

Educational Visits Policy

DOCUMENT DETAILS	
Category:	Risk Policy
Approved By:	Local Governance Committee
Version:	2
Status:	Approved
Issue Date:	03/03/2020
Next Review Date:	03/03/2021
Signed:	Headteacher 
	Chair of Governors 

Establishment type	<i>Free School</i>
Name of establishment	<i>Paxman Academy</i>
Who is employer	<i>The Sigma Trust</i>
Responsibility for offsite visits	<i>Nicholas Mussett</i>
Related policies/subject areas/points of reference	<i>Child protection, inclusion, SEN, volunteer, transport, finance, staff training, health and safety. DfE H&S advice on legal duties & powers December 2012; Outdoor Education Advisers' Panel (OEAP) guidance at: www.oeap.info</i>
Useful Websites & Documents	<p>OEAP National Guidance Website: http://oeapng.info/guidance-documents/</p> <p>Council for Learning Outside the Classroom: www.lotc.org.uk</p> <p>SEND Code of Practice January 2015 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf</p> <p>Equality Act 2010 https://www.gov.uk/guidance/equality-act-2010-guidance</p> <p>Appendix A Procedures & Forms for Organising School</p> <p>Appendix B SEN Risk Assessment</p> <p>Appendix C Educational Visit Coordinator Checklist</p> <p>Appendix D Medication Administration Log</p>

Contents:

1. Introduction	3
2. Reasons for Visit	3
3. Visits and curriculum links	3
4. The Visit Leader	3
5. Gaining approval for a trip/visit	4
6. The Headteacher	4
7. EVOLVE	4
8. Choosing a provider	4
9. Inclusion, Student Entitlement and Behaviour Expectations	4
10. Consent	5
11. Visits and staffing	5
12. Final checklist	6
13. The day of the visit	6
14. During the visit	6
15. On the return to school	7
16. Financing the visit	7
17. Insurance	7
18. Transport	8
19. Emergency/Critical Incident Procedures	8
20. Monitoring and Evaluation	8

1. Introduction

This policy covers all aspects of outdoor learning, offsite visits and learning outside the classroom. The Headteacher is ultimately responsible for ensuring that all procedures are followed though at Paxman Academy. This task is delegated to the nominated establishment Educational Visits Co-ordinator (EVC), Nicholas Mussett. All staff members involved in any form of visit should read this policy document thoroughly, as well as referring to the OEAP National Guidance.

The Governance Committee should be informed in good time of any overseas/residential visits that are planned, via the Clerk to the Governance Committee.

2. Reasons for Visit

- a) All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.
- b) All activities must have a clearly defined educational purpose and we seek to ensure that the Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children within the schools, we offer a range of educational visits and other activities that add to what students learn at school.

3. Visits and curriculum links

- a) All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.
- b) For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with national OEAP and Essex LEA guidance.
 - English – theatre visits, visits by authors, poets and theatre groups;
 - History – castle visits, study of local housing patterns, museums;
 - Geography – use of the locality for fieldwork, fieldwork further away;
 - PE – range of sporting fixtures, extra-curricular activities
 - Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
 - MFL – study visits and overseas day trip.

4. The Visit Leader

- a) The visit leader is responsible for all aspects of the visit, from the initial visit proposal stage until the visit returns and the students leave the school premises in a manner agreed by their parents/carers. The role of Visit Leader is extremely complex and necessitates a clear understanding of procedures.
- b) Before proposing a visit, the Trip Leader should read the OEAP National Guidance for Visit Leaders.

In addition, the trip leader should read Essex County Council's Guidance for Procedures in the event of a critical incident on off-site visits, as well as the Council for Learning Outside the Classroom's document on "inclusion".

- c) It is the duty of the Visit Leader to complete the sheet entitled "Procedures for organising school trips" (Appendix A)

They must be submitted to the EVC between 2 and 4 weeks before departure (See Section 7 below). The most crucial part of this is the risk assessment which requires considerable time for accurate completion. This may include SEN risk assessment. (Appendix B)

5. Gaining approval for a trip/visit

Approval for the proposed visit follows from the submission by the member of staff concerned of a proposal to the EVC/Head's PA by e-mail or hard copy. This is considered in detail at the weekly Calendar Meeting. Approved trips and visits are added to the school calendar and the member of staff concerned receives an e-mail indicating that this visit will go ahead.

Staff organising the visit will then receive an email confirming approval.

6. The Headteacher

- a) is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented. This is effected largely through delegation to the establishment's EVC;
- b) should ensure that the aims of the visit are commensurate with the needs of the students, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance see the Special Education Needs and Disability (SEND) Code of Practice January 2015 and the Equality Act, 2010;
- c) should ensure the suitability of all staff appointed to the visit;
- d) should ensure that the visit leader fully understands his/her responsibilities;
- e) should implement effective emergency contact arrangements;
- f) should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

7. EVOLVE

Paxman Academy uses the EVOLVE system for all trips. Visit leaders will be asked to complete either a visit form or a Local Area Activity form. Local visits include activities such as sports fixtures, church visits, library visits all within the local area and do not involve significant travel or different levels of risk.

Trip Organisers must complete the forms themselves and should begin work as soon as trips have been approved, as this will allow them to collect the appropriate information gradually. This will be monitored by the EVC. Training on the use of EVOLVE will be given as appropriate. All residential and overseas visits must be agreed by the LA. All forms for residential visits should be submitted to the EVC at least one month before departure. Other local visits are approved by the EVC and should be submitted at least 2 weeks in advance.

8. Choosing a provider

After considering the reasons for the visit and receiving approval for it, the visit leader should check out the provider. Further information can be found on the OEAP National Guidance website.

On residential, adventurous or overseas visits, leaders should check to see if the provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.) Please check the EVOLVE website or contact your EVC if necessary. This information forms part of the EVOLVE form.

9. Inclusion, Student Entitlement and Behaviour Expectations

- a) All efforts are made to ensure that trips and visits are made accessible to all who wish to participate irrespective of special needs, medical conditions, ethnic origin, gender, religion or financial circumstances. Discussion with the SENDCO team is an essential part of this process when SEN students are involved and it may be appropriate to complete an

individual Risk Assessment for students with special or additional needs (Appendix B). Should an extra-curricular trip be over-subscribed, names will be drawn out of a hat. If a student is unsuccessful in gaining a place then their names will be carried forward to a future related trip, in which they will be given priority should they apply for a place.

- b) The school has a clear Behaviour Code of Conduct. Please refer to the Behaviour for Learning Policy. Students who persistently fail to follow this policy on a normal day-to-day basis but who wish to take part in a trip or visit will be risk assessed and a decision made as to whether they are considered too great a risk to include in the visit.
- c) Students may be asked to complete a Behaviour Contract if they wish to attend residential visits. This must be agreed with parents and carers.
- d) The parents or carers of any student who fails to meet these expectations may be contacted and in extreme circumstances, this could involve the withdrawal or removal of their child from a trip or visit. Parents would be expected to cover any cost implications and/or collect their child from the visit.
- e) The school operates a strict no smoking and no drinking alcohol policy on all trips and visits.

10. Consent

- a) Consent to participate in the visit is given by parents/carers on the form sent out with the initial letter by visit leaders. This consent form also contains a request for parents/carers to update school medical records, this consent form is sent out with a Healthcare Plan which must be completed and returned by the date specified. Please note that travel, accommodation and visits are made on the basis of the information which staff receive initially. This includes any specific health related requirements, disabilities etc. It is the responsibility of the parents/carers to keep the school informed of any changes which may affect their child's fitness to travel. All reasonable efforts will be made to enable all students to participate in a visit who wish to do so. This may involve booking a coach with a lift for example. This may result in a higher cost for the visit which should be budgeted for.
- b) Parental consent for regular activities in school hours
Each year all students are sent a form whereby parents/carers give blanket consent for activities in school hours. This form is intended to cover all types of visits and activities routinely organised by the school, or which part of the programme for which information has been given. With the exception of nursery age children, schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to the church or library. While parents do not have the option to withdraw their child from the school curriculum, we will inform parents that a visit or activity is to take place. Consent will be needed for visits taking place outside school hours and also for activities taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity. This is also true for overseas, residential and weekend visits.

11. Visits and staffing

- a) The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.
- b) Supervision, including ratios and vetting checks (for example, DBS checks for volunteers on overnight stays).
There are no exact ratios for school trips. The trip leader must ensure that the staffing for a trip is 'reasonable'. This will depend on the age, gender mix, ability and behaviour and

special educational needs of the students involved. It will depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the trip is overnight. The competence of the adults supervising a trip must also be considered, together with the need for first aid cover.

The following ratios for general activities such as door to door visits to theatres, museums and other local schools, for example: 1 adult to 15 students.

If groups are going abroad, the ratio should be 1:10.

However, it is stressed that these are only examples. Trip leaders must assess the risks and consider an appropriate safe supervision level for their particular trip and the individual needs of the students and should consult the EVC on this matter if needed.

12. Final checklist

A final checklist for off-site is attached. This is a very useful way of checking that every requirement of the school has been met in terms of visit organisation (Appendix C).

13. The day of the visit

- a) If a child is absent from a trip, the Trip Leader must use all numbers available to try to make contact with home, within the time frame available. However, the visit itself should not be compromised as a result of a late departure and staff on the visit should jointly decide at what point the group should leave the school.
- b) The attendance administrator should be contacted as soon as possible if the child does not appear for the visit. The attendance officer must then contact home.
- c) Ensure that an up-to-date attendance list is held in the Main Office together with any other forms containing last-minute amendments.
- d) Ensure that there is a full First Aid Kit, together with inhalers and other medication e.g. EpiPen and mobile 'phone. Staff should record when medicine is administered on the Medical Administration Log (Appendix D).
- e) Ensure that copies of emergency/critical incident cards and Healthcare plans/medical details are given to all leaders within the information pack handed to all accompanying staff on the day.
- f) Staff accompanying the visit should exchange mobile 'phone numbers.

14. During the visit

- a) It is good practice to divide students into small groups from the point of view of regular checks. If students are allowed off on their own, they should go in groups of FOUR only, as recommended by Essex CC. Students should be counted whenever there is the slightest risk that the group as a whole has become separated. Lists of student's names should be provided by the visit leader. Head counts are an excellent final check and should be completed by two members of staff.
- b) Children must be kept in their leaders' group at all times, if one student urgently requires the toilets, then he/she must be accompanied by other children BUT CHILDREN MUST NEVER BE SENT INTO PUBLIC CONVENIENCES ON THEIR OWN. STAFF SHOULD CHECK PUBLIC CONVENIENCES OUT IN ADVANCE.
- c) Courtesy to the public must be shown at all times, care taken not to block pathways, etc. Staff should ensure the safety and well-being of the students in their care and inform the visit leader or another member of staff of any relevant incident involving students in their care as soon as possible.

15. On the return to school

- a) Check all children off the coach. A member of staff must lead the class either into school or to the area of the playground/drop-off area where children can be collected by the parent. The teacher must check students off/ensure that each child departs with a known parent or neighbour.
- b) A member of staff must remain with uncollected children until all parents have arrived and all children have departed.
- c) A child may only walk home if specific written permission has been given. Students must go home in the way agreed on the reply slip, unless the parent/carer has subsequently been in contact with the teacher in charge.

16. Financing the visit

When stating the cost for each individual the letter should contain an explanation of where this cost has come from and explain that the school would like a voluntary donation from parents to fund the visit. It should also make it clear that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you like to receive payment. Letters requesting financial assistance may be sent to the Headteacher.

17. Insurance

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools (teachers, students and parents) need to be sure of the nature and level of cover that is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LA, school or professional association which is pertinent to their own circumstances.

a) Personal

A teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee (Employers Liability).

In respect of students, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

b) Indemnity

The written consent of parents by the school should always be obtained or the participation of students in any activity out of school or outside the planned curriculum. Schools should have appropriate forms available for this purpose.

c) Insurance Provision

For UK trips only, the school is covered by RPA (Risk Protection Arrangement).

Teachers should be aware of the school provision for insurance. All parents should be given a copy of the summary document prior to a residential or overseas visit and should

be made aware that they may request a copy of the insurance details before any visit in which their child may participate. Please note that the Insurance Cover provided for Paxman Academy does not include overseas visit cover. Therefore, organisers must make alternative arrangements. These are usually offered by the Tour Company. Please refer queries to the EVC.

18. Transport

- a) Coaches are booked by office staff on behalf of group leaders. Visit leaders should inform office staff of numbers and requirements, including any arrangements for any disabled students. This should be done well in advance, particularly when there are special requirements.

Also see guidance from OEAP NG.

- b) Minibuses
Please refer to the Essex County Council Minibus Guidance. Minibus use forms part of the trip documentation. If you need a driver for the minibus, this must be agreed before the EVOLVE form can be completed. Please contact your EVC for more information.
- c) Use of own Car
At present, the school insurance does not cover occasional business use, i.e. the transportation of students in staff cars. Please check with your insurance company to ascertain whether your own insurance covers this.

19. Emergency/Critical Incident Procedures

The school has adopted the procedures outlined by ECC. All visit leaders will be given a copy of the Critical Incident Action Plan before departing on a trip or visit. This needs to be read and understood in full. The visit leader should contact the EVC should any points need clarification.

On return, the visit leader must comply with the school's normal accident reporting procedures.

20. Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team. An evaluation form is available on EVOLVE.

Appendix A: Procedures for Organising School Trips

Trip:
Trip Leader:

Procedure	Date completed	Comments
Read the School's Trips & Educational Visits Policy.		
Consult with SENDCO over possible special needs & medical conditions of students to be invited take part in the activity.		
Check on availability and cost of transport - advise if you think there is the possibility of a student with physical disabilities going on the trip in order that a coach with an electronic lift can be hired (Galloway Coaches).		
If you are using an external organisation to arrange the trip, please get a firm price before booking. Insurance for UK trips is covered by the school's insurers, but for overseas trips you will need to take out travel insurance. * (see below)		
Find out about Pupil Premium funding for Free School Meals students and, if agreed, compile list of FSM students so that Pupil Premium funding can be allocated.		
Complete School Visit Proposal Form (Appendix 1) and submit to NWR at least 6 weeks before the trip and you will be informed if the trip is approved. NWR to notify NMU.		
Once approved, advise NWR which students will be going on the trip so that she can set up a ParentPay account for your trip.		
Update the 'Student Trip list' (if applicable) located in the Educational Visits folder.		
Once all of the above procedures have been completed, prepare a letter for parents. Letters must be sent to NWR for approval as there are standard paragraphs to be included. Separate letters will be produced for FSM students if appropriate. Once signed, you can arrange for printing and distribution.		
If trip is outside of school hours, ask two members of staff to be emergency contacts for the duration of your trip, at least one of whom must be a member of SLT.		
Once permission is granted you must complete the relevant risk assessment form (Appendix A2 or A3) and pass it to NWR. For overseas or residential trips you also need to submit details on the Evolve website (see NMU for login details) for EVC/LA approval.		
About 4 weeks before the trip please provide exact details to NWR for consideration by SLT at a diary meeting.		
If you are taking helpers who are not members of staff and the trip is residential, please see NWR for details about DBS checks at least 1 month before the trip.		
Parents pay for the trip via ParentPay and NWR will keep you up-to-date on numbers and who has paid etc.		
If your trip takes place out of hours, you should produce a telephone tree in order that parents of all students on the trip can be contacted if necessary, e.g. if you are going to be late back. The first person on the tree should be a nominated emergency contact.		
Two weeks prior to the trip, you should liaise with NWR regarding payments/cheques/cash required for the trip.		
Ask NWR to provide you with a copy of the school's insurance policy for UK trips.		
One week before the trip you should provide NWR with a list of all students on the trip and give a copy of the telephone tree if		

Procedure	Date completed	Comments
required to the emergency contacts. At this point all payments should have been received.		
One week before the trip you should arrange a meeting with CMO in order that she can go through the Headteacher's checklist. Bring a completed copy of these procedures and risk assessments with you to the meeting. You will be issued with a Critical Emergency Plan.		
The day before the trip you should collect the school's mobile phone from Student Services and wrist bands & emergency instructions from NWR.		
On the day of the trip you must provide Student Services with a list of all the students who are on the trip. If a student does not turn up for the trip, you should phone parents. If you are unable to contact them and have to leave without the student, you must inform Student Services before you depart who will telephone home.		

* **OEAP National Guidance has been adopted by the Governance Committee. Trip leaders of overseas visits must ensure that appropriate travel insurance is purchased against the following criteria:**

- Travel insurance is essential for all visits abroad and is usually available via the tour company with whom travel is arranged, or possibly through a local authority insurance officer. There should be a close examination of what is covered and what is excluded.
- Before taking out insurance, you should check whether the establishment already has an appropriate policy.
- Medical insurance should be taken out even if an EHIC is carried, to cover those expenses not covered by the card.
- Check that:
 - repatriation expenses are included;
 - rescue expenses are covered. In remote regions air ambulances can cost in excess of £30,000 per rescue;
 - the costs of parents are covered, should they need to come out to stay with a young person in hospital, or to accompany them home;
 - personal belongings, baggage and money are covered.
- Please ensure that you commence these procedures as far in advance of the trip as possible, in particular for residential, overseas or trips of an adventurous nature as risk assessments for those trips require the approval of the Governance Committee and the LA, which take approximately 8 weeks.
- Helpers accompanying residential trips are required to have a DBS check and this should be applied for at least 1 month in advance of the trip.
- These procedures must be followed at all times, even if the trip is already in the school calendar. Failure to follow the procedures may mean that your trip will not go ahead.
- The school insurance policy only cover trips within the UK – you will need to purchase insurance for any overseas trips.
- Nicholas Mussett is the Educational Visits Coordinator and he should be consulted on any adventurous and overseas trips or if you have any queries concerning your trip.

APPENDIX A1: SCHOOL VISIT PROPOSAL FORM

DEPARTMENT: _____

NAME OF TRIP LEADER: _____

DATE(S): _____

PLACE(S) TO BE VISITED: _____

PURPOSE OF VISIT: _____

OTHER ADULTS: _____

COVER IMPLICATIONS: _____

TRAVEL ARRANGEMENTS: _____

GROUP INFORMATION

Number of students: Age/Year group: Male: Female:

Number of staff: Qualified Teachers: Male: Female:

Other Staff: Male: Female:

Parents/Helpers*: Male: Female:

*** For residential trips, parents/helpers who are not members of staff will require a DBS Disclosure. Please see NWR for the relevant paperwork. One month's notice is required for DBS Disclosures.**

Give details of any special needs or medical conditions of those on the visit:

Provide names of those students on the visit in receipt of Free School Meals:

PROGRAMME

Date	Time	Venue	Activity

COSTINGS:

Transport: £ _____

Entrance fees: £ _____

Supply cover (£100 pppd): £ _____

Contribution to supply budget: £ _____

Accommodation: £ _____

Insurance: £ _____

Please note that the school policy covers UK trips only.
You will need to purchase additional insurance for overseas trips.

Other expenses (please detail): £ _____

£ _____

£ _____

£ _____




Total cost: £ _____

Cost per student: £ _____

Visit Leader's Signature: _____ **Date:** _____

Approved by Headteacher: _____ **Date:** _____

APPENDIX B: Person specific / SEN - GENERIC RISK ASSESSMENT 2016

 		<p align="center">Person Specific / SEN Generic Risk Assessment</p> <p align="center">RISK ASSESSMENT FORM (Focus on the things over which you have control)</p>	<p align="center">Please review and edit the Risk Assessment as required. Then 'Save' the document so you can attach to EVOLVE and for future use.</p>
<p>Risk assessment carried out by: Name(s): _____ Position(s): _____ Date: _____</p> <p>Staff agreement: "I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".</p> <p>This MUST accepted below by the overall Visit Leader and shared with other visit staff</p>			
<p><i>(Add extra if necessary)</i></p>	<p align="center">Name</p>	<p align="center">Agreement date</p>	
<p>Overall Group Leader</p>			
<p>Deputy Group Leader</p>			
<p>Assistant/Volunteer leader</p>			
<p>Assistant/Volunteer leader</p>			
<p>Assistant/Volunteer leader</p>			
<p>Assistant/Volunteer leader</p>			
<p>The Event Specific Notes (ESN) may be used on EVOLVE to highlight specific person related issues / control measures</p>			
<p>Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i></p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead this type of visit. Consider the suggested measures below – if control measures do not result in a low residual risk consider adding extra measures in each section as needed.</i></p>	<p>Additional CM's required? <i>If existing CM's cannot be met or circumstances have changed. Add additional Control measures to ensure residual risk is low</i></p>	

Injury or illness	<ul style="list-style-type: none"> • This generic risk assessment may be used in addition to the generic risk assessment, "All Travel – Generic RA " which gives general safety guidance applicable to all journeys. Check location as suitable for this mode of supervision • Appropriate and effective communications system is in place e.g. check-points / "dead-letter" drops / mobile 'phones / "walkie-talkie" short wave radios <p>Young people to be aware of starting point and end point / destination details as a bare minimum knowledge of the activity being undertaken</p>	
Access issues	<ul style="list-style-type: none"> • The programme / itinerary will be arranged with due regard to the mobility and special needs of all members of the group • Particular care will be given to access and inclusion issues e.g. for wheelchair users • Additional staffing to be arranged if required 	
Additional hazards? General" which Please edit and add other Hazards and control measures		



National
Guidance

oeapng.info

Educational Visit Coordinator (EVC) Check List

General

For each of the following bullet points, further clarification on good practice can be found elsewhere in this guidance.

- I have attended OEAP approved EVC training and remain currently competent, and I have access to advice such as from an accredited outdoor education adviser.
- I have an understanding of how visits/outdoor learning can support a wide range of outcomes for children and young people.
- My establishment has a policy for visits/outdoor learning, which I understand, and it adopts OEAP National Guidance.
- Visits/Outdoor Learning are an integral part of the work of the establishment and are evaluated and good practice shared.
- I support/oversee planning so that activity is well-managed, engaging, relevant, enjoyable and memorable.
- Procedure and responsibility for engaging leaders and determining their competence is clear and I support those involved in approval decisions.
- Leader induction and training needs are identified and I support leader development, sampling activity to identify any further training needs.
- Visits/outdoor Learning are regularly considered at Senior Leadership level and by Governors/Trustees and I provide information about the range of activity and its contribution to school/establishment effectiveness.
- There is an establishment emergency response procedure, appropriate to the nature of activity undertaken, which is periodically tested.
- Accidents and incidents are reported and investigated, learning is shared and RIDDOR requirements are met.
- Notification and approval procedures are followed correctly and within agreed timescales.

Visit/Activity Specific

- Preliminary visits have taken place if required.
- Any third party providers have been appropriately selected.
- Parental consent, where required, is in place.
- Parents have been provided with appropriate information.
- There are clear learning/development aims, which contribute to the wider aims/ethos of the establishment. An evaluation process is in place.
- The leadership team are sufficiently confident and competent for this activity with this group.
- The Visit Leader is responsible for, and has ownership of, the visit plan including risk-benefit management.
- Where appropriate, all leaders and participants have been involved in the planning process.
- There are sufficient leaders to ensure effective supervision and to deal with incidents and emergencies.
- Everyone is aware of their roles and responsibilities.
- Medical, first aid, inclusion and safeguarding issues have all been addressed.
- Any travel, transport, and residential arrangements are appropriate.
- There is a 'Plan B'/alternative options if needed.
- Where necessary, there is a designated 24/7 emergency contact with access to all information and documentation relating to the activity.
- The Visit Leader has sufficient funds and an effective means of communication in case of an emergency.
- Suitable insurance is in place.

Finally

- All relevant requirements of the employer and establishment policy/procedure have been met.
- The Visit Leadership Team and Activities are appropriate for this Group – it's age, competence and the needs of the young people – in this setting/Environment (SAGE).
- This Visit is well prepared and ready for approval.



APPENDIX D: Medical Administration Log

**Please ensure this is kept with the students Health Care Plan when applicable.
One form to be completed per medication type.**

Student: _____

Teacher: _____

Medication: _____

Parent: _____

Dosage: _____

Phone: _____

Times: _____

Date Administered	Time Administered	Staff Signature	To be completed if student refuses to take medication. Parents to be notified immediately.	
			Reason For Refusal	Action Taken