

EDUCATIONAL VISITS - EVENTS

Colleagues intending to arrange an educational visit for pupils or any other visit off-site must familiarise themselves with the Policy and Guidance Manual. This gives procedures and guidelines which apply to any off-site activity for which Cambridgeshire County Council Office of Children & Young People's Services has a legal duty of care to the participants. This guidance covers the range of visits, including sporting fixtures, half-day local visits, residential in the UK and abroad, and adventure activities. For a visit involving adventure activities, detailed preparations must be made in liaison with the Educational Visits Co-ordinator, (EVC) in College's case the Vice-Principal, Mr. Terry (CT).

How to organise a visit

A visit/event must be planned effectively and must be complete 3 weeks prior to the trip taking place, have good leadership and fully informed parents who give consent on that basis, so that risks are managed and thereby reduced. Risk assessment is a legal responsibility and must be undertaken by the visit leader. A written risk assessment must be produced for every activity. [Specimen form appended] A thorough understanding of matters affecting safety is essential for all accompanying staff. Key issues for consideration are

- > identification of areas, times and activities of potential risk ;
- > standards of behaviour and conduct ;
- > organisation (communication, meeting times, group movement skills)
- > supervision arrangements ;
- > duty rotas ;
- > emergency procedures ;
- > implications of weather change.

The aims and objectives of the visit should be clearly identified at an early stage. These should be relevant to young people and curriculum needs, taking account of age, ability, previous experience and resources available. Clear, appropriate objectives contribute significantly to the safety and well-being of young people as well as to the educational outcomes. *These need to be put on the letter sent home to parents/carers.*

An approval for a visit should be sought from CT before any financial commitment is made. Certain residential or high risk visits require the approval of the LA and this must be checked from the start.

When all arrangements are completed, the relevant forms and checklists must be passed to CT, Carol Middlemass (CMM), Theresa Webber (TW) and Jed Roberts

(JRO) as per tick boxes on College trip. Only then should letters be sent to parents, bookings confirmed and monies collected.

Budget and cover request forms together with electronic version of letter and risk assessment, should then be passed to Caroline Terry (CAT) to log the trip onto the Evolve website. Evolve is the electronic visits planning and approval system that the Outdoor Education Adviser Service has implemented. It allows all visits managed by a school to be planned, approved and recorded and will help EVC's to monitor the progress of every visit plan, seeing where visit plans fit into an overall school visit diary.

A preliminary visit by the leader is considered highly desirable on both educational and safety grounds. In some cases, a preliminary visit will be judged compulsory. Where an advance visit is not possible, every effort should be made on arrival to check that prior assumptions about the area are accurate.

Transport

All relevant bus/coach companies used for the transport of students and staff, and any members of staff who will be driving the College minibus, must be made aware that they must not use the road alongside Ramsey Forty Foot Bank. Alternative routes must be found to avoid this stretch of road to ensure the safety and peace of mind of all students and staff travelling. Staff cars can be used for one off emergency use if no other form of transport practical. This should be discussed with CT.

Visit Leader

Educational visits involve considerable responsibility on the part of staff, and in the case of residential stays, require a duty of care for young people for 24 hours every day. To facilitate this, the visit leader **MUST**:

- ensure that the overall party size be restricted to that which is manageable in all circumstances ;
- ensure that staff have the specific abilities to cope with all planned activities ;
- ensure that staff and supervisory adults' numbers are based on the appropriate guidelines ;

and **SHOULD** :

- recognise that large parties create special supervisory problems and should be sub-divided for activity purposes ;
- be aware that small parties with minimum staffing are very vulnerable to staff illness and take account of this early in the planning stage ;
- have advance notice of any disabilities, health or fitness concerns amongst staff pertinent to their role on the visit consider suitability of members of staff on the trip.

Staffing numbers

Staff at College should normally form not less than 50% of the minimum required staffing complement. A volunteer helper must be accepted as suitable by the Principal/EVC. For all visits every volunteer must be CRB checked or appropriately risk assessed by CT. Staff must accept that constant vigilance and the maintenance of a protective ethos during the visit is essential.

PUPIL AGE	Year 7 onwards	6 th Form
ADULT : PUPIL RATIO	1 : 15	1 : 20
ADULT:PUPIL RATIO (RISK VISITS)	1 : 10	

For mixed sex groups there must be at least one male and one female adult.

It is essential that pupils are appropriately and properly prepared for visits. This should include :

- information and guidance on what the visit involves, including information about appropriate clothing and footwear ;
- a clear understanding of what is expected of them, including standards of behaviour and the need to follow rules ;
- a knowledge of potential dangers and how to avoid them ;
- appropriate and inappropriate personal conduct ;
- what to do if approached by strangers ;
- details of meetings places ;
- action if separated from the group ;
- knowledge of emergency procedures ;
- the need to follow the instructions of teachers, supervisors and instructors.

Where a young person's behaviour has implications for his / her safety, or for that of the group, then the young person may be withdrawn from the visit at which point teachers immediately inform parents.

The financial implications of a visit require detailed considerations at an early stage. Cost components may include: travel, accommodation, site fees, entry fees, food, insurance, refreshments en route, equipment, staff cover and resources. In addition, unexpected expenditure may be required and it is wise to arrange for a contingency sum.

All pupils who are in receipt of Free School Meals are entitled to have a packed lunch provided by the College Café. This needs to be put on the letter home to parents/carers.

Written parental consent must be sought for:

- any visit or event which is outside the normal routine of College ;
- any off-site activity;
- residential visits ;
- visits abroad.

Where parents withhold consent, the young person must not be taken on the visit.

A detailed programme for the visit should be established with adequate and effective supervision at all times. The visit leader should not depart from the planned programme without full consideration of the safety and educational considerations. In certain circumstances an alternative programme might well be planned. All supervisory staff should have a copy of the programme with an amended Risk Assessment.

Parents will be asked to supply medical information. [Specimen copy appended] A copy of each form must be taken on the visit by the visit leader and one to remain on file.

If you are taking any pupils on the trip who are on any medication, please can you see one of the First Aid Team.

First aid provision should be adequate to the nature of the visit. The visit leader should ensure that :

- a first-aid kit is carried on all visits;
- the location of professional medical help is known to all teachers and supervisory staff and group members ;
- all adults involved know how to contact the appropriate emergency services.
- All paperwork signed for by staff before they leave college to allow them to carry controlled medication
- A trained member of staff to administer and carry epipen in the case of a students needs.

School based contact (SLT) must have a copy of the trip paperwork containing all emergency information, including parent contact tree.

Initial Approval for Trips and Visits

The initial approval for trips and visits is granted in the first instance by the SLT.

Residential Trips – Home and Abroad

Approval for these visits must be sought from the Governing Body (Curriculum Committee and then ratification by Main Governors). Party Leader needs to present

to Senior Management Team and the College EVC an outline of the trip along with draft ideas of the programme to be followed.

EVC then presents the proposal to Curriculum Committee for their approval.

Curriculum Committee hold a special Residential Trips meeting in September of each academic year. However, ratification by Main Governors will not take place until October. Letters to parents cannot be sent out until ratification by Main Governors.

Planned Trips in Year 11

It has been agreed that no trips or visits will take place for Year 11 after Christmas. This is to ensure engagement with the curriculum at this crucial time. If there is a request for an essential or unforeseen trip then this will be considered in the usual way.

Arrangements in College

1. See CT with a visit proposal so he can check it does not affect any other event taking place in college.
2. Complete a Calendar Addition/Amendment Form in the booklet and give to TW to submit at the next Senior Management Meeting for approval.
3. When you have received confirmation that the Addition/Amendments has been approved, complete all forms in the Educational Visit/Events booklet and pass to CT, CMM, TW, then JRO for approval and then CAT to enter on evolve.
4. All monies and final pupil numbers should be finalised at least **three weeks prior to the trip**. All budgets for trips must balance; there is no facility to cover deficits, if the original number of student numbers changes this affects the costing figures and amendments must be made.
5. The Insurance Card must be in the possession of the visit leader along with the college mobile phone and emergency contact cards, prior to departure of the trip. These are kept in the Finance Office and must be signed in and out for records.

The College Café needs to be informed of the number of pupils who require a packed lunch at least one week in advance. They will be e- mailed a list by the finance office.

It is the responsibility of the visit leader to meet with the Finance Office to check that all the necessary paperwork is in place.

6. Visit leaders should liaise with CT and College Office to ensure the necessary cover and timetable changes are in place.

Appendix 1

Letter for School Visit – Amended November 2008; reviewed March 2011

To be used for all trips

Dear Parent/Carer

The Department is planning to organise a visit to This will take place on The reason for this trip is *and your child will benefit from this because.....*

The visit will depart from College at and will return at approximately You will need to make arrangements to collect your child from College at this time. You should also provide your child with a packed lunch. However, if you child has Free School Meals, the College Café will provide a packed lunch. Please indicate on the slip below if you require the College to provide this. Your son/daughter will be able to pick the lunch up from the Café on the day of the trip.

Pupil dress for this visit will be

The cost of this visit is £..... per pupil. College has no funds to subsidise this visit and it can only take place provided that all parents/carers are prepared to make a voluntary contribution to cover the costs, as permitted by the Education Act 1966. If you wish your child to take part in this visit, please complete and return the attached slip in an envelope with a cheque or cash payable to Cromwell Community College or by parent pay tick list overleaf

If your child does not wish to go on the trip or does not get a place the arrangements for the day will be

County Health and Safety policy states that any pupil who might constitute a risk to him/herself or to the other members of the group should not participate in a visit. The policy is followed by College at all times, and the conduct of your child will be considered with regard to this visit. This letter is issued to all interested pupils and is no guarantee of a place on the visit. Normal College rules will apply for the duration of this visit, meaning that high standards of conduct are obligatory.

May I draw your attention to the section concerning medication and medical treatment. Please remember to include your contact telephone number in the case of an emergency.

Yours sincerely,

Appendix 1 contd.

Student Name.....**Tutor Group**:.....

Visit to Date of visit:

Contact telephone number

Please return to the Finance Office by

I would like my son/daughter to take part in this visit and I enclose my contribution of £..... towards the cost. I am aware that receipt of this letter is no guarantee of a place on the visit.

I am paying by:

(*please tick as necessary)

*Cash

*Cheque

*ParentPay Date of Payment Amount Paid £..... Authorisation Code

My son/daughter receives Free School Meals *Yes/*No
and will require the College Café to provide a packed lunch
(*please delete as appropriate)

Parent/Carer Signature _____ **Date** _____

Medical Issues

Prior to going on our trip/visit it is essential that **ALL** areas of medical concern be covered.

Please read the following information carefully:

- If your child needs **prescribed medication** administering to them during the trip it must be given to a member of staff in a pharmacy labelled container, with clear written instructions as to frequency and quantity. If you have any problems with this please consult your pharmacist.
- The child, other than asthma inhalers, can carry **NO** medication of any description. This includes ointments, creams, headache tablets, cough sweets and travel sickness tablets.
- If your child **NEEDS** to be able to take **non-prescription medication** of any kind we need written authorisation by the parent/carer in order to administer it to them. The medication required must be supplied to us, with the pupil's name clearly written on the packet. Along with full written instructions as to the circumstances under which the medication must be administered and quantities allowed.
- The staff are not allowed to administer any **unauthorised medication**, this includes ointments, creams, headache tablets, cough sweets and travel sickness tablets.
- If your child suffers from **asthma** we do require the child to have their own set of inhalers, along with a spare set provided for the staff, in a labelled container or bag. We also need to know the **type** of inhaler(s) your child uses.
- Whilst away if the highly improbable situation should arise where your child needs to have emergency treatment of any kind we need to have your written authorisation for the treatment to take place. Please sign the emergency consent form which permits us 'in loco parentis' to agree to any treatment on your behalf.

Thank you in advance for your help and support in these matters

If you any question please contact either the trip organiser or one of our First Aid Team.

Medical Form for Off-Site Activities

It is **compulsory** that this form is filled in and signed.

Students name:.....Date of Birth:..... Form Group.....

Address:.....

Post code:.....Telephone number:.....

Emergency contact address if different from that above

.....Tel:.....

Name, address and telephone number of family doctor:.....

Contact for next of kin during period of visit:

Name:.....Telephone Number:.....

Address:.....

Please give details of any medical conditions – e.g. diabetes, epilepsy, physical disability, asthma, allergies etc.

.....

Please give details of any current medical treatment, including medication.

.....

Is he/she allergic to any medication? YES/NO (Please state)

.....

Has he/she received a tetanus injection in the last 5 years? YES/NO

Please indicate any special dietary requirements due to medical, moral or religious reasons. Please make a special note if you are vegetarian... we need to let the centre know of these details several weeks prior to our visit

.....

I consent to my child receiving the following **prescribed medication** whilst on the trip and will provide full written instructions regarding frequency and quantities:

a.).....

b.).....

c.).....

I consent to my child receiving the following **non-prescription medication** whilst on the trip and will provide full written instructions regarding circumstances under which they are to be taken, frequency and quantities:

a.).....

b.).....

c.).....

My child does/does not* suffer from **asthma** and uses the following inhalers:

a.).....

b.).....

My child does/does not* suffer from **claustrophobia** as a result of having asthma.
(* Please delete as necessary)

I undertake to ensure that the staff have adequate supplies of this/these medication(s).

I undertake to ensure that this/these medication(s) supplied by me and/or prescribed by my child's doctor is/are correctly labelled, in date, with storage details attached, and that the staff will be informed of any changes.

I understand that a member of staff will administer the medication and that my child is not permitted to look after or administer the medication themselves.

Signed:.....Date:..... (Parent/Carer)

EDUCATIONAL VISIT BUDGET

Date of proposed visit:
Times/Duration of visit:
Details of visit and venue:
Member of staff responsible for visit:
Names of Staff attending visit:
Student Numbers and Year Group:

Insurance		
UK – Standard – 10p person		
UK – Activity - 20p per person		
(If taking a visit abroad please ensure you are in possession of a Declaration of Insurance Certificate before you embark on your visit)		
Europe – Standard - 25p per person		
Europe – Activity - 50p per person		
Other – Standard - 35p per person		
Other - Activity - 70p per person		
Cost of Insurance	Number of Staff.....xCost.....	£
	Number of Pupils.....xCost.....	£
Accommodation		£
Transport	Coach/Minibus Company Travelling with..... Please get two quotes and attach	£
Entrance Fees		£
Miscellaneous	Contribution to supply cover costs	£
	contingency	£
	resources/stock	£
	Administration Costs	£
	TOTAL COST	£
	Cost per student	£

PLEASE FORWARD THIS FOR INITIALLING/SIGNATURE TO THE FOLLOWING:

(1) CT (2) CMM (3) TW (Cover)

(4) Signed:**Date:**
Principal

College Calendar

AMENDMENT FORM

Cromwell
Community
College



If you have any additions/amendments to the Calendar, please return the slip below and return to TW.

The amendment will be presented at the next available SMT Meeting.

Amendment/Addition to College Calendar

Date: **Time**

Event

.....

No of Pupils attending **Year Group**

Staff Member Leading Event:

Staff Members Attending:

Please give a précis of the event or attach a programme/itinerary.

.....

.....

.....

.....

.....

Approved by SMT (Yes/No) – Date

PLEASE TURN OVER

Could all staff attending the trip/visit please write below which classes they will be missing.

DAY ONE – Date _____

Name	Period 1	Period 2	Period 3	Period 4	Period 5

DAY TWO (IF APPLICABLE) Date _____

Name	Period 1	Period 2	Period 3	Period 4	Period 5

EDUCATIONAL VISIT REQUEST

It is essential that both sides of this form are fully completed

- Before organising a visit ensure you have read and comply with the Educational Visits Policy which can be found in this booklet
- Complete the Calendar Amendment Form.
- See Chris Terry for suitable date ensuring visit does not clash with any other College events.
- Pass Calendar Amendment Form to TW for approval by SMT
- Forward trip letter and risk assessment to be entered onto Evolve by Caroline Terry
- A Risk Assessment will need to be completed and submitted with Visit Request. All staff involved in the visit must study the risk assessment.
- The Kitchen must be notified at least 7 days prior to the trip
- All monies and final pupil numbers should be finalised at least **three weeks prior** to the trip. All budgets for trips must balance; there is no facility to cover deficits.
- Attach proposed visits letter/Medical Form/Calendar Amendment Form and Educational Visit Forms to parents (**only use model letter which is on "Q" Drive, under "Useful Documents"**). NO OTHER LETTERS WILL BE AUTHORISED BY Mr Terry.
- If using College minibus – has it been booked on the Intranet?

If student ratio changes i.e. not so many students travelling or more travelling than first notified, costing must be amended so that the trip still falls within the amount charged.

EDUCATIONAL VISITS - EVENTS BOOKLET