

Educational Visits Policy

Reviewed: September 2024

Adopted by Governors: Full Governing Body
21st November 2024

Next review due: Autumn 2026

Kings Mill School & Residence



Purpose of the policy

The purpose of this policy is to make explicit how Kings Mill staff provide all pupils with safe and well managed access to educational visits and off-site activity.

Introduction

For the purpose of this policy the term **Kings Mill** refers to all sites including Residence and Student Centre. All off-site visits and activities that are organised and undertaken by the school and sixth form are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life – ‘Learning for Life’. The school’s Headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of off-site activity and educational visits, including:

- Access to the local town centre including; the library, cafes, shops, train and bus stations, banks, sports centre, etc.
- Travel training programmes
- Structured work placement / work experience programmes with local businesses.
- Camping
- Overseas visits i.e. France
- Residential Activity Centre i.e. Bendrigg – Lake District
- Melton - life skills centre
- Sporting trips
- Dance and Drama performances
- Visits to culturally diverse towns and cities, e.g. London

Compliance

The school’s policy is to comply with the Local Authorities (LA) “Guidance for the Management and Leadership of Offsite Visits”. The school’s Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Equal opportunities & diversity
- Management of medication policy
- Asthma policy
- Bedroom monitoring policy
- Behaviour policy
- Countering bullying policy
- Health and Safety policy
- Charging and remissions policy
- Intimate care policy and guidance
- Keeping Children Safe in Education
- Staff code of conduct policy

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The LA's "Guidance for the Management and Leadership of Offsite Visits" are accessible via the LA Educational Visits webpage <http://www.eastriding.net/all-ages/educational-visits/> and also online via EVOLVE, the online system for recording and approving visits, used by Kings Mill.

Roles and responsibilities (for details see LA Offsite Visits Code of Practice)

The Headteacher has overall responsibility for all the school's educational visits. New/Acting Headteachers should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.

If the Headteacher is absent or unavailable the department Assistant Head will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

There is a Residential Trips committee, made of representative from SLT, Teachers, Residence, Support staff and finance administrator. This is chaired by an EVC and held termly.

The School's Educational Visits Coordinators (EVCs) are the department Assistant Heads and Residence Head of Care.

The EVCs oversee, within their departments, the planning and organisation of the school's visits, and provide advice and guidance to staff and Headteacher, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role has admin support. This role involves, amongst others, sending out letters, making bookings, managing finances.

The Governing Body representative who is responsible for overseeing educational visits is the chair.

The LA Educational Visits Officer is Clare Johnson,
tel 01482 392417
email Clare.johnson@eastriding.gov.uk

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- their departments school EVCs
- the Headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger)

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by the school's administration team

The school ensures the following training opportunities with regard to educational visits are made available:

- Training for Headteachers – new appointment
- Training for EVC (including update courses every 3 years)
- Training for Visit Organisers and Group Leaders – working alongside colleagues and with oversight from EVCs
- Training for NQTs – built into CPD
- Training for LSAs– working alongside colleagues and with oversight from EVCs
- Where training needs are identified appropriate training will be provided i.e. in-house, DofE, LA course.
- EVOLVE refresher training – online with the LA Educational Visits Officer, available free to all trip leaders.

Monitoring

To assure quality of standards on educational visits...

- the school's Headteacher and/or the EVCs will normally accompany at least one visit per term to monitor real practice, and to assist with the review of policies and procedures.
- Records of these monitoring visits are stored in server Admin (Y) drive.
- The school's Headteacher will feed back to governors annually to share information regarding visits and pupil's participation. At least once every 3 years this will include a Manager Review (an audit of the school's educational visits policies and procedures that is accessible online via www.eriding.net/educationalvisits) and share the findings with the Governors and the LA Educational Visits Officer. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed annually by the Residential trips committee.

The following should be read in conjunction with the corresponding chapters in the LA “Guidance for the Management and Leadership of Offsite Visits”, and provide additional information and policy statements that are specific to the school:

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE) to include reoccurring

Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.

a) Category 1 visits should be recorded using:

- In-house Approval of Activity form, before any other documentation is completed (this is only required for NEW visits.)
- Approval form for Category 1 Day visits (located on EVOLVE resources area and completed electronically)
- EVOLVE online - above form added as a saved document to EVOLVE form.

b) Category 1 visits should be checked and approved:

Internally - by the department EVCs / Headteacher

c) Category 1 visits should be submitted for approval:

- at the beginning of the academic year to obtain “blanket approval” for the year and/or
- a minimum of 3 weeks in advance of the first of a series of visits.

Category 2 – DAY VISITS (NON-ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre

a) Category 2 visits should be recorded using:

- In-house Approval of Activity form, before any other documentation is completed
- EVOLVE Online

b) Category 2 visits should be checked and approved:

- Internally - by the by the department EVCs / Headteacher
- In addition, the Governing Body are informed each term, via head teachers report of visits that will take/have taken place.

c) Category 2 visits should be submitted for approval:

- at the beginning of the academic year / term and/or
- a minimum of 3 weeks in advance.

Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or Overseas.

a) Category 3 visits should be recorded using

- In-house Approval of Residential Activity form, before any other documentation is completed
- EVOLVE Online

b) Category 3 visits should be checked and approved:

- Internally - department EVCs / Headteacher, and
- Externally – by the LA Educational Visits Officer

c) Category 3 visits should be submitted for approval:

- at the beginning of the academic year and/or
- at least 8 weeks in advance of the first of the visit.

Category 4 – OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.

a) Category 4 visits should be recorded using

- In-house Approval of Residential Activity form, before any other documentation is completed
- EVOLVE Online

b) Category 4 visits should be checked and approved:

- Internally - department EVCs / Headteacher, and
- Externally – by the LA Educational Visits Officer

c) Category 4 visits should be submitted for approval:

- at the beginning of the academic year

For visits with significant financial commitment, initial “Outline Approval” should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as “High risk activities or environments” they MUST be given an additional subcategory “A” classification:

Sub Category “A” – HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. This category includes Forest School sessions.

All Sub Category “A” visits should be recorded using EVOLVE Online.

All Sub Category “A” visits should be checked and approved:

- Internally - by department EVCs / Headteacher, and
- Externally – by the LA Educational Visits Officer

All Sub Category “A” visits should be submitted for approval:

- at the beginning of the academic year and/ or at least 8 weeks in advance of the visit

For visits with significant financial commitment, initial “Outline Approval” should be obtained before firm bookings are made.

All staff who lead visits are required to input their own information and assurances on EVOLVE Online. All staff who organise and lead visits are required to have their own EVOLVE username and password. Staff can request their own EVOLVE username/passwords by contacting the school office /school EVCs

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the insurers.

3. Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

A pupil should only be excluded from a visit in exceptional circumstances and these must be discussed and agreed by the EVC's / Headteacher. Group leaders must give brief discussion as to how pupils have been selected for a trip, if not taking the whole class via the school's Approval of Activity form.

The school will keep accurate records of attendance on all extra-curricular visits to ensure that pupils have access to a suitable alternative.

4. The Overall Group Leader/Visit Organiser

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher.

Specific levels of competence/experience required by the school include:

- Deputy Leaders should preferably have been Assistant Leaders on several previous visits.
- Overall Group Leaders should preferably have been an Assistant on several previous visits, and ideally been a Deputy Leader on at least 1 of those visits. Headteachers might require Overall Group Leaders of more complex and demanding visits to have much broader leadership experience e.g Forest School, Duke of Edinburgh.
- Any specific levels of competence/experience required by the school.

5. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader.

The school has a responsibility to ensure that all other adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.

Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits).

Needs of pupils will be considered at the onset of planning a visit, suitably trained staffing will be ensured.

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA's "Guidance for the Management and Leadership of Offsite Visits" provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Officer, if necessary), as part of the risk assessment and management process.

It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances.

Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe.

Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom "Quality Badge". However, if necessary, the Service Provider Enquiry Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

Please refer to:

- Bedroom monitoring policy
- Specific consent form re sharing room with staff and /or other pupils

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability.

All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory "A" and must be recorded on EVOLVE, and approved by the EVC, Headteacher, and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment.

Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. Staff should ensure that they update their staff profile. This is stored on the EVOLVE online database.

Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. Every visit must therefore be subject to a suitable and sufficient risk assessment that identifies all significant hazards.

The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders (including new leaders and volunteers) before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise.

As of September 2022, it is necessary to complete one risk assessment template on EVOLVE per visit. Each template is partially completed depending on the duration of visit and mode of transport to the venue (eg, Day Visit by Coach, UK Residential Visit by Train, Overseas Visit etc).

Visit organisers should complete the required sections of the Risk Assessment template, paying particular attention to significant hazards specific to the visit that are not already covered in the generic sections of the template (eg where you are going, what activities you will be doing, members of the group, etc).

It is important to consider the control measures that need to be put in place to reduce the risk of the venue/activity/individuals involved in the visit, to an acceptable level. There is also a section to complete regarding a 'Plan B' or contingency plan.

Completed risk assessments are approved by the school EVC/Head of Dept.

10. Insurance and finance arrangements (including charging arrangements)

The School Business Manager must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The school pays annually for LA Voyager insurance which covers all school visits within the UK (providing the visits are correctly approved) - renewal of the Council insurance policy generally takes place in April. The Council also provide additional travel insurance for visits abroad, if required – contact the Council's Insurance team (01482 394195).

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted with assistance from the School Business Manager
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- money collected for visits is kept in the school fund bank account and ring fenced for school trips.
- The secure electronic payment system, Parent Pay, is used to collect and record parent contributions to ensure that money is accounted for correctly.
- All payments for trips are authorised within approval limits by the Headteacher and School Business Manager.

Charging arrangements (for more details see charging and remissions policy)

No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during “school hours” if 50% or more of the activity, takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be made for “optional extras” only. For residential trips, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity.

The school will not charge for:

- any activity undertaken as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits, but it must be made clear there is no obligation for parents to make a contribution.

Where it is not permissible to charge parents, any subsidy will come from:

- voluntary contributions
- school budget
- school funds
- fundraising activities

The school is entitled to cancel the trip or activity if the full cost of the trip cannot be met through assistance funding and voluntary contributions.

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging and remissions policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

The costs of the visit should be clear to all concerned, stating how much will be funded from other school funds and how much parents are expected to contribute. The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits.

11. Overseas visits

All overseas visits (Category 4) require Local Authority approval as well as School in house approval. Because of the additional complexity and financial commitment involved, staff planning overseas visits should seek outline approval for the visit at an early stage from all the relevant authorities, before parents or the school make commitments.

It is good practice, wherever possible, for the Visit Organiser to make an exploratory visit to a location. If this is not reasonably practicable, then the Visit Organiser should gather sufficient appropriate information and assurances (via website/teacher pack) about the location and facilities.

The level of staffing required for overseas visits should reflect not only the direct supervision needs, but also the contingency plans made for emergencies. It is not uncommon for a member of staff to need to return home early or to accompany a group member to hospital.

The Overall Group Leader must ensure that the party is covered by comprehensive insurance that covers all travel and all planned activities. It is recommended that pupils carry a note in the relevant foreign language in case they get lost to help re-unite them with the group.

For exchange visits, appropriate safeguarding/child protection checks should be made on the host families, whether in the UK or abroad. New organisers of ski visits, overseas expeditions, or other complex overseas visits should obtain specific training and guidance from the LA before organising a visit.

12. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should be familiar with, and comply with the Local Authority's "Driving at Work policy", Visits Guidance (see chapter 12), and generic risk assessments that give detailed recommendations for all standard forms of transport.

The school hires coaches/buses from:

- Companies whose safety management systems and operating procedures have been checked and assessed as suitable using the "Coach/minibus hire company enquiry EV3 form"

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- sit in various locations, to meet the needs of the pupils
- sit near emergency exits
- carry a first aid kit and a mobile phone

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- risk assess and decide if the driver is suitably qualified, experienced and competent, and carry out suitable child protection/safeguarding checks, if appropriate;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc;
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – including business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the headteacher (using the Driver Validation form)

For visits that require the use of parents' or volunteers' cars, drivers must:

- be assessed as competent and suitable by the headteacher/manager (using the Driver validation form)
- sign to say their car is roadworthy, taxed and insured
- be part of a recorded pool of drivers who have been assessed and approved (including child protection/safeguarding checks, if appropriate).

For visits involving the use of minibuses (if applicable):

The school follows National and Local Authority regulations and guidance, and all minibus drivers have been assessed and approved by the LA Transport Services (from Sept 2008, all new minibus drivers are required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years).

All school minibuses are regularly serviced, Drivers are required to complete the pre-checks and log book. Use of our minibuses is covered with a section 19 permit. All trips are checked to ensure that there are sufficient drivers and staffing ratios to meet the needs of the trip.

Driver hours

Maximum working day (Inclusive of any other working activity e.g. 8 hours teaching + 5 hours driving)	13 hours (one driver, including driving hours) 16 hours (two drivers, including driving hours)
Minimum daily rest period (i.e period when not teaching or driving)	11 hours
Maximum time spent driving without a break (N.B. some drivers may require shorter periods to remain alert)	2 hours 30 minutes
Maximum total driving time per driver (in 1 day)	5 hours
Minimum rest period (between periods of driving)	45 minutes

13. Parent/Guardian information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual “rolling” consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by the group leader and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from the school office/school server/class medical folders / medical cabinets. Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.

14. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit.

Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit. The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. All minibuses have a first aid kit on board, these are maintained by the Level 3 LSA for First Aid. All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

Planning for the trip should include emergency arrangements and must be communicated to attending staff and recorded on EVOLVE.

15. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils should be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance. "Buddy systems" are an effective means of promoting safety and welfare within the group.

During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group.

Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognize dangers and manage risks sensibly.

16. Documentation (and visit records)

The EVOLVE electronic database will store details of all visits for a period of 21 years. Financial records regarding trips are processed on Parent Pay. These records are stored on Parent Pay for a period of 6 years after the end of the financial year in which the trip took place in accordance with the Record Management policy.

17. Visit approval - status and feedback

Refer to section 1 – planning and approval.

If a visit is not authorised or only given "Outline Approval" by a manager, they must give reasons for their decision and state clearly any changes that would be necessary.

If a visit does not obtain the correct level of approval, it may not be covered by insurance.

18. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/Governors/Local Authority) of these changes, and ensure that their additional consent is given. There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For all visits recorded on EVOLVE, there is a clear procedure for recording amendments. For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to request a return of the visit by managers. They can then amend the form and resubmit it after the amendments have been completed.

19. Post visit review and evaluation

It may be helpful for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher and, where appropriate, to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Visit Organisers should take copies of the Accident Incident FORM (AIF) and the Accident Incident Investigation Form (AIIF). Accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures (information can be obtained from the office/ from the EVC / from the Headteacher/ from the LA Safety Services).

Post-visit reviews and evaluations can be recorded and stored if appropriate on EVOLVE Incidents/accident/near misses should be recorded on CPOMS, records are reviewed immediately after each visit by SLT. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services.

Record of review/amendment

Review Date:	Sept 24	Page No (Other info):	3, 4, 5
Original:			
Amendment:	Training addition – Evolve refresher training online available Visit notification amended from 2 weeks to 3 weeks Overseas visits Category A – includes Forest School		

Review Date:		Page No (Other info):	
Original:			
Amendment:			