

# St Cuthbert's Catholic Primary School



## Educational Visits and Trips Policy

Date Adopted/Reviewed	Spring 2025
-----------------------	-------------

**Signed:** ..... (Headteacher)

**Signed:** ..... (Chair/Governor)

## School Mission statement

With Jesus we love, learn and pray; to grow in the St Cuthbert's way.

## Our Values

Loving Honest

Charitable Respectful

Aspirational Faithful

Positive Forgiving

## School's Aims

To proclaim Jesus Christ as the centre of our school community.

*"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight." Proverbs 3:5*

To enjoy times of prayer and worship together.

*"Our Father in heaven, hallowed be your name, thy kingdom come, your will be done, on earth as it is in heaven." Matthew 9-10*

To be a vibrant place; where we can all feel loved, and all visitors are welcomed with warmth and respect. Recognising that everybody is created in the 'image and likeness of God.'

*"Welcome one another as Christ has welcomed you, for the glory of God." Romans 15:7*

To promote; a love of learning, an enthusiasm to succeed and aspirations to 'dream big'.

*"Commit your work to the Lord, and your plans will be established." Proverbs 16:3*

To ensure each and every one of us has the opportunity to thrive; to share the 'gifts' we have been blessed with, and to achieve to our full potential in all that we do.

*"I can do all this through him who gives me strength." Philippians 4:13*

To feel safe, respected, loved and valued, so we have the confidence and resilience to 'make a difference.'

*"God is our refuge and strength, an ever-present help in trouble." Psalm 46.1* ning light in our parish,

To be a shining light in our parish, in our community and in our world.

*For where two or three are gathered in my name, there I am among them." Matthew 18:20*

Be a place where it is ok to make mistakes. Forgiveness makes every day a new beginning.

*"Forgive and you will be forgiven." Luke 6:37*

## **Contents:**

Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Training of staff
5. Planning school trips
6. Risk assessment process
7. **[New]** [Vetting providers](#)
8. Equal opportunities
9. Parental consent
10. Staffing ratios
11. Volunteers
12. Insurance and licensing
13. Accidents and incidents
14. Missing person procedure
15. Pupils with SEND
16. Finance
17. Foreign trips
18. **[New]** Evaluating trips and visits
19. Monitoring and review

## **Appendices**

Appendix 1 – Annual Consent Form for All Educational Visits and School Trips

Appendix 2 – Consent Form for Specific Educational Visits and School Trips

## Statement of intent

St Cuthbert's understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. 1. Legal framework

1.1. This policy has been created with regard to relevant legislation including, but not limited to:

- The Health and Safety at Work etc. Act 1974

1.2. This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

1.3. This policy should be used in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Critical Incident Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Equal Opportunities Policy
- DBS Policy
- Staff Code of Conduct

## 2. Definitions

2.1. '**In loco parentis**' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

2.2. '**School trip**' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

2.3. '**Residential**' means any school trip which includes an overnight stay.

2.4. Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports

- Climbing

### **3. Key roles and responsibilities**

3.1. The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

3.2. The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with LA as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities. Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education, and arranging for training to be undertaken as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

3.3. [If you do not have an educational visits coordinator, the headteacher should undertake their duties until one can be appointed.] The educational visits coordinator has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to parents and staff to ensure the day is well organised and safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that any problems are raised in a meeting with the governing board.

3.4. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Completing all essential documentation for the trip, including a risk assessment.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance of the trip. Or as soon as possible with regard to trips/activities arranged with less notice (e.g. sporting fixtures). If school not had opportunity to organise trip six weeks in advance (e.g. sporting fixture or curriculum opportunity) then as much notice as possible should be provided to parents.
- Distributing permission slips to parents six weeks (or above) prior to the trip and chasing up any permission slips that have not been returned

two weeks (or as soon as possible) prior to the trip. Or as soon as possible with regard to trips/activities arranged with less notice (e.g. sporting fixtures).

- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

3.5. Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

3.6. Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Positive Behaviour Policy with regards to this policy.

## **4. Training of staff**

4.1. Staff will receive training on this policy as part of their induction.

4.2. Staff will receive regular and ongoing training as part of their CPD.

## **5. Planning school trips**

5.1. Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
  - HSE (2011) 'School trips and outdoor learning activities'
- 5.2. A thorough risk assessment will be conducted by the Trip leader during the planning of the trip, to ensure pupil and staff safety.
  - 5.3. Adventure activities will always be identified at the planning stage and never added during the trip.
  - 5.4. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.
  - 5.5. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.
  - 5.6. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.

## **6. Risk assessment process**

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.2. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.
- 6.3. The process is as follows:
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record findings and implement them
  - Review assessment and update if necessary
- 6.4. A generalised risk assessment form is available in Appendices – it may be appropriate to use a trip specific risk assessment depending on the potential risks of the trip.
- 6.5. If transport companies provide staff (e.g. coach drivers) we must have proof of DBS and fitness to drive.

## **7. Vetting providers**

- 7.1. When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

- 7.2. If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:
- Their insurance arrangements
  - Their adherence to legal requirements
  - Their control measures
  - Their use of vehicles
  - Staff competency levels
  - Safeguarding policies
  - The suitability of their accommodation
  - Any sub-contracting arrangements in place
  - The presence of necessary licences
- 7.3. If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.
- 7.4. If an organisation does not meet the school's standards, they will not be considered.

## **8. Equal opportunities**

- 8.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.
- 8.2. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 8.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.
- 8.4. Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.
- 8.5. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.
- 8.6. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 8.7. For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

## **9. Parental consent**

- 9.1. Written consent is required for:
- Trips or activities off school site
- 9.2. The school (whole school or classes) regularly (at least termly) visit our parish church of St Cuthbert's for services, masses and other celebrations. Consent is not sought for these visits. A risk assessment is in place.

9.3. If the plan is for the children to break into groups, then the consent letter must state this.

## **10. Staffing ratios**

10.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

- Day trips: Reception 1:4, Y1-Y3 1:6, Y4-Y6 1:15
- High risk: Advice will be taken from Wigan Local Authority
- Residential visits (Year 6) During the activities 1:6
- It may be necessary to change the ratio at the request of the site to be visited, in line with their risk assessments

## **11. Volunteers**

11.1 Any volunteers (such as parent helpers) supporting trips should:

- Sign code of conduct
- Be briefed by staff (visit lead) on details and expectations before trip
- Not be left in charge of group that is separate to others and staff
- Not have responsibility for own child/ren
- Not take mobile phones

## **12. Insurance and licensing**

12.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.

12.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.

12.3. Parents will be informed of the limits of any insurance cover.

12.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

12.5. Medical expenses will be recorded and stored in the school office.

## **13. Accidents and incidents**

13.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.

13.2. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.

- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

- 13.3. Administration of Medicines is as per school policy.
- 13.4. The headteacher will keep written records of any incidents, accidents and near misses.
- 13.5. Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.
- 13.6. Staff will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 13.7. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 13.8. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
- 13.9. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
- 13.10.** To ensure pupils are easily identifiable, they must wear the school polo shirts/ sweat shirts depending upon the nature of the activities

## **14. Missing person procedure**

- 14.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 14.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.
- 14.3. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 14.4. When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with section 15 of this policy.
- 14.5. Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.

- 14.6. At least two school mobile phones will be taken and visit lead and another member of staff will hold.
- 14.7. Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.
- 14.8. Pupils and staff will wear school branded clothing, in accordance with point 13.9, in order to make them easily identifiable.
- 14.9. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 14.10. In the event someone goes missing whilst on a school trip domestically or abroad:
- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
  - The trip leader will immediately identify at least one adult to start looking for the person until, where necessary, the police arrive.
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
  - If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities will be contacted.
  - If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.
- 14.11. If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- 14.12. If the missing person cannot be found, the group will return to school.
- 14.13. If a member of the party has gone missing and is subsequently found, the trip leader will:
- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
  - Review whether more registers should be conducted throughout the day.
  - Assess which venues they attend to ensure they are suitable for the group.
  - Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## **15. Pupils with SEND**

- 15.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 15.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.
- 15.3. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **16. Finance**

- 16.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 16.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:
  - Part of the national curriculum.
  - Part of a syllabus for an examination that the pupil is being prepared for at the school.
  - Part of religious education.
- 16.3. Money for school trips will always be paid into Parent Pay (every Family will have a log number to log into to make payments). Under no circumstances should school trip money be processed through personal accounts.
- 16.4. All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.
- 16.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.
- 16.6. In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.
- 16.7. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 16.8. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

16.9. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

16.10. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given.

16.11. Any excess of expenditure will be subsidised by the school fund.

## **17. Evaluating trips and visits**

17.1. Following an educational trip/visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

17.2. Based on this assessment, recommendations will be made to improve future trips and visits.

## **18. Monitoring and review**

18.1. The effectiveness of this policy will be monitored by the headteacher.

18.2. The governing board will review this policy annually.

18.3. The scheduled review date for this policy is September 2023.

Also see

- ❖ Protocol for Parent Helpers Policy
- ❖ Asthma Policy
- ❖ Supporting Children with Medical Needs
- ❖ Staff and Volunteer Confidentiality Policy
- ❖ Educational Visits Check list
- ❖ Visit Guidance (Wigan Council Evolve)
- ❖ Government Guidance Educational Trips
- ❖ HSE School Trips Outdoor Education Activities
- ❖ Administration of Medicines

Please read all documentation in folder "Educational Visits Pack for Staff Reference" On school's shared drive.

## APPENDICES

Educational visits consent form			
<b>Pupil details</b>		<b>Visit details</b>	
Name:		Destination:	
Year group:		Date:	
Date of birth:		Time:	
Home telephone number:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. <b>All information will be treated in confidence.</b>			
When did your child last have a tetanus injection?			
If your child is taking medication, please give details, including whether it can be self-administered:			
Is your child allergic to any medication? YES/NO. If yes, please specify:			
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:			
Family doctor:		Telephone number:	
Address:			
I am happy to let my son/daughter make their own way home <input type="checkbox"/>			
I will collect my son/daughter at _____ from _____ <input type="checkbox"/>			

I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by **the school's liability insurance**, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's name in BLOCK capitals:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

**Emergency contact one**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

**Emergency contact two**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

## VISIT LEADER'S CHECKLIST

(Please tick)

STAGE	ACTIVITY	Y	N	N/A	Date
<b>1 PROPOSAL</b>	Purpose and specific educational objectives identified, taking into account suitability of venue/provider and inclusivity for the group attending				
	Inform Cover Coordinator to check no clash with the dates of other trips/activities or cover implications – decide on number of staff required on the visit (EVC can help advise if unsure). You should consider the cost and impact on learning				
	Email Headteacher, cc SLT, all HODs and EVC with outline for initial approval in principle with proposed student list where possible				
	Speak with EVC regarding approval form and risk assessment				
	Inform Business Manager of likely costs and methods of payment required, any transport requirements to obtain costs and advice on timings (make provisional bookings only)				
	Approval by the Governing Body obtained (for type 2 visits only)				
	Date(s) and times confirmed				
	Staffing and adult to pupil ratio confirmed <b>(See Educational Visits Policy)</b> Staffing proposal to SLT for approval with full implications outlines by the Visit Leader				
	Costs and charges confirmed				
<b>2 PLANNING</b>	Letter to parents informing of the trip advising of key activities and supervision arrangements e.g. if there is remote supervision				
	Check registration of provider / approval of Instructor e.g. Learning Outside the Classroom (LOtC) or Adventure Activities Licence Agreement (AALA) or suitable alternative. If a type 2 visit is planned and the provider doesn't have registration with a suitable body, a Provider Form should be completed (see Resources in Evolve)				
	Advise Attendance Officer of date of visit, students attending and arrangements for registering students on the day/s of the visit				
	Advise the Catering Manager of the date of the trip				
	Site/venue visit undertaken (access issues checked) if possible, or thorough research if not				
	Transport organised and confirmed				
	Venue confirmed (Including meal times and facilities)				
	Programme of activities confirmed and worksheets prepared				
	Adjustments to programme for children with specific needs (SEN, Medical needs and disabilities)				
	Insurance arrangements made				

STAGE	ACTIVITY	Y	N	N/A	Date
	Final costings confirmed and money collected				
	Enter trip onto Evolve a <b>minimum of 5 weeks</b> before the date of the trip – see below table for information required on Evolve for submission				
	Information sent to parents/carers (and/or meeting) (Medical Form required for Type 2 visits).				
	Parents and pupils briefed				
	Accompanying staff/volunteers responsibilities confirmed. This must include 24/7 supervision for residential visits <b>NB</b> a senior member of staff nominated to co-ordinate any Safeguarding / Child Protection duties				
	Check own school's policy regarding mobile phone use				
	Pre meeting for all staff on the visit to go through arrangements/responsibilities				
	Parental permission and medical information issued and returned (Medical form for type 2 visits only)				
	Designated senior staff identified and confirmed				
	Accommodation confirmed and safety arrangements checked				
	Organise materials/equipment required for visit				
	Base Contact arrangements confirmed. Agree a 'Visit Closed Procedure' with Base Contact				
	Details of all participants/staff lodged with Base Contact				
<b>3 PRE- DEPARTURE</b>	Final briefing to staff/volunteers/pupils				
	Materials/equipment checked and loaded				
	Weather forecast checked and conditions taken into account				
	Visit Leader to carry relevant forms / information / base contact and emergency details				
	Alterations/modifications approved by EVC/Headteacher, and for Type 2, the County Council				
	On going dynamic risk assessment by visit leader				
<b>4 DURING VISIT/ ACTIVITY</b>	Contact Base Contact to confirm safe arrival				
	Frequent head count at appropriate times				
	Contact Base Contact to confirm departure from venue and ETA				
	Notify Base Contact of any delays / accidents or incidents				
	Dismiss children safely ( <b>School Policy</b> )				
	Report to Base Contact that the visit is finished and closed				

STAGE	ACTIVITY	Y	N	N/A	Date
<b>5 ON RETURN</b>	Brief the Headteacher of any incidents/accidents.				
	Evaluate trip				
	Confirm that all invoices are paid ( <b>Audit</b> )				

### **Evolve – Information Required for Submission to the LA**

- Visit Name
- Type of Visit e.g. residential, adventurous or overseas
- Primary purpose (up to two) and intended outcome (up to four)
- Departure Time
- Return Time
- Emergency Contacts 1 and 2 with telephone numbers
- Note about first aid provision – e.g. trained staff attending or appointed person attending and venue providing further support if needed
- Travel Company – name of travel company and upload relevant risk assessment – e.g. from coach, taxi or air travel provider
- Quality Badge if held – find out by looking visiting: [www.lotc.org.uk](http://www.lotc.org.uk) or [Adventure activities licensing - HSE](#)
- Preliminary visits – note if been on trip previously or recommended by other teachers for example

#### Other Documents:

- Planning – not essential for the LA but may be useful for school to keep all related information on the trip on Evolve – e.g. activity groups / plan b details
- Itinerary – required if more than one activity
- Letter to parents – this doesn't have to be a traditional letter, it can be notes from whatever method used to inform parents or upload the parent briefing documentation
- Venue/Activity and Overall School Risk Assessments

**For Evolve or visit queries and guidance contact Cate or Lisa at Wigan Council on [evolve@wigan.gov.uk](mailto:evolve@wigan.gov.uk). If urgent contact Cate on 07717 554736 or Lisa on 07769 932634**

## Evaluation Form

Visit leaders should complete this form after visits/off-site activities and add to the visit form. Please complete all sections.

<b>School/Establishment</b>	
<b>Visit leader</b>	
<b>Visit date</b>	
<b>Visit purpose</b>	
<b>Venue(s)/providers (s)</b>	

<b>Pre-visit arrangements with the provider/venue</b>	
<b>Travel arrangements (if applicable)</b>	
<b>Itinerary/suitability of activities/content</b>	

<b>Staffing and instruction (appropriate/suitable)</b>	
<b>Equipment provided (suitable/fit for purpose)</b>	
<b>Environment/setting (appropriate/suitable)</b>	
<b>Accommodation standard (including food/drink/security)</b>	
<b>Evening activities (appropriate/suitable - if applicable)</b>	
<b>Communication during the visit</b>	
<b>Additional comments/notable incidents</b>	



*'With Jesus, we love, learn and pray: to grow in the St Cuthbert's way'*

## **Code of Conduct for Parent/Carer Volunteers – School Trip**

As a parent/carers volunteer, you play a vital role in ensuring the safety, enjoyment, and wellbeing of all children during school trips. Please follow this code of conduct at all times:

1. **Safeguarding First**
  - o Always prioritise the safety and wellbeing of all children.
  - o Report any concerns or incidents immediately to a member of school staff.
2. **Supervision & Engagement**
  - o Stay with your assigned group and maintain active supervision.
  - o Engage positively and supportively with children.
3. **Professional Behaviour**
  - o Treat all children equally and with respect.
  - o Maintain appropriate boundaries at all times.
  - o Do not use inappropriate language or discuss personal matters.
4. **Follow Staff Instructions**
  - o Cooperate fully with school staff and follow the trip itinerary and rules.
  - o Do not make independent decisions about activities or discipline—always refer to a staff member.
5. **Confidentiality**
  - o Respect the privacy of all children and families—do not share information, photos, or incidents on social media or outside the school community.

Thank you very much for your support in helping make the trip a safe and enjoyable experience for everyone.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_





