. 		<p>During off-site visits and activities, young people also have responsibilities that they should be made aware of, by the group leader or other members of staff, for their own health and safety and that of the group.</p> <p>Young people should:</p> <ul style="list-style-type: none"> -Not take unnecessary risks; -Follow the instructions of the visit leader, activity leader or other members of staff; -Behave sensibly keeping to the agreed code of conduct; -Inform a member of staff of any significant hazards. <p>Parents/Carers</p>

<p>well in advance and that proposals are submitted to the LA where appropriate;</p> <p>-The management of any significant provision particular to the school, e.g. Minibus.</p>				<p>Parents/Carers have an important role in deciding whether any visit or off-site activity is suitable for their child, informed by the information presented to them in the initial proposal for the visit.</p> <p>Subject their agreement to the visit, parents should:</p> <ul style="list-style-type: none"> -Inform the visit leader about medical, psychological or physical conditions relevant to the visit; -Provide emergency contact numbers; -Sign the consent form; -Support the school in its work to ensure the health, safety and welfare of all those who are taking part in the visit.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Appendix B1 Frances Olive Anderson CE Primary School Planning Checklist

	Recommended Stages (order can change)	 <p><Schools/settings should adapt their own planning checklist to reflect local circumstances. SEE LEV 8>.</p>	Notes	Visit Leader Initials	EVC Initials
1	Party Leader	Is there a clearly identified and competent Visit Leader who has overall responsibility for planning and organisation? Is a deputy leader identified?			
2	Purpose	Has the visit a clearly defined educational purpose related to the aims and needs of the school or the personal and social development of the young people?			
3	Age, aptitude, experience	Is the visit suited to the age, aptitude and experience of the young people?			
4	Location	Is the location of the visit appropriate to the activity to be undertaken?			
5	Information Gathering	Has the visit leader made a preliminary visit to check arrangements and suitability?			
6	Advice and initial approval	<p>Has the visit leader discussed plans with any other suitably qualified and experienced staff? Which Category of visit does this fall within? Has the party leader consulted the LA for Category C visits? If using Commercial, Charitable or Private facilities, is use being made of form LEV 11? Has the visit been initially approved by the School/Setting?</p>			
7	Staff/Volunteers	<p>Are members of staff suitably qualified and experienced for leading the proposed activities within the visit? Are all adult roles clearly defined? Is the adult / pupil ratio within the guidelines for the</p>			

		<p>proposed activities? Will this include male and female supervision? If residential, will all accompanying adults be CRB checked?</p>			
8	Consent	<p>Has parental consent been obtained for all young people under 18? (form LEV 3)</p>	LEV 3		
9	The Programme	<p>Will all young people and staff have appropriate clothing and equipment? Will another provider be offering additional clothing or equipment? Are alternative activities available, planned and risk assessed?</p>	See various sections		
10	Finance and Insurance	<p>Have adequate arrangements been made for finance? Is there a contingency fund where necessary? Have parents/carers in receipt of certain benefits been informed of arrangements for claiming partial reimbursement? (No LA funds are held for this purpose) Has additional insurance been arranged?</p>	See various sections		
11	General Organisation	<p>Is there an adult with appropriate First Aid qualifications assisting with supervision? Is the party leader aware of any dietary, medical or other special needs? Is appropriate transport available? Has use been made of the form for agreements with PCV Operators? (form LEV 13) What use will be made of mobile telephones? (staff and young people)</p>	LEV 13		
12	Pre-Visit Briefings, Will briefings be	<p>Young people: Code of Behaviour</p>	<p>Parents/carers: Location and times</p>	<p>Staff: Responsibility is continuous</p>	

	held for?:	ID card What to do if lost Emergency re-call and action Groupings Relevance to prior and future learning.	Supervision arrangements Code of Conduct Activities to be undertaken Transport arrangements Equipment list including prohibited items	Anticipation of hazards Code of Conduct and pupil expectations Pupil groupings Lists of names in sub-groups Location of all relevant documentation. Own copies of all emergency contact information Accident- emergency procedure. 'Panic Card' Emergency contact point at home base.		
12	Communication.	<p>Has all relevant information been retained at the establishment?</p> <p>Has a named point of contact been identified at base in the event of an emergency?</p> <p>Is there an emergency telephone number known to all adults at base and at the site? A 24 hour contact number is needed for residential visits in the UK or abroad.</p> <p>Has a system of communicating with parents/carers been arranged for notifying events such as late return?</p>		See various sections		
13	Risk Assessment	Have all aspects of the visit been properly risk assessed and the findings recorded by the party leader? (forms LEV 2a, 2b)		LEV 2a LEV 2b		
14	Emergency Procedures	Will a copy of the emergency procedures been taken by all adults accompanying the party?				
15	Formal Approval	<p>Have the proposals been reported to, or approved by, the Headteacher/Setting Leader, Governors and LCC (if required)?</p> <p>Signatures:</p> <p style="text-align: right;">Chair of Off-site sub</p>		LEV 1		

		<p>committee</p> <p>Head of Establishment Visit Leader EVC LCC Educational Visits</p> <p>Adviser if required</p> <p> Forms to be forwarded to LA at least 2 months before intended date of visit (UK) or 3 months if abroad.</p>			
16	After the visit	<p>Have arrangements been considered for appropriate follow-up work, evaluation and contacts on return? This should include: Report back to head or line manager; Copy of the Evaluation Form to be retained by the school/setting. Forms sent to the Education Visits Adviser if there has been a SIGNIFICANT ISSUE/NEAR MISS; Collate and file all documentation; Enter visit details in school log; Produce a balance sheet; Ensure any accident forms are sent to the LA and Health and Safety (form PO3).</p>	LEV 5		

Appendix C Frances Olive Anderson CE Primary School

SUGGESTED LETTER TEMPLATES

Suggested approach letter, School to Parent about School-Time Activity (Non-Residential)

Dear Parent

The school is proposing to undertake (give full details of what is involved in the visit, activity, etc. including a comment about its likely value in educational terms) and has provisionally booked (No.) places.

In order to run this (visit/activity) we have to raise the cost of (tickets, entry, transport, etc.) which works out at (amount (see Note 2)) per place.

Under the requirements of the Education Reform Act, 1988 (as consolidated in the Education Act 1996) we can only raise the cost of the (visit, activity, etc.) by voluntary contribution. There is no obligation to contribute and children will not be treated differently according to whether or not any contribution has been made.

However, the (visit, activity, etc.) can only go ahead if the level of support is sufficient.

I would be pleased if you could let me know:

- Whether you wish your child to take part in the (visit, activity, etc.) and
- If yes, whether you are willing to contribute and the amount of your contribution.

Yours sincerely

Headteacher

Please return to The Headteacher (School)

(Heading: Visit, Activity, etc.)

I do/do not wish my child (ren) (name(s)) to take part in this (visit, activity etc. (this blank to be completed by the school)).

I am willing to contribute in the amount of £

I am not willing to contribute.

(Delete as appropriate please)

Signed: Parent/Guardian.....

Notes for Headteacher (not to be included on letter to parents)

- The law requires that where parents wish their children to be involved in visits or activities you cannot debar them from participation because they cannot afford to or simply refuse to contribute.
- There is no limit to the level of voluntary contributions, which parents or others can make to school activities nor is there any restriction placed on the use of such contributions. A request for a contribution towards the cost of a particular activity could include the cost of subsidising pupils from low income families or the participation costs (travel, etc.) of accompanying teachers.

Suggested approach letter School to Parent about School-Time Activity (Residential)

Dear Parent

The school is proposing to undertake a residential visit for (give details of what is involved in the visit, including a comment about its likely value in educational terms) and has provisionally booked (No.) places.

In order to run this visit we have to raise the cost of (tickets, entry/admission fees, transport, board and lodging, etc.) which works out at (see Note 2)) per place.

Under the requirements of the Education Reform Act, 1988 (as consolidated in the Education Act 1996) we can charge for the board and lodging costs, which are (amount) per place but can only raise the other costs (amount (see Note 2)) by voluntary contributions. There is no obligation to make a voluntary contribution and children will not be treated differently according to whether or not any contribution has been made.

However, the visit can only go ahead if the level of support is sufficient.

The Education Act 1996 and the Jobseeker's Act 1995 also entitles parents in receipt of Income Support, Income-based Jobseeker's Allowance, support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit, providing that the parent is not entitled to working Tax Credit and their annual income does not exceed £16,040 or the guarantee element of State Pension Credit, to claim full remission of the board and lodging costs if they so wish.

I would be pleased if you could let me know:

- Whether you wish your child to take part in the visit;
- If yes, whether you are willing to contribute towards the costs other than those for board and lodging and the amount of your contribution;
- If you are in receipt of any of the State benefits listed above, whether you wish to claim remission of the board and lodging costs.

Yours sincerely

Headteacher

Please return to The Headteacher (School)

(Heading to detail residential visit to)

1. I do/do not wish my child (ren) (name(s)) to take part in this residential visit.
2. I am willing to contribute towards the costs other than those for board and lodging in the amount of £
3. I am not willing to contribute.
4. (i) I understand that I shall be charged for the Board and Lodgings Costs;
(ii) I am in receipt of Income Support / support under Part VI of the Immigration and Asylum Act 1999 / Child Tax Credit, providing that the parent is not entitled to working Tax Credit and their annual income does not exceed £16,040 / Income-based Jobseeker's Allowance / The guarantee element of State Pension Credit and do/do not wish to claim remission. * **(Delete as appropriate please)**

(Those who wish to claim remission will need to submit evidence of their current receipt of the benefit concerned.)

Signed:.....Parent/Guardian

Notes for Headteacher (not to be included on letter to parents)

- The law requires that where parents wish their children to be involved in visits or activities you do not debar them from taking part because they cannot afford or simply refuse to contribute.
- There is no limit to the level of voluntary contributions that parents or others can make to school activities nor is there any restriction placed on the use of such contributions. A request for a contribution towards the cost (not board and lodging costs) of a particular visit/activity could include the cost of subsidising pupils from low income families or the participation costs (travel etc.) of accompanying teachers.