



Educational Visits Procedure

Partner school

John Taylor Multi Academy Trust



This procedure is to be read in conjunction with the [JTMAT Educational Visits/Trips Policy](#)

Chase Terrace Academy operates its educational visits within a framework of quality assurance and documentation provided by Staffordshire County Council (via Entrust) through a contractual arrangement.

It is important that the procedure outlined in the visit's procedure is followed. All educational visits and trips must have approval from the Headteacher.

The very first step in the process is for the trip leader to complete an 'Educational Visit Request Form' to accurately cost the trip (subject to the trip's categorisation, see [JTMAT Educational Visits/Trips Policy](#)), and provide key information to assist in understanding staff requirements and calendar arrangements. The next important step is to speak to the Business Manager to discuss visit/trip finance and administration. This should be done at least six months in advance for non-residential visits/trips and for residential visits/trips, 18 months where possible.

A draft letter to parents/carers to accurately cost and confirm arrangements for the proposed visit/trip should be agreed with the Business Manager. Both the draft letter and completed trip form should be reviewed and approved by the Headteacher. Upon approval, the agreed form and letter should then be handed to the Education Visit's Co-ordinator alongside a request for cover for each member of staff going on the trip to record in the cover diary. A copy of the form and letter is also shared with the PA to Headteacher, Marketing Assistant, Attendance Officer and kitchen team for their ongoing actions to be completed, to support the trip arrangements.

The Business Assistant is provided with a copy of the final letter for the payment account to be set up for each parent/carer. **Any unforeseen costs may have to be funded from a department's capitation budget.**

When making staffing arrangements, it is important to speak to the Business Manager about the potential use of casual staff to help supervise educational visits/trips. Casual staff are paid hourly and must be included in the cost of the educational visit/trip. For foreign visits, the rate is daily. The level of remuneration should be made clear to any potential trip helpers, and any queries resolved, prior to the trip being staffed.

Letters are sent to parents/carers via BROMCOM with a deadline for return of permission slip/initial payment. Places are not to be given on a "first come first served" basis. Once the deadline has elapsed, it is important that names of pupils interested in going on the visit/trip should be reviewed by the visit/trip leader who can then assess if there are any concerns regarding the behaviour/attendance of specific pupils and their potential attendance on the visit/trip.

In the event of over-subscription, names can then be drawn out of a hat by the visit/trip leader in the presence of the Educational Visits Coordinator (EVC) or other member of Senior Leadership Team. Pupils are then informed that they have been successful or otherwise. Particularly for Category 3 and 4 foreign trips, the Trip Leader keeps a list of all pupils who are unsuccessful in gaining a place. They are given priority to be selected on the next available visit/trip that they express an interest in and are eligible to attend.

Disadvantaged pupils and those in receipt of Post-16 bursaries should be supported financially to ensure their participation in Category 1 and 2 educational visits. There may be scope to extend this to other categories (on a case by case basis), and other forms of support may also be considered. We would look to ensure that disadvantaged pupils are represented on the trip in proportion to the % of disadvantaged within their year group.

Evolve

Once initial approval has been given, the online EVOLVE form must then be completed for every trip by the Trip leader. This can be accessed via <https://evolve.edufocus.co.uk/>

If you go into the resources section under establishment documents you will find some very useful guidance documents especially the Trips Procedure flow chart and the supplementary guidance on educational visits documents.

When the Evolve form asks if the place where you are going has public liability insurance you do need to check this, and it should be at least £5,000,000 of cover. The form asks if you use the county insurance, the answer is no. Our insurance is provided under the government Risk Protection Arrangements (RPA) number 143899.

The Trip Leader is responsible for completing a risk assessment for the trip and again risk assessment templates are available within the resources section in Evolve. If unsure about this speak to the Educational Visits Co-Ordinator (Cover Manager).

The Educational Visits Co-ordinator is the named Emergency contact for all trips and visits and can be contacted via the school reception on 01543 682286 or through a dedicated school mobile or personal mobile number.

Upon occasions the named Educational Visits Co-Ordinator (Cover Manager) may not be available to be the Emergency Contact in which case they will advise of another member of the Senior Leadership Team who can act as the Emergency Contact if required.

Adventurous Activities

The "Adventurous Activity Provider forms (EVC1)" form must be completed by the providers of any activities that involve an element of risk (e.g., Rock climbing). Essentially this will involve sending an electronic copy of the form to them to complete and return. An "Adventurous Activity Provider forms (EVC1)" does not need to be completed if the provider has "Learning outside the classroom certification (LOtC).

If you need clarification as to whether an activity requires an "Activity Providers Checklist" to be completed, contact the school EVC (Cover Manager). The Adventurous Activity Provider forms (EVC1)" form will need to be attached onto Evolve.

Educational visits that are classed as "Adventurous Activities" will need approval from Staffordshire County Council. Evolve for these activities must be submitted at least one month before the date of the planned activity.

Adventurous Activities include but are not limited to:

- Climbing – for example rock climbing, abseiling, ice climbing, gorge walking, ghyll scrambling, sea level traversing, high and low-level ropes courses.
- Water sports – for example swimming, canoeing, kayaking, dragon boating, wave skiing, white-water rafting, improvised rafting, sailing, sailboarding, windsurfing.
- Trekking – for example hill-walking, mountaineering, fell-running, orienteering, pony trekking, off road cycling, off-piste skiing.
- Caving – for example caving, pot-holing, mine exploitation
- Challenges and skills – for example archery, quad biking, assault courses, mountain boarding, initiative exercises.

Local Area Visits

All Local area visits (LAV) must be recorded on Evolve via the "Local Area Visit" module.

Local area visits do not require parental consent, but parents are to be informed in advance, via one of the school's usual communication methods, e.g. phone call, text, email, paper slip sent home with pupil.

Local area visits that do not include residential or adventurous activities do not normally need any additional risk assessment (other than following the operating procedure below).

Any visit that requires an additional risk assessment, should be enter on the full Evolve system, rather than the LAV module (please liaise with our EVC if unsure).

LAV Boundaries (see appendix 1)

The boundaries of the local learning area are shown on the map in appendix 1. This area includes, but is not limited to, the following frequently used venues:

- Chase water Nature Reserve (avoiding water's edge/water based activities)
- Erasmus Darwin Academy
- Lichfield Garrick
- Lichfield Cathedral
- Local Sporting fixtures – excluding swimming (see adventurous activities).

Transport to the Local learning area

The method of transport in these areas will be limited to school minibus, including hired or loaned minibus being driven by CTA staff, walking, cycling, local taxi or if covered by relevant insurance and volunteer driver declarations a staff member's car.

The following are potentially significant issues/hazards within our Local Learning Area:

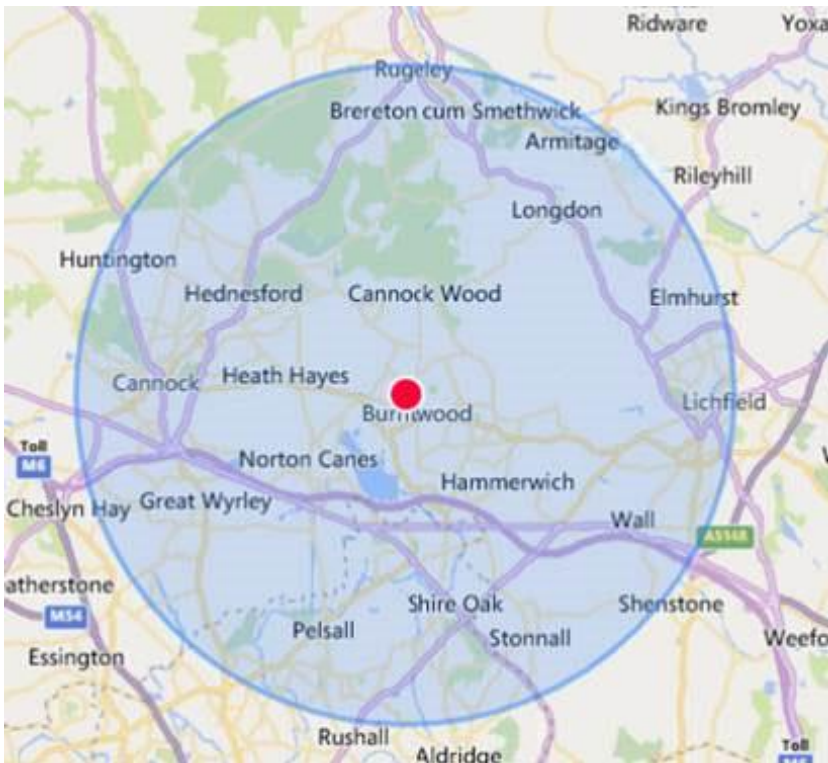
- Road traffic
- Other people / members of the public / animals.
- Losing a pupil
- Uneven surfaces and slips, trips and falls
- Weather conditions
- Activity specific issues when doing fieldwork (Nettles, brambles, rubbish, etc)

These are managed by a combination of the following:

- The Headteacher, Deputy or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in the environment are approved.
- Parents have access to the Educational Visits Policy.
- There will normally be a minimum of two adults, unless for sporting fixtures or for small groups where one adult is deemed appropriate.
- Staff are familiar with the area have appropriate experience or group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.

- All remotely supervised work in the Local Learning Area is done in “buddy” pairs as a minimum.
- Pupils clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant student medical information and ensure that any required medication is available.
- Staff will either record the activity on Evolve within the Local Area Visits or if this is not available the will have completed a signing out sheet with reception.
- A mobile phone is taken with each group and the number retained by reception.
- Appropriate personal protective equipment is taken when needed (e.g. gloves)

Appendix 1



Residential Activities

Planning an educational visit that is residential then an “Accommodation Providers Assessment form (EVC2)” must be completed and attached onto your Evolve application. If the provider you are using has LOtC then they do not have to complete an “Accommodation Providers Assessment form (EVC2)”.

If an Accommodation Providers Assessment form (EVC2)” needs to be completed, then the educational visit leader will need to send the form to the provider for them to complete.

Educational visits that are residential will need approval from Staffordshire County Council and the Evolve application for these visits must be submitted at least six months before the date of the planned activity.

“Activity Providers Checklist” and Accommodation Providers Assessment form (EVC2)” forms can be downloaded from the visit forms section of the resource area on Evolve. When Evolve has been completed press submit and the system will then request the EVC to check and send on for final / further approval.

If you are working on Evolve it will automatically save a draft copy. If you have any queries whilst you are in the draft stage, please contact the EVC for assistance.

When the educational visit has been given final approval, you will receive an email confirming it has been approved. If you have not received this contact the EVC who can chase this up.

If in any doubt whatsoever on how to proceed with any of the above guidelines and procedures, consult the EVC before taking any further action.

This policy should be read in conjunction with our Equality policy and Safeguarding policy which seeks to promote equality of opportunity and good relations across all aspects of school life.

Reviewed by Governing Body: September 2024

Adopted: September 2024

Next Review: September 2026