



The Robert Carre Trust

Educational Visits Policy

The Robert Carre Trust will follow the Outdoor Education Advisors' Panel National Guidance (OEAPNG) – www.oeap.info

Aims and Purpose of Educational Visits

The Trust has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the schools within the Trust will arrange a number of activities that will take place off the school site and/or out of school hours, which enhance the learning process across the whole curriculum.

All educational visits need to have a clear objective, established in advance, and made clear to all relevant stakeholders – e.g. students, staff, parents, and governors.

It is also important to note that no student can be excluded from a school visit that takes place mostly in school time or is an integral part of the school curriculum because of an inability to pay the costs involved. Regular and standard sporting fixtures are not regarded as educational visits in the same sense, but risk assessments will be required,

Approval Procedure - see also Appendix 11 Trip Ratios and Authorisations

- **Permissions** - Before any visit is planned, permission must be obtained from the Executive Headteacher/ Head of School (according to category of visit) and Operations Manager, who is also the Educational Visits Co-ordinator (EVC).

Category A trips (day trips within mainland UK) will need approval by the Executive Headteacher/Head of School and the (EVC).

Category B trips (outdoor and adventure activities and those with any residential element within the UK) which have run before, at the discretion of the Executive Headteacher / Head of School and the Educational Visits Coordinator, must be signed off by the EH/HoS and EVC for authorisation by the Chair of the LGB .

Category B trips that have not run before must be recommended by the Executive Headteacher / Head of School and referred to the Chair of the LGB and Chair of Trustees for authorisation.

Category C trips (all visits abroad and activities in, or on water): the Chair of the LGB must recommend the trip, along with the Executive Headteacher/ Head of School. These Category C trips must then be referred to the Chair of the Board for authorisation. This means that those organising visits need to plan ahead, ranging from two years for Category C trips/tours abroad to a minimum of two terms for Category A trips.

- **Risk Assessment** (Form EV3) Detailed risk assessments for all trips are required well in advance (as a guide, 2 months) of the date of the trip
All Risk assessments are authorised by the EH/ Hof S/ EVC with Category B trips presented to the Chair of the Local Governing Body for approval and new Category B trips and all Category C trips presented to Chair of the Local Governing Body and the Chair of the Trust for approval. Some generic risk assessments are available for staff, but these should be used for guidance when preparing their specific risk assessments tailored for each visit (Form EV3). The Risk Assessment template is documented as appendix 3 to this policy.

- EV1, EV3 and EV6 forms for all Category B and C visits will be shared with Trustees and Governors through the GVO
- **Hazardous Activities** - Specific guidance on potentially hazardous visits or visits abroad is given on the OEAPNG website – it is important that staff planning visits of this nature consult this guidance.
- **Financing** - Educational visits should be self financing, although parental contributions are voluntary. The Trust's Charging and Remissions Policy gives details of the aspects of education for which the school may charge – these are the key principles:-
 1. Education provided wholly or mainly during school hours should be provided without charge;
 2. Off site activities can be financed through voluntary contributions. This should not discriminate against parents who do not contribute, although insufficient contributions may lead to the cancellation of a visit;
 3. Programmes which take place wholly or mainly outside of school hours* are not part of statutory curriculum provision are considered “optional extras”, and therefore may be charged.

(*This is determined by the number of school sessions missed compared to sessions outside school time, with each day regarded as having 2 sessions (morning to 12noon) and afternoon (after 12 noon). To charge, more “outside” sessions must be involved, rather than school sessions. It would be advisable to discuss visits likely to come into this category with the EVC at an early stage.)

All financial matters associated with an educational visit must comply with the Trust's Finance Policy.

Parents in receipt of certain types of benefit may be entitled to the board and lodging element of those visits which are not “optional extras”.

All letters regarding school visits should explain which principles apply, and that for visits mainly or wholly in school time, contributions are voluntary.

- **First Aid** - Where possible all visits should have an appropriately qualified adult with a first aid qualification as one of the accompanying staff – where the visit is assessed as hazardous (Category B or C) this is obligatory. **ALL** visits need to have the appropriate First Aid support to deal with minor injuries etc.

Roles and Responsibilities

The Trust will:-

Agree a policy for the management of educational/off-site activities (this policy), and associated policies which specifically include:-

- How off site activities are approved;
- How training and information is provided;
- Emergency action procedures;
- Reporting of accidents and incidents including “near misses”;
- Monitoring and review of policy and practice;
- Assessing proposals for specific category visits (B & C);
- Ensuring that less routine and hazardous activities are planned well in advance.

The Executive Headteacher/ Headteacher /Head of School will ensure that:-

- All off site activities comply with OEAPNG guidance, and local Trust and school procedures;
- The party leaders and additional staff are suitably experienced and competent to manage all aspects of the visit;
- Approval procedures are followed;

- The planning checklist and guidance are followed;
- Risks have been assessed, recorded and safety measures are in place to manage those risks;
- Child protection and safeguarding procedures are understood and followed;
- Visits are inclusive and take account of students with specific needs.

The Operations Manager (Educational Visits Co-ordinator (EVC)) is responsible for:-

- Ensuring that educational visits meet the Trust's and school's requirements;
- Supporting the staff and Trustees with the approval and other decisions associated with educational visits;
- In discussion with the Executive Headteacher/Headteacher/Head of School, assessing the competence of prospective leaders and staff participating in off site visits;
- Ensuring that appropriate training and induction is available to prospective leaders and staff participating in off site visits;
- Ensuring that risk assessments are suitable for the purpose;
- Ensuring parents/carers are informed and give consent;
- Keeping records of all visits and obtaining evaluation reports/accident-incident and information on "near misses" from the group leaders;
- Reviewing systems and monitoring practice.

The Trip Leader has:-

- Overall responsibility for the supervision and conduct of the visit, including direct responsibility for the students' health and safety and welfare whilst off site;
- To be suitably competent and knowledgeable about Trust and school procedures;
- To plan and prepare the visit, assess the risks using the approved risk assessment matrix (Guidance – Appendix 1 Section 5) and summary sheet (EV3);
- Utilise planning checklists and OEAPNG website guidance for each type of visit to ensure all procedures are followed;
- To define the roles and responsibilities of other staff and students and to supervise them;
- To ensure letters are issued to parents/carers providing information about the visit, and ensuring the necessary consent forms are obtained;
- Responsibility for checking the medical needs, other specific needs and any child protection/safeguarding issues relating to any student participating in an off site visit;
- Take control of the situation in the event of an emergency to protect the health and safety and welfare of all those participating;
- Liaise with the EVC over any matters where advice is required;
- To complete the appropriate evaluation reports to the EVC notifying accidents/incidents and any "near misses" (EV6 and EV7).

Appendices

1. Stages to Organising a School Trip
 - a) EV1A – Educational Visits Approval Document – category A visits
 - b) EV1B – Educational Visits Approval Document - category B visits
 - c) EV1C – Educational Visits Approval Document - category C visits
2. EV2 – Costings Document
3. EV3 – Risk Assessment
4. EV4 – List of Participating Students
5. EV5 – Leader's Check List
6. EV6 – Post Visit Evaluation
7. EV7 – Incident Report
8. EV8 - The Educational Use of Commercial, Charitable and Private Facilities Contract
9. EV9 - Letter to Volunteer Driver
10. EV10 – Consent Form for Foreign Visits
11. EV11 - Trip Ratios and Authorisations
12. EV12 - Duke of Edinburgh Award Expeditions
13. EV13a - Student Health & Emergency Contact Form
EV13b - Staff Health & Emergency Contact Form

14. EV14 - Code of Conduct
15. EV15 - Students Staying With Host Families
16. EV16 - Passport and EHIC Details form (for staff and students)
17. EV17 – Staff Cover Form

Reviewed by members of the Finance, Resources and Audit Committee on 9 December 2020

Adopted at the meeting of the Board on 9 December 2020

Next Review Date: December 2021 (Annually)



Stages to organising a school trip.

1. First, there needs to be a discussion with the EVC. The degree of cover needed and other events taking place will determine whether a trip can go ahead. The Executive Headteacher/ Head of School (according to category of visit) needs to approve the trip and then, according to category, the Chair of LGB and the Chair of the Trust. Please think about planning Category B and C trips up to two years in advance. (At CGS, trips will not be supported for the first 4 weeks of each school year and from Easter to external exams).

2. The EV1 and EV2 form are completed – including contact with coach company and facility providers regarding travel costs / entry fees. There is a form within the EV paperwork which should be completed to request for staff to be out of school on the trip. Trip organisers must identify a date whereby if there is not enough interest in the trip then it could be cancelled at no cost to the school. Decisions regarding trip costs and charges are made. Letters go out to parents.

3. The EV3 Risk Assessment Form is completed and the list of students attending the trip is circulated via the EV4 form.

4. Staff taking students on a trip abroad should use the EV5 form to support their planning.

5. On return – the trip organiser should complete the EV6 post visit form **without delay** and return to the EVC. This form will assist with planning trips in the future.

6. If there are incidents or near misses which take place on the trip, these should be recorded on the EV7 form

7. The EV8 form relates to arrangements if you are attending a facility which requires the Educational Use of Commercial, Charitable and Private Facilities Contract.

8. The EV9 form is required to be completed if you are hiring a mini bus and a member of staff the Robert Carre Trust is the driver for the trip. In this situation please liaise with the Educational Visits Co-ordinator.

9. The EV10 consent form requires completion for all foreign visits.

Throughout all the stages of arranging school trips the EVC is there to support the process. Please note that Trip Leaders will need to liaise with the Finance Dept regarding trip payments and the accountability of money you hold on behalf of the school party.

Operations Manager (Educational Visits Co-ordinator)

Andy Allen

andy.allen@carres.uk

Ext: 2017

Mobile 07920 104477



SCHOOL(S)	RCT	CGS	KSHS
Please tick			

Appendix 1a

Robert Carre Trust – Educational Visits Approval Document		EV1A	
Visit Category	A		
Trip Name:			
Destination:			
Educational benefit:			
<p>The trip should be considered alongside the Gatsby benchmark. Please apply 1 – 8 accordingly</p>			
Outline of Proposed Activities (Please attach relevant details if available)			
Date(s) of trip			
Departure time from school			
Return time to school			
Confirmed with EVC and Headteacher/Head of School	AA Yes / No Delete as appropriate	NML/JS Yes / No Delete as appropriate	
INSURANCE cover required other than Zurich, the school insurance company?			
Pre-visit inspection required?			
Name of organising agent other than school trip leader – if applicable.			
TRAVEL COMPANY ABTA Bonded / ATOL Protected?			
Name of transport providers			
Have these been provisionally booked?			
Teacher Leading party			
Previous Experience of this type of Visit	YES / NO Delete as appropriate		
Deputy Leader			

Previous Experience of this type of Visits	YES / NO Delete as appropriate		
Participants <i>(Note: A final list of participants must be submitted to EVC prior to visit)</i>			
Proposed Number of Students Involved			
Year Groups of Students Involved	Y7 Y8 Y9 Y10 Y11 Y12 Y13 (Please delete as appropriate)		
Proposed Staff to Student Ratio			
Proposed Staff Team Names:	Previous Experience (Delete as appropriate)	Next of Kin, Incl tel no	
	1	YES / NO	
	2	YES / NO	
	3	YES / NO	
	4	YES / NO	
	5	YES / NO	
Who is the designated First Aider?	Name:		
Tuition or Instruction to be provided by other Specialist Staff	YES / NO Details:		
QUALIFICATIONS verified by	AGENTS / PARTY LEADER		
EMERGENCY CONTACT in home area if trip outside school hours	Name:		
Parents Information Evening Required	YES / NO		
Minibus required	YES / NO If yes, please refer to EV Co-ordinator to ensure all necessary formalities completed re driver/defects checks. Booking & Training via KSHS		

As Trip Leader, I agree to follow the EV Policy and Guidance	
Signed.....	Name.....
Headteacher/Head of School and EVC Approval	
I have studied this proposal and am completely satisfied with all aspects, including the planning, organisation and staffing of this visit.	
Signed:.....	Executive Headteacher/ Head of School
Signed	Educational Visits Coordinator
Date:.....	



SCHOOL(S)	RCT	CGS	KSHS
Please tick			

Appendix 1b

Robert Carre Trust Educational Visits Approval Document		EV1B
Visit Category	B	
Trip Name:		
Destination:		
Educational purpose and benefit:		
<p style="color: red;">The trip should be considered alongside the Gatsby benchmark. Please apply 1 – 8 accordingly</p>		
Outline of Proposed Activities		
Proposed Dates		
Supported by Head of Department		
Estimated cost to each pupil	£	
Visit Facilitator/Organising Agent		
Pre-Visit Inspection		
INSURANCE		
ABTA Bonded ATOL Protected		
Transport Providers		
Teacher Leading party		
Previous Experience of this type of Visit	YES / NO (Delete as appropriate)	
Deputy Leader		

Previous Experience of this type of Visits	YES / NO (Delete as appropriate)
Participants <i>(Note: A final list of participants must be submitted to EVC prior to visit)</i>	
Year Groups of Students Involved	Y7 Y8 Y9 Y10 Y11 Y12 Y13 (Please delete as appropriate)
Proposed Staff to Student Ratio	

<p>As Trip Leader, I agree to follow the EV Policy and Guidance I will include a designated First Aider on this trip</p> <p>Signed.....Name.....</p>
<p>Executive Headteacher/Head of School and EVC Approval</p> <p>I have studied this proposal and am completely satisfied with all aspects, including the planning, organisation and staffing of this visit. Approval is given subject to Chairs of Local Governing Body and Trust agreement, where applicable:</p> <p>Signed:..... Executive Headteacher/Head of School</p> <p>EVC</p> <p>Date:.....</p>

<p>Chair of Local Governing Body Approval</p> <p>I have studied this proposal and give authority to the trip leader to move the proposed trip to the next stage.</p> <p>Signed:.....Date</p>

<p>Chair of RCT Approval – required for new or high-risk category B trips</p> <p>I have studied this proposal and give authority to the trip leader to move the proposed trip to the next stage.</p> <p>Signed:.....Date</p>



SCHOOL(S)	RCT	CGS	KSHS
Please tick			

Appendix 1c

Robert Carre Trust Educational Visits Proposal Document		EV1C
Visit Category	C	
Trip Name:		
Destination:		
Educational purpose and benefit:		
<p>The trip should be considered alongside the Gatsby benchmark. Please apply 1 – 8 accordingly</p>		
Outline of Proposed Activities		
Proposed Dates		
Supported by Head of Department		
Estimated cost to each pupil	£	
Visit Facilitator/Organising Agent		
Pre-Visit Inspection		
INSURANCE		
ABTA Bonded ATOL Protected		
Transport Providers		
Teacher Leading party		
Previous Experience of this type of Visit	YES / NO (Delete as appropriate)	
Deputy Leader		
Previous Experience of this type of Visits	YES / NO (Delete as appropriate)	
Participants <i>(Note: A final list of participants must be submitted to EVC prior to visit)</i>		

Year Groups of Students Involved	Y7 Y8 Y9 Y10 Y11 Y12 Y13 (Please delete as appropriate)
Proposed Staff to Student Ratio	

<p>As Trip Leader, I agree to follow the EV Policy and Guidance I will include a designated First Aider on this trip</p> <p>Signed.....Name.....</p>
<p>Executive Headteacher/ Head of School and EVC Approval</p> <p>I have studied this proposal and am completely satisfied with all aspects, including the planning, organisation and staffing of this visit. Approval is given subject to Chairs of Local Governing Body and Trust agreement, where applicable:</p> <p>Signed EH/ Head of School:Date</p> <p>Signed EVC:Date</p> <p>Signed Executive Headteacher:Date.....</p>
<p>Chair of Local Governing Body Approval</p> <p>I have studied this proposal and give authority to the trip leader to move the proposed trip to the next stage.</p> <p>Signed:.....Date</p>

<p>Chair of RCT Approval – required for all category C trips</p> <p>I have studied this proposal and give authority to the trip leader to move the proposed trip to the next stage.</p> <p>Signed:.....Date</p>
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Please note an electronic excel version of this form, with formulae, is available from the Finance Team

Robert Carre Trust Educational Visits Costing Estimate EV2	
<i>(To be submitted with EV1)</i>	
Destination	
Proposed Number of Staff	
Estimated Number of Students (THIS BOX MUST HAVE AT LEAST 1 IN IT FOR THE FORMULAE TO WORK)	
Mini Bus - Estimated miles	
Estimated Costs <i>Check List: Travel, Accommodation, Meals, Entry Fees, Planned Activities, Contingency</i>	
Free Staff Places	
COST OF INDIVIDUAL ENTRY/TICKET	
TOTAL COST FOR ALL TICKETS REQ	
WHOLE COST OF TRIP/EVENT	
COST OF COACH	
COST OF MINI BUS	
Total Cost	
Basic cost per student	
ParentPay Fee	
TOTAL COST PER PUPIL	

Costings Checked and Verified by EVC:

Signed Date:

Note: Organisers should be aware that students qualifying for hardship assistance may be exempt from costs for accommodation and meals on residential visits.



THE ROBERT CARRE TRUST RISK ASSESSMENT

**Appendix 3
EV3**

SCHOOL(S)	RCT	CGS	KSHS
Please tick			

Visit to		Category	A B C (please delete as appropriate)
Purpose of Visit		Date of Trip	
Employees Covered by RA (E)			
Number of Students covered by RA (S)		Year Group	First Aider

A personal section should be added for any student with SEN participating in a trip.

Foreign visits should involve contact with parents/guardians to assess how they will cope with being away from home

Hazard	Persons Exposed	Risk Level L/M/H**	Control Measures	Implementation/ Monitoring

(Please insert as many rows as required for your trip)


* Delete as appropriate ** L – Low Risk ; M – Medium; H – High

Hazard	Persons Exposed	Risk Level L/M/H	Control Measures	Implementation/ Monitoring

Category			
A	B	C	Assessment Produced by :.....Signed:..... Date:
A	B	C	Initialed by all staff on the trip.....
A	B	C	Approved by EVC:Signed Date:
	B	C	Approved by LGB Chair:Signed Date:
	New B	C	Approved by Trust Chair: Signed Date:

All accompanying staff should be briefed prior to visit and made aware of the measures to control risks identified. On location staff identifying hazards not covered by RA should in the first instance report matter to Leader or Deputy Leader; if Leaders are unavailable supervising member of staff should put in place appropriate control measures.

* Delete as appropriate ** L – Low Risk ; M – Medium; H – High

 The Robert Carre Trust Educational Visits		EV4
Name of Trip		Date of Trip
List of Participating Students		
1. (Name)	(School and Form)	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		

NB A list of participating students MUST be posted on the staff room noticeboard at least one week before the visit departs. Form lists are available on T Drive.



The Robert Carre Trust Educational Visits

CHECKLIST for Leaders (Residential Visits) EV5

To be completed with reference to Educational Visits Policy, including Appendix C

Task / Action	Actioned (Date if applicable)	Comments
Stage 1 - Approval		
Agents are ABTA / ATOL Covered	N/A	
Insurance Cover Included / LEA	LEA	
Provisional Staff Team Agreed		
EV 1 Approval		
EV2 Costings		
EV3 Risk Assessment		
Transport Provisionally Booked		
Visit/Activities Provisionally booked		
Confirmation / Deposits Required by		
Stage 2 – Proposal of Visit to Students		
Proposal Letter to Parents		
Deposit Record Set-Up		
Deposits Returned if Visit not viable		
Stage 3 – Visit Viable		
Confirm final costings with Providers if numbers vary from those proposed		
Programme confirmed with Agents/Providers		
Plan Bs planned & Risk Assessed		
Travel Arrangements Confirmed		
Final Group List Confirmed (NB Check EV Exclusion register)		
Visit Confirmation Letter to Parents (Balance details included)		
Meals in Transit Arrangements		
Down-Time Activities Planned & Allocated to members of Staff Team		

Stage 5 – Payments		
Payment Record Maintained (NB Note should be made if cheque payee name differs from student's)		
Stage 6 - Documentation		
Collective Passport Forms Issued a minimum of 6 weeks prior to visit		
Head Teacher Support Form completed		
Application & ID cards completed		
Students' own passports required by		
Health Forms (2-4 weeks prior) (NB Check consent section signed)	Issued	Returned
EHIC Forms	Requested	Received
Medical Info & Emergency Contact Details Collated		
Stage 7 - Accommodation		
Accommodation Arrangements confirmed with providers		
Room Allocations Organised		
Night Time Emergency Procedures		
Emergency Evacuation Plans		
Contact Details of Consulate / Key Services in locality obtained		
Dietary Needs passed on to Providers		
Stage 8 – Parents Information Evening		
Evening Arranged (NB Booking form to be completed)		
Accompanying Staff Briefed on their roles & informed of parents' meeting		
Student Handbook Prepared		
Final Travel Details		
Code of Conduct & Sanctions		
Programme outlined (Health & Safety issues addressed)		
Supervision Arrangements including Buddy System (groups of 4)		

Accommodation & Meals		
Health Issues & Emergency Contact		
Equipment & Pocket Money		
Non-attending parents given necessary information		
Stage 9 – Pre-Departure		
Health Forms & EHIC Forms		
Accompanying Staff to complete Health Form (EV13b) & return in sealed envelope		
Medical & Emergency Contact Details for Students		
Passport(s)		
Travel Tickets / Documents		
Currency & Expenses/Contingency Fund		
Copies of Group Passport & all travel documents to Deputy Leader		
Student Details issued to Staff Team (to include Medical & Contact Info)		
First Aid kit		
Sickness Kit		
Activity Equipment/Entertainment		
Copies of Medical & Emergency Contact Details; visit details left in school office for UK/ Home contact		
Post Visit		
Complete EV6 and return to EVC asap		

SCHOOL(S)	RCT	CGS	KSHS
Please tick			

Appendix 6



The Robert Carre Trust

Post-Visit Evaluation EV6

(To be completed by Trip Leader and returned to EVC asap after trip)

Visit to		Organised by:	
Date (Month/Year)			
Party Leader			
Students	Year 7 8 9 10 11 12 13 (Delete as appropriate) Number of students:		
Aspect of Visit	Rating 1-5 (1 Poor - 5 Good)	Comments – please add comments to explain the score for each aspect	
Agents /Providers Organisation			
Courier / Representative			
Travel Arrangements			
Programme Suitability			
Venue Suitability			
Quality of Specialist Instruction			
Equipment			
Accommodation			
Food			
Down-Time Activities			
Effectiveness of Risk Assessment			
Areas to Review on Risk Assessment <i>(NB For incidents resulting in injury or inclusion on visits exclusion register form EV7 should be completed)</i>			

Signed:..... Date:

SCHOOL(S)	RCT	CGS	KSHS
Please tick			

Appendix 7



The Robert Carre Trust Educational Visits

Incident Report EV7

Visit to	
Date (Month/Year)	
Trip Leader	
Deputy Trip Leader	
<i>Details of Incident</i>	
Students(s) Involved	
Date of Incident	
Nature of Incident	
Location where incident occurred	
Reported to Party Leader by	
Investigation conducted by	
Breach of Code of Conduct	
Supervision at time of incident	
Injury / Damage Sustained	
Medical Assessment Obtained	
Medical Treatment Received	
Parents Authorised Treatment	
In loco parentis authority used	

Investigation Notes and Conclusions: (Please attach copies of any relevant documents)

Sanctions Imposed on Location

Risk Prevention Measures Adjusted **YES / NO** (Delete as appropriate)

Details

Student referred for Disciplinary Sanctions on Return

YES/ NO

Recommendation for Student to be registered on Visits Exclusion Register

YES/ NO

Signed:

Position:

Registration on Visits Exclusion Register confirmed for:

Name(s) of Students:

Period of Exclusion:

Signed:..... Headteacher



EV 8 - THE EDUCATIONAL USE OF COMMERCIAL, CHARITABLE & PRIVATE FACILITIES CONTRACT

It is not feasible for the Trust to approve each centre or tour operator, which is likely to be used on a regular and systematic basis. Therefore, the following questions are directed at providers. Please give careful consideration to the statements below and sign in the appropriate space that the standard of service that you will provide to the establishment named below, will meet the conditions listed. Please indicate and statements which do not apply to your provision. Space is also provided for you to detail any Centre registration or approval scheme for which you hold current accreditation. Certificates and documentation should be available for inspection on request.

To be completed by the Trip Leader

SCHOOL / ESTABLISHMENT: ROBERT CARRE TRUST (CGS / KSHS) (Delete as appropriate)

ADDRESS & TELEPHONE NUMBER: NORTHGATE, SLEAFORD, LINCS NG34 7DD

TEL: 01529 302181

TRIP LEADER:

SCHOOL(S)

DATE OF PROPOSED VISIT:

NUMBER OF STUDENTS: **AGE RANGE:**

- MALE:

- FEMALE:

NAME OF OUTDOOR CENTRE:

To be completed by a management representative of the centre

STAFFING

1. The staff with whom the schools in the Robert Carre Trust will work are qualified with the appropriate National Governing Body at the instructor level recommended by that NGB for the activities to be undertaken.

PLEASE STATE BELOW NATIONAL GOVERNING BODIES (in full)

.....
.....

2. Where there is no appropriate National Governing Body or appropriate award for a particular activity a copy of the providers published Code of Practice, including training, assessment and risk assessment procedures, is available on request
3. The ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body, or, in the absence of this, the Provider's Code of Practice.
4. The staff have the experience, competence and professionalism to work with the age range and abilities of the group.
5. Persons involved in the administration of First Aid hold relevant current qualifications.

EQUIPMENT AND RESOURCES

1. The premises are covered by a current fire certificate or recent advice of the local Fire Authority has been sought and their recommendations adopted in full.
2. All equipment and resource provision are suited to the task, adequately maintained and in accordance with statutory requirements and current good practice, with records kept of maintenance checks.
3. Vehicles and trailers are kept in a road worthy condition, comply with existing regulations and are appropriately insured.

PROGRAMMING

1. There is a stated Code of Practice for each activity and these conform to the requirements of the appropriate National Governing Body where appropriate.
2. There are adequate and regular opportunities for the Party Leader to liaise with the provider and designated staff?
3. There are appropriate programme options in the event of bad weather, staff illness and other unforeseen circumstances.

GENERAL

1. The Centre has a comprehensive Code of Conduct for visiting groups which will be provided on request in advance of any booking.
2. All staff working with pupils in a Licensed Centre (Young Person's Safety) Act 1995 have gone through the Police Clearance/Enhanced DBS checks.
3. There is a clear documented definition of responsibilities between providers and visiting groups regarding safety, supervision, the programme and general welfare, which will be made available on request to the Party Leader in advance of any booking.
4. The provider complies with relevant safety regulations such as the Health and Safety at Work Act 1974; Complies with the specific Regulations made under that Act (the Management of Health and Safety Regulations 1992) with specific reference to risk assessment in terms of those Regulations; Environmental Health requirements and has a published health and safety policy.

5. The provider complies with requirements for public liability insurance cover. (Currently this should be at least £1M).
6. There are documented procedures for dealing with accidents, near misses and emergencies and that records are available for inspection on request.
7. The provider encourages responsible attitudes to the environment as an integral part of the programme.
8. The Centre has robust systems in place to monitor visitors to the site and deter unauthorised entry.

**This centre is licensed under
The Activity Centre (Young Person's Safety) Act 1995**

ADDITIONAL COMMENTS:

.....

.....

SIGNED : **NAME (IN CAPITALS):**

POSITION IN ORGANISATION:

NAME AND ADDRESS OF COMPANY:

.....

.....

TELEPHONE: **FAX:**

Please return to the address at the top of this document, marked for the attention of Carre's Grammar School / Kesteven and Sleaford High School (delete as appropriate)



LETTER TO VOLUNTEER DRIVER

Thank you very much for offering to help with transporting students on an educational visit/fixture in your own vehicle or the RCT Minibus.

To ensure the highest standards of safety for our students, I would be grateful if you would read and endorse the following statements if they are correct and apply to yourself and your vehicle.

Thank you for your co-operation and support.

(Please do not detach)

Name of Driver (print name)

.....

Date of tripLocation.....

Make/Model of Vehicle..... Registration number..... Age of vehicle ...

1. The above vehicle is in a roadworthy condition and has a current MOT.....
2. The motor insurance covering the above vehicle includes passenger liability.....
3. I have never had motor insurance refused or term imposed.....
4. I have held a full driving licence for at least 3 years for the above type of vehicle.....
5. Seat belts or the appropriate child restraints will be worn for the duration of the journey
6. I am prepared to produce all relevant documents on the request of the school
7. I will ensure that I am not alone in the vehicle with a student.....
8. I will notify you of any changes to the above.....

Details of any motoring offences in the last 5 years:.....

.....

Signed.....

Date.....

Name as it appears on your Driving Licence.....

Please return this complete form to the Educational Visits Coordinator as soon as possible



ROBERT CARRE TRUST CONSENT FORM FOR FOREIGN VISITS Form EV10

Visit to
(Please return in envelope marked for the attention of)

Name of Student:

SchoolForm:

I / We give my/our consent for my/our son/daughter named above to participate in this visit as outlined in the attached letter.

(Both parents with parental responsibility should give their signed consent for foreign visits. Please note that where parents are separated both parents with parental responsibility are still required to give their consent to participation in foreign visits unless the main carer has been designated by a Residency Order. If there are any concerns or queries in this regard please contact Mrs R Brooks(the Carre’s Grammar School Safeguarding Officer) or Mrs D Collett (Kesteven and Sleaford High School Safeguarding Officer)as appropriate.

I understand that the cost of this visit has to be met through a voluntary contribution of £..... and agree to make this contribution.

I agree to pay a deposit of £..... via ParentPay by(date) or within two weeks of it appearing on my account.

I am aware that further contributions will be due as follows and that payments by instalments will be accepted in the interim:

Signed: Main Carer: YES / NO / JOINT

Print Name:Relationship to student:

Signed: Main Carer: YES / NO / JOINT

Print Name: Relationship to student:

Referred to Mrs R Brooks/ Mrs Collett: YES / NO

Outcome:
.....



The Robert Carre Trust Educational Visits

Trip ratios and authorisation

The following table is a guide and should be considered by trip leaders when planning for a trip. Discussion may well be needed with the EVC to confirm and finalise staffing levels.

Category of Trip	Example of Visit	Approval Procedure	Ratio
A	Visits and journeys with risks similar to everyday life. E.g. museums, theatre, fieldwork	i. EVC ii. Headteacher /Head of School	2:35 & 1:15 thereafter
B (previously run)	Outdoor and adventure activities in more remote areas having an element of risk. Any visit with residential element within the UK.	i. EVC ii. Headteacher /Head of School iii. Chair of LGB	2:25 & 1:12 thereafter
New B (not previously run)	Outdoor and adventure activities in more remote areas having an element of risk. Any visit with residential element within the UK.	i. EVC ii. Headteacher /Head of School iii. Chair of LGB iv. Chair of Trust	2:25 & 1:12 thereafter
C	All activities, in or on water Activities with a significant health and safety concern. All visits abroad	i. EVC ii. Headteacher/Head of School iii. Executive Headteacher iv. Chair of LGB v. Chair of Trust	2:20 & 1:8 thereafter 2:15 & 1:8 thereafter



The Robert Carre Trust Educational Visits

EV12

Duke of Edinburgh Award Expeditions

The AIM for the Expedition Section of The Duke of Edinburgh Award:

To inspire young people to develop initiative and a spirit of adventure and discovery, by planning, training for and completing an adventurous self-sufficient journey as part of a team with an agreed aim. All participants must have appropriate training, do at least one practice expedition, complete a qualifying expedition (the one which is assessed against the 20 Conditions) and deliver a presentation in order to complete this section

Bronze Expeditions – Two Days of 6 hours planned activity (half must be journeying) with an overnight camping.

Silver Expeditions – Three days of 7 hours planned activity (half must be journeying) with two nights overnight camping.

Gold Expeditions – Four days of 8 hours planned activity (half must be journeying) with three nights overnight camping.

Registration Evening

A registration evening will be held at the start of the Academic Year for all interested parties to attend to find out more. Forms will be distributed to invite applicants and payment to register will be due.

Cost

The registration and both expeditions will have a cost to be covered by the participants. The EVP(Educational Visits Policy) costing policy and forms will be used for this.

Training

All participants must attend two days training provided in School to develop skills in:

- Map Reading
- Route Planning
- Cooking and Nutrition
- Tents
- Rucksacks
- Kit
- First Aid (BHF Heartstart)

Practice Expeditions

The practice expedition will ideally be held in similar terrain as the Assessed Expedition. The duration should be the same as the assessed expedition (exception may be made if all participants have completed the lower level award within School).

Assessed Expedition

All qualifying expeditions will be held in similar terrain as the Practice Expedition. All Assessed Expeditions will be assessed by qualified DofE assessors who have undergone DofE Assessor training and quality checking by Central England.

Presentation of Aim

All participants will be expected to present their Expedition Aim to a member of the DofE staff team on a date convenient to all at the earliest opportunity post Expedition. The format for this can be chosen by the group.

Completion

Upon completion Participants will be invited to attend the Annual School Celebration Evening. This will be held before the end of term one in the academic year for all completed participants to bring a guest and receive their certificates.

Parental Consent

All participants have parental consent on the initial DofE enrolment forms to participate in the Scheme as a whole.

For every Expedition the parental consent and Health forms from the EVP will be used.

Supervising Staff

All expeditions including practice expeditions must be supervised by suitably experienced adults who is competent in the mode of travel and who will be based in the area of the expedition. Supervisors accept the responsibility for the safety and welfare of the team during the expedition. They are also responsible for behaviour of teams whilst out on Expedition.

All supervising staff will attend the Introduction to DofE Course and Supervisors Course run by Central England DofE prior to supervising a group alone.

All supervising staff will hold a current First Aid Certificate (minimum of 8hrs).

All supervisors will hold a DBS certificate.

All supervising staff will be assessed for currency in the mode of travel on a three year basis. This check will assess how many expeditions they have supervised and the areas in which they have been held to ensure all staff are operating within their remit.

All supervising staff will be issued for the duration of the expedition with a red rucksack containing all items required for dealing with an emergency.

Supervision Styles

Direct – Supervisors are in direct contact with the team and is accompanying them. Used on training and practice expeditions and may be appropriate at particularly hazardous sections of the qualifying expedition ie road crossings or near water.

Close – Supervisors are close enough to intervene if necessary in order to offer support or guidance or to stop mistakes being made. Used on the initial parts of a practice expedition or when a group have additional needs. Team would be aware of the presence of the supervisor and in hearing/visual contact.

Remote – Supervisors remain out of sight and hearing of the team and allow them to get on with the expedition without intervention. The supervisor will have a good idea of roughly where the team are and how they are progressing. Normally used for qualifying expeditions. The supervisor should allow the team to make mistakes and recover from them without intervention and support the team by remaining remote only intervening if absolutely necessary or if requested.

Campsite Supervision

Supervisors will most likely stay on the same campsite as the teams however as far away as possible to allow the teams to get on with their expedition without intervention. At Gold level it should not be a requirement for any supervisor to stay on the same site as the team so long as good communication is available in case the supervisor is needed in an emergency.

Mobile Phones

Mobile phone contact is unreliable particularly in wild country areas and therefore should not be relied upon. Testing should be carried out is remote camping is taking place to ensure protocols are in place for the teams to contact the supervisors in case of emergency. A POC at School will always be appointed for the Expedition period both in School time and out of hours. Parents will be made aware of these details in letters and communications. Supervisors are not to rely upon text or phone call updates from the team but need to have seen their team and know roughly where they are throughout the expedition. No team member should have their mobile phones with them on expedition (these are collected in by supervisors). The teams are issued with one phone per group from the DofE kit store for the duration of the expedition for use in an emergency. They are also issued with a contacts list detailing their supervisors contact along with all others on the expedition including the School, Out of Hours, CoOrd and Emergency numbers.

Insurance

All supervisors and team members are covered by the DofE Personal Accident policy; however this only covers accidents and not loss or theft.

School Insurance should also be sufficient to cover this

Accident Reporting

All accidents will be reported using the EVP Accident Reporting process and forms; Accidents are also reported through the DofE chain of command to Central England.

Risk Assessments

All Risk Assessments will be completed using the EVP Risk Assessment process and forms.

Robert Carre Trust – Student Health & Emergency Contact Form- Appendix 13a
Planned Activity:

Date(s) of Visit:

Surname.....Forenames.....

Parent Address during visit Date of Birth.....

..... Home Tel No.....

Post Code Work Tel No (+ ext).....

Mobile Numbers: (Please also state name and relationship of holder)

Name	Relationship to Student	Number

Doctor Tel. No

National Health No. (if known)

Is your son/daughter **allergic** to any medication, insect bites, food etc? Please specify

.....

Are there any **other medical conditions / issues**? Please specify and include details of any prescribed medicines your child will be taking during the trip. If your child suffers from Travel Sickness / Sleepwalking / Nocturnal enuresis please indicate here.

.....

Has your child received a tetanus injection in the last five years: YES/NO

Does your child have any special dietary requirements? Please specify

Please indicate normal pain relief medication & dosage your child takes.....

.....

In the event of illness or accident during the trip we would inform you as soon as possible. However, should an emergency require hospital treatment, and you cannot be contacted, we need to know if you would authorise the trip organisers to sign, on your behalf, any written form of consent required by the hospital authorities.

PLEASE DELETE THE STATEMENT THAT DOES NOT APPLY:

* I give the authority to the trip organiser to sign, on my behalf, any papers needed by the medical authorities in case of emergency hospital treatment.

* I wish to retain the authority to sign any medical forms and relieve anyone involved of all responsibility for any consequences resulting from delay due to lack of authorisation.

Signed Parent/Carer Date

Print Name:

TICK IF THE REVERSE OF THIS FORM IS USED TO GIVE ANY ADDITIONAL INFORMATION

**Robert Carre Trust – Staff Health & Emergency Contact Form Appendix 13b
Planned Activity:**

Date(s) of Visit:

Staff member:

Surname.....Forenames.....

Date of birth.....

Next of Kin:

Surname.....Forenames.....

Next of Kin Address during visit

..... Home Tel No.....

Work Tel No (+ ext)..... mobile number

Alternative Mobile Numbers: (Please also state name and relationship of holder)

Name	Relationship to member of Staff	Number

Doctor Tel. No

National Health No. (if known)

In the event of illness or accident during the trip we would inform your next of kin as soon as possible. However, should an emergency require hospital treatment, and next of kin cannot be contacted, we need to know if you would authorise the trip organisers to sign, on your behalf, any written form of consent required by the hospital authorities.

PLEASE DELETE THE STATEMENT THAT DOES NOT APPLY:

- * I give the authority to the trip organiser to sign, on my behalf, any papers needed by the medical authorities in case of emergency hospital treatment.
- * I wish my next of kin to retain the authority to sign any medical forms and relieve anyone involved of all responsibility for any consequences resulting from delay due to lack of authorisation.

Signed Date

TICK IF THE REVERSE OF THIS FORM IS USED TO GIVE ANY ADDITIONAL INFORMATION



- Students and parents will be required to indicate their acceptance of the conditions below by signing a copy of this code. Refusal to sign could result in the offer of a place being withdrawn.
- Boys/Girls are expected to conduct themselves in a considerate and courteous manner at all times and to behave responsibly. School rules regarding behaviour and conduct apply.
- Rooms should be kept tidy and due respect paid to the furnishings and fabric. Individuals may expect to be charged for any damage caused due to misuse or inappropriate behaviour. Accidents should be reported at the earliest opportunity.
- NO eating or drinking is permitted in the bedrooms.
- Boys/Girls are expected to be in their own rooms, quiet and asleep between 23.00 and 07.00.
- Punctuality to all meeting points is essential. Boys/Girls must report in at the agreed times to the designated member of staff. They should make sure they know the agreed time before dispersing for free time.
- Boys/Girls are expected to listen to and follow all instructions given by members of staff.
- iPods / MP3 players should NOT be used during visits and activities to ensure instructions can be heard.
- During periods of free time boys/girls should be in groups of no fewer than 4 persons. (One to remain in support and two to seek assistance). They should make sure they know where staff members will be based.
- Emergency Contact Details should be carried at all times in Students should also add the school mobile numbers to their phone's contacts list.
- In the absence of a qualified lifesaver boys will not be permitted to swim in the sea but may paddle **with permission and under supervision**.
- Boys/Girls should not leave the centre premises without the express permission of a member of staff.
- Boys/Girls may not purchase or consume alcohol or tobacco. Any attempt to smuggle such items in outward bound luggage would be considered a serious breach of the code as would consumption during the visit.
- Boys/Girls are not permitted to purchase any of the following items:
Alcohol, tobacco, flick combs, horror magazines, laser pens, firecrackers, fireworks or anything they might be too embarrassed to show their mother/grandmother! If in doubt, ask, rather than waste your money!
- Staff will not bring individual items through customs for individual students.

Parent Acceptance

I have read and understood the expectations of the code of conduct. I have reinforced the importance of abiding by the code with my son/daughter and agree to support its implementation fully.

Signed:..... PRINT NAME:.....

Date:..... Relationship to Student:.....

Student Acceptance

I have read and understood the expectations of the code of conduct and agree to abide by them.

Signed:.....Date:.....

Robert Carre Trust Students Staying with Host Families

Keeping Children Safe in Education (2016) Appendix E makes specific reference to children staying with host families and the pertaining safeguarding requirements. The Robert Carre Trust recognises that Trust schools may make arrangements for their students to have learning experiences where, for short periods, the students may be provided with care and accommodation by a host family to which they are not related. This might happen, for example, but not only, as part of a foreign exchange visit or sports tour.

The Trust recognises the intrinsic value of experiencing daily life in a different culture in this way but also recognises that such arrangements raise safeguarding risks that need to be addressed.

The Association for Language Learning (University of Leicester) was furnished with clarification from the DfE on 6 October 2016 with regard to DBS checks. (<http://www.all-languages.org.uk/news/dbs-checks-on-host-families-in-school-exchanges-update/>).

The key points of this guidance are summarised as follows:

- There is no requirement for schools to seek DBS checks for families ahead of exchange visits but such checks would be permitted if the school's risk assessment deemed them necessary
- The care provided by host families would be regulated activity BUT because the activity takes place in the home rather than at one of the establishments known as 'specified places' there are no regulatory requirements for checks to be undertaken in respect of the families involved.
- In cases where the child's parent(s), or a student themselves, make their own arrangements then this would be a private arrangement and not subject to any DBS checks.
- If schools decide not to carry out these checks, they should satisfy themselves that they are not putting a child at risk and be able to justify the decision if challenged.

In order to ensure that students taking part in such activities are not being put at risk, Trust schools will comply with the following procedures and protocols:

- Participating parents/carers should complete a self-declaration and host agreement form; this should be translated where possible into the relevant language of the host family
- Participating parents/carers should be made aware of these protocols and procedures as part of the consent process
- Students and their parents/carers must be made aware of the safeguarding risks that they could face and the safety measures that will operate during the visit. These risks and reduction measures should be part of the visit Risk Assessment and the pre-visit briefing meetings.
- Students must have telephone access to their teachers at all times during the visit and should not have more than two days without face-to-face contact with their teachers
- Party Leaders must ensure that as part of the visit risk assessment process alternative emergency accommodation is available should there be an urgent need to re-house a student during the visit. Where the emergency is of a safeguarding nature this should ideally be with one of their accompanying teachers; in other emergency situations a reserve family that is well-known to the school or a local teacher's family would be an appropriate alternative.
- Host parents/carers will not delegate care to another adult during the visit without the knowledge and agreement of the Party Leader

- Pastoral staff in a Trust school should be consulted as to the whether they are aware of any concerns that might bring into question the suitability and/or capacity of host family to provide care to the host student; the Designated Lead for Safeguarding should also be consulted to ensure that students are not being placed into homes where there are known risks
- Where a significant risk is identified the Designated Safeguarding Lead will assess the risk in consultation with the Party Leader and determine if a placement is suitable. Where such risks are identified this should not automatically preclude a student from participating in the exchange but may require reasonable adjustments to be made.
- The host school abroad will be expected to give similar consideration to the suitability of their host families and this must be part of the planning discussions between the respective party leaders. A refusal to give due consideration to these safeguarding protocols could call into question the viability of an exchange arrangement.
- Any safeguarding incidents or concerns should be reported to the Designated Safeguarding Lead as soon as possible. Where contact is not immediately possible the party leader's first priority must be the safety and well-being of the student concerned. The Party Leader should make a record of disclosures and measures taken to support the student.
- If local law enforcement agencies are involved urgent contact must be made with the Executive Head and the Designated Safeguarding Lead.
- Party Leaders should ensure that the UK contact person knows how to contact the Executive Head and the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

Please ensure that form EV15 is completed.

Robert Carre Trust Host Family Agreement & Declaration

EV15

Name of Parents/Carers:

.....
.....

Address during the visit:

.....
.....

Agreement

- I understand that I am responsible for providing an appropriate level of care for the student I am hosting
- I will not delegate this care to another adult without the knowledge and consent of the lead teacher
- I will ensure that the student can contact their accompanying teachers by phone at any time they wish to do so
- I will notify the accompanying teachers of any concerns as soon as possible
- Where a student becomes ill I will notify the accompanying teachers as soon as is practicable and before seeking routine medical treatment from a GP/doctor as the Party leaders hold the relevant delegated authority and confidential medical information from parents.
- Where emergency medical treatment is required, securing emergency treatment should take priority over informing accompanying staff but staff should be notified concurrently or at the earliest opportunity as they hold all relevant medical information for the student.
- I understand that in an emergency I can contact the lead teacher at any time of day or night
- I will ensure that the student is not exposed to material / venues that are not age-appropriate
- I will ensure that appropriate arrangements are made for the student to return to my home after visits or activities
- I will ensure that the student under my care adheres to the participating schools' agreed code of conduct and protocols for school visits.

Safeguarding Declaration

I understand that under the terms of current UK safeguarding regulations I am providing care that is classed as regulated activity and declare that there are no restrictions and/or convictions that would prevent me from providing such care to the host student.

Signed (First Parent / Carer):

Print Name:

Signed (Second Parent/Carer):

Print Name:



EV16

The Robert Carre Trust Educational Visits

Passport Information for all trips abroad – to be completed by all students and staff attending the trip

Destination _____ Date of Trip _____

Full Name _____

Staff /Student (please delete as appropriate)

Date of Birth _____

DETAILS OF THE PASSPORT

Is it a European Passport? YES/NO

If NO, please give details _____

Passport Number _____ Valid until _____ (full date)

EHIC Card Number _____ Valid until _____

Any Additional Information _____

Signed _____ Full name (in capitals) _____

(Parent or Staff member)

Please complete the form below to request for staff to be out of school for this trip.

EV17

STAFF COVER FORM

Please consider points 1, 2 & 3 at the bottom of this form before assuming the trip will be taking place. This form should be completed and submitted alongside the EV1, 2 & 3 forms. To request time out of school for an authorised trip, the party leader **must** ensure that the staff on the trip have set work for their lessons and submitted this to Teresa Mallinson in advance of the trip date.

Trip Leader	Date of trip
Trip Title	Date form submitted
Year group of students	Number of students estimated to attend

Please tick times the staff will be out of school. Please amend form, if out for more than 1 day.

Name	Reg	P1	P2	P3	P4	P5	Duty covered?
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Department approval

Name	Signature of Head of Department	Next of Kin Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

School Approval

	Date	Signature
1. Andy Wilkinson		
2. Executive Headteacher/ Head of School		
3. EV forms completed		
4. Cover arranged?		



Educational Visits Flow Chart

