

Kineton High School External Visits Procedure

The External Visits Co-ordinator (EVC) is Fiona Baker, School Business Manager
The Designated Safeguarding Lead (DSL) is Adam Mitchell, Deputy Headteacher

Stage 1 – Planning and approval

1. The member of staff proposing to lead a trip completes the application form and submits it to the EVC for permission in principle and governor approval (for high risk activities or residential trips only).
2. The application form includes:
 - the description and purpose of the trip
 - the numbers of students and year groups to be included
 - the names of staff and/or volunteers proposing to accompany the trip
 - travel arrangements
3. The trip leader signs the form to say that they have read the 'Learning Outside the Classroom (LOtC) and Offsite Educational Visits Policy' and the relevant National Guidance paying particular attention to safeguarding, risk management and emergency action.
4. The EVC confirms that:
 - The party leader has undergone the necessary training including trip safe-guarding
 - The use of volunteers is approved, all DBS checks have been made and they have read and signed that they understand and will follow the school's safeguarding policy, code of conduct and whistleblowing procedure
 - The selected staff are competent to accompany the trip and all have up-to-date safeguarding training
5. After receipt of the approved application the trip leader completes:
 - the OSA1 form (if the visit is residential or overseas) for LA permission and named emergency contact details
 - a costing schedule
 - all relevant risk assessments with reference to the National Guidance if necessary.
6. These are submitted together to the EVC for approval.

Stage 2 – Administration

7. The trip leader sends a letter to the relevant parents which includes:
 - Key dates and times
 - Deposit and payment deadlines
 - 'The preferred method of payment is via Parentpay'
 - The following paragraphs:
 - *'In accordance with our charging policy, in order for the activity to take place we require a voluntary contribution of £xx from each participant. If you face financial difficulty in meeting this cost we may be able to offer assistance. Please write in confidence to the Headteacher.'*

- *'It is advisable that students do not take valuables on this trip. However, if it is necessary, please ensure that your own insurance covers such items.'*

- The Health and Safety risks of the visit with associated risk assessments
- Insurance arrangements
- Conditions of cancellation and details of any non-refundable monies
- Minimum and maximum number of students needed to run the visit
- Selection criteria for students if the trip is oversubscribed
- Details of any specialist clothing or equipment required

If there is any query regarding the suitability of a student for the trip, the party leader should discuss their concerns with the EVC before discussions with parents. Any special arrangements that need to be made for students with Special Educational Needs, disabilities or medical needs should be agreed between the party leader and the parents.

8. The trip leader organises any necessary parents' information evenings to clarify procedures regarding:

- Code of conduct for staff and students
- Valuables
- Spending money
- Equipment/clothing requirements and recommendations
- Travel arrangements
- Contact arrangements including in an emergency
- Parental approval of students' mobile phone lists
- Activities to be covered including evening entertainment
- Payments schedule
- Insurance
- Sleeping, supervision and any trip-specific safeguarding or safety arrangements
- Travel documents including medical
- Dietary requirements

9. The trip leader arranges for the administration of:

- The collection of OSA2 forms for residential/overseas trips or the 'Day Trip Student Consent and Emergency Permission' forms for day trips. No student may be taken on a trip without this form being signed by a parent
- The completion of OSA3 forms for residential/overseas trips or the 'Day Trip Adult Medical Details' forms for all adults.
- The collection of payments including individual receipt cards where necessary
- Arrangements for the bookings of venues/activities
- The making of travel arrangements, ensuring tour operators are ABTA members and activity centres have been approved by the AALA (Adventurous Activities Licensing Authority).

- **Insurance: All visits involving an overnight stay must be covered by insurance.** It is emphasised to parents the importance of revealing any relevant medical details before travelling either on the official disclaimer form or by letter. Failure to do this could invalidate any insurance and greatly inconvenience the whole party.
- Payments to suppliers
- VAT arrangements where applicable
- Spending money including any foreign currency required
- Any other administrative requirements

Stage 3 – Pre-departure

10. As soon as possible before departure, the trip administrator completes the school journey form. This is required for insurance purposes and must include full names and the details of their emergency contact for all students and staff involved in the trip.
11. All staff and volunteers attending the trip receive relevant safeguarding training.
12. The trip leader ensures that the named emergency contacts at school have a copy of form OSA4 Base contact.
13. The trip leader completes the form OSA5 Emergency Action Form – Party Leader and keeps this with them at all times during the trip.
14. If any member of staff or other adult accompanying the trip is using their own vehicle to transport young people, they complete form OSA6 Volunteer driver's form and submit it to the EVC.
15. All documentation is copied and kept by:
 - Trip leader (who keeps it on them throughout the trip)
 - School office
 And for residentials:
 - EVC
 - DSL
 - Headteacher
16. For sports fixtures, names and emergency contact details must be left with the office.
17. The trip leader ensures they have a first aid kit and a school mobile phone with them.

Stage 4 – During the trip

18. The National Guidance is followed which includes procedures to cover the following:
 - Students' code of conduct
 - Fire and evacuation procedures
 - First aid
 - Emergency procedures in case of students becoming separated from main party
 - Contingency plans in case of inclement weather, travel delays, terrorist threat, accident or illness etc
 - Supervision of students during activities and at the accommodation
 - Sleeping arrangements
 - Meet times, assembly points and requirements of the day
 - Staff access to emergency contact details

- Supervision ratios
- Activities under the instruction of qualified staff
- Use of social media
- Staff

Stage 5 – After the visit

19. On completion of the visit, any unspent monies and/or supporting receipts and documentation are returned to the school office and filed for audit purposes.
20. The trip leader gives any necessary feedback to the EVC/DSL any issues and necessary actions
21. The trip is evaluated by the leader and/or EVC for future purposes