



St. Mary's Catholic Academy Educational Visits Policy

MISSION STATEMENT

St. Mary's is a caring faith community based on the teachings of Christ.

Our mission is to provide an outstanding whole person education through which all are challenged to grow in wisdom, understanding self-esteem and closeness to God.

"I have come that you may have life and have it to the full"

John 10¹⁰

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1. Introduction

This policy applies to all Educational Visits involving students at St Mary's Catholic Academy. This type of curriculum enrichment varies in duration from less than half a day to substantial residential trips both in UK and abroad.

Educational Visits are defined as events that involve students being away from the normal school sites, while in the care of St Mary's Catholic Academy. The following give an indication of the wide range typical of the school's off-site provision: university conferences and lectures; concerts; visits to art galleries, theatres, manufacturing and service industries, a farm and historical sites; sporting events; urban and rural field studies; adventure and outdoor pursuits; art and dance workshops; regional and national competitions.

2. Outdoor Education Advisers Panel (OEAP) National Guidance

This Policy adopts the National Guidance published by the Outdoor Education Advisers Panel (OEAP) on the website <http://oeapng.info>. This provides detailed guidance about many aspects of outdoor learning, off-site visits and Learning Outside the Classroom, and includes Essential Reading for all key staff roles. Specific information can be found by using the site's search function.

St Mary's Catholic Academy employees must follow that guidance as well as the requirements of this Policy. Should there be any conflicting areas please consult with the schools EVC.

3. Role-specific responsibilities

OEAP National Guidance (see section 2 above), sets out the responsibilities and functions, regarding Educational Visits, of specific roles including:

- Directors
- Headteacher
- EVC
- Visit leader

The Headteacher is responsible for:

- Ensuring approval for visits is given, including liaising with the Trust where appropriate;
- Ensuring that the Directors are made aware of visits;
- Ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- Ensuring that all accreditation or verification of providers has been met;
- Ensuring that visits are evaluated to inform the operation of future visits;
- Ensuring that each visit has an appropriately competent Group Leader;
- Ensuring that all teachers are aware of the Trust guidance;
- Ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the Trust's public relations unit. See also the Academies Critical Incidents Procedures.

The School's Educational Visits Co-ordinator is responsible for:

- Ensuring educational visits meet the employer's and school's requirements;
- Supporting the Directors with approval and other decisions;
- Assessing the competence of prospective leaders and staff;
- Ensuring that Risk Assessment meets requirements;
- Organising training and induction;
- Keeping records of visits, accidents or incident reports;
- Reviewing systems and monitor practice.

The Group Leader is responsible for:

Overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The group leader should ensure the RMP is detailed and includes planning that is **specific to the children they are taking, the actual place they are visiting and the activities they are undertaking**. This should include all aspects of travel, as well as supervision throughout the visit, including accommodation, 'downtime', evenings / overnight periods. It is particularly important to minimise the amount of 'free' or downtime during visits, and to ensure that appropriate supervision is in place throughout the entirety of the visit.

The Group Leader must:

- Gain approval for the trip from SLM.
- Submit an A&E request to SLT. Day visits require approval from SLT only (2 weeks notice). Foreign or residential trips require approval from SLT, Headteacher and Trust (6 weeks notice).
- Set up a costings spreadsheet, to be kept with the finance assistant. The charges made to students and overall costs must balance.
- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- Plan and prepare for the visit and assess the risks – See section 4
- Complete a risk assessment on EVOLVE.
- Ensure parents are informed and have given consent. Blanket consent has been gained at the start of the academic year for sporting activities and non-adventurous educational visits that take place during the normal school hours.
- Organise emergency arrangements;
- Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do.
- Ensure that all members of staff have a copy of all the relevant documentation relating to the visit.
- Ensure that all staff are briefed on a plan of action in the event of a serious incident occurring. (see also visits to major cities in section 4.)

4. Assessment of Risk (Procedural requirements)

The visit leader should use the Visit Leader Check List (appendix) to ensure all pre trip tasks have been completed.

Risk Assessment

St Mary's Catholic Academy has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level. This requires that proportional (suitable and sufficient) risk management systems are in place.

Risk assessments must be completed on EVOLVE and submitted to the EVC for approval. Generic risk management plans can be located in the Educational Visits section of the department folder. The risk management template that should be completed is in the appendix of this policy and on the departmental folder.

✓ The following information is required to complete a risk assessment:

- Intended learning outcomes
- Length of the trip (overnight requires LA approval)
- Activities (Adventurous activities and water based activities apart from: swimming in life guarded pool, use of commercial craft and tourist boats where personal buoyancy aids are worn and water margin activities, *defined as: "activities that taken place near or in water such as: a walk along a river bank or sea shore, collecting samples form ponds and streams or paddling or walking in gentle or shallow water, require LA approval*).
- Start and Finish times
- Visit Leader and contact details
- Deputy Visit leader and contact details
- Students going on the trip and ratios
- Medical needs of the students
- First aid arrangements

✓ All risk management plans should consider:

- Transport
- Ratios
- Supervision
- Downtime
- Activities
- Participants' medical conditions, behaviour and special needs.

✓ The following information will need to be uploaded as attachments

- Risk management plans
- Letter to parents
- Staff next of kin details (residential only)

Further information about risk assessment can be found on the OEAP National Guidance website (see section 2 above).

Visits to major cities:

In light of recent events relating to terrorism in Europe and the heightened level of alert for the UK all visits to major cities, whether in the UK or abroad must be recorded on Evolve as per other educational visits. A plan B must be in place in case of serious incident and discussed with the EVC prior to the visit taking place.

Before leaving for the visit

- 1) Ensure that all staff are inducted into and understand the management and communication strategies in place for the visit. This should involve all staff having each others mobile numbers, and checks to ensure that phones are operative whilst abroad. All staff should be fully aware of the itinerary and travel arrangements, they should have a copy of students contact details and medical information.
- 2) All students should have a contact number for at least one member of staff on the visit, for overseas or far from home residential visits this should ideally be two members of staff. School mobile phones can be booked through the EV. For visits to foreign countries where the first language is not English students should be provided with an ID card. The card should be written in the language of the country and read as below.

My name is John Smith. I am from England. I don't speak any French. I am visiting on a School trip.

Staff Contact numbers

School Contact (including: address, phone number, base contact and educational visits email)

Students must have this card on them at all times.

- 3) All students should be briefed on how they should behave in the unlikely event of a terrorist attack.

Run

Hide

Tell

Be secure (turn mobile phone onto silent, turn vibrate off and be aware of silent protocol when dialing 999 – press 55 in you are unable to speak.)

Follow the instructions of the Police or authorities in charge. (This will normally involve putting your hands on your head)

When it is safe contact the staff on the trip.

Whilst on the visit

The group leader should act to reduce risk wherever possible and act on new information accordingly. All staff must carry a copy of the action card for accident/serious incident and the phone numbers for both base contacts. The base contacts must carry the base contact action card for accident / serious incident and the phone number for all members of staff on the visit.

Other things to consider:

- Consider possible alternative meeting points, safe areas or venues, near where you intend to be, that you could use as a meeting point or as an emergency shelter.
- Consider how you would get out of the city in an emergency, bearing in mind that the direct route and planned transport might no longer be an option and consider also the possibility of an enforced overnight stay. Are you aware of alternatives and can you access emergency funds to pay for them? Is there a reserve of any critical medication?
- Be vigilant and aware of your surroundings.
- Avoid congregating too long inside entrances to major public sites – stations, museums, sports stadiums, etc.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Where you have a booking with an Educational Service at a large public facility (e.g. National gallery, British Museum), contact the service to discuss the option of bringing your group into the building via alternative entrances to those used by the general public, to minimise the time spent in public foyer areas where many people congregate.

Suitability of staff to lead activities

New members of staff are strongly encouraged to take part in school trips and excursions. In normal circumstances, however, it is expected that they will have undertaken school trips assisting other members of staff at St Mary's Catholic Academy or in their previous school before they volunteer to be in charge of one themselves. This is a sensible precaution not just for the pupils but also for the member of staff.

Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of participants.

The EVC and/or Principal must therefore consider the following when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits? (check Staff History on EVOLVE).
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee of the Trust?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?
- h) What experience has the leader of the environment and geographical area chosen?
- i) Does the leader possess appropriate qualifications?
- j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- k) If leading adventurous activities, has this been 'approved' by the EVA?
- l) Is the leader aware of all relevant guidelines and able to act on these?

Parental Consent

- Parental permission using the appropriate school form or a suitable equivalent, checked by the EVC should always be obtained before a student is taken out of school on any visit of any description. Blanket consent has been gained at the start of the academic year for sporting activities and non-adventurous educational visits that take place during the normal school hours. For overnight visits the directors must give approval.

Farm Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to EVOLVE National Library: '[Preventing or controlling ill health from animal contact at visitor attractions - Advice to Teachers](#)' and associated documents.

Refer to: Farming & Countryside Education: www.face-online.org.uk

'Farm Visits' in National Guidance www.oeapng.info

Water-Margin Activities

This section applies to:

Activities that take place near or in water such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water*. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or to water-going craft.

* 'gentle' means hardly moving at all.

'shallow' typically means up to the knees of the participants.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

At the outset the leader must decide whether the activity:

a) Falls within the definition in bold above - in which case the below guidance applies,

or

b) Exceeds the definition in bold above - in which case this is a water-based adventurous activity.

All staff involved in water-margin activities should be conversant with the guidance contained within Group Safety at Water Margins. This document must be made available to all supervising adults in advance of the visit.

As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary.

EVA approval is not required for water-margin activities, but the leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Principal.

Refer to 'Natural Water Bathing' in National Guidance www.oeapng.info

Residential Visits

The Academy acknowledges the immense educational benefits that residential visits can potentially bring to children and young people, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to: 'Residential Visits' in National Guidance www.oeapng.info

Overseas Visits

The Academy acknowledges the immense educational benefits that overseas visits can potentially bring to young people, and fully supports and encourages overseas visits that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions

For all visits it is essential that consideration is given to the following:

- a) Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- b) Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- c) Transport systems have been assessed as safe for use.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk (from the home page select 'Travel Advice'). All relevant FCO information should be circulated amongst the staff team.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card).

For exchange visits:

The Academy has adopted the Outdoor Education Advisers' Panel guidance document: [Young People's Exchange Visits](#) .

Refer to the British Council (Learning) www.britishcouncil.org

Weather, Clothing & Survival

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed appropriate to:

The time of year, prevailing weather conditions, altitude and exposure to elements;

Likely changes in weather;

The experience and strength of the party;

The nature of the visit and environment.

When venturing away from immediate help, leaders should consider the need for:

Comfort, insulation and shelter for a casualty;

Comfort, insulation and shelter for the whole group;

Provision of emergency food and drink;

Torch;

Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas);

Swimming

The Academy acknowledges the immense educational benefits that swimming activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions

All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad where, for example, a hotel pool may be available.

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

Swimming pools (lifeguarded)

Trust Approval is not required

UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.

For publicly lifeguarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.

Unless suitably qualified, the establishment's staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.

For swimming lessons, the BEB Academy should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Refer to: 'Swimming in a Swimming Pool' in National Guidance www.oeapng.info

Hotel (and other) swimming pools

Leaders should check the lifeguarding position in advance.

Trust Approval is not required for this activity if qualified lifeguarding is provided at the pool.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE.

The following awards/qualifications apply:

For free swimming activity

A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited - see <http://www.rlss.org.uk>

For structured or programmed activity

A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRSTAC) or equivalent – see <http://www.rlss.org.uk> or

A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. see <http://www.rlss.org.uk>

The role of the lifeguard is:

To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)

If necessary, brief pool users in advance regarding rules (e.g. no diving, running, etc.).

To communicate effectively with pool users.

To anticipate problems and prevent accidents.

To intervene to prevent behaviour which is unsafe.

To carry out a rescue from the water.

To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

If a young person holds an appropriate qualification then their role should be emergency lifeguard action, and supervision should remain the responsibility of the establishment's staff.

Refer to: 'Swimming in a Swimming Pool' in National Guidance www.oeapng.info

Open water swimming (i.e. not in a swimming pool and not a 'water-margin' activity)

EVA Approval is required via EVOLVE.

Particular consideration should be given to the following factors:

Unknown locations and hazards, especially overseas.

Changing environmental conditions.

Supervisor complacency.

Adherence to local advice.

Preparation and knowledge of young people, i.e. is it a planned activity?

The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

For free swimming activity

A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see <http://www.rlss.org.uk> Note: this is for beach/sea only, not inland water *or*

For structured or programmed activity

A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see <http://www.rlss.org.uk> *or*

A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. (available from 2013) see <http://www.rlss.org.uk>

Refer to 'Natural Water Bathing' in National Guidance www.oeapng.info

Definition of an 'adventurous activity'

The following activities are regarded as 'adventurous' and require EVA approval:

- All activities in 'open country' (see below)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- 'Extreme' sports
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

'Open country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this might apply.

For the purposes of Trust approval, the following activities are not regarded as adventurous and therefore do not require approval by the EVA. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head Teacher is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities.

Please contact the EVA if there is uncertainty over whether a particular activity requires EVA approval.

Adventurous Activities

This section is applicable to all adventurous activities except the following, for which separate guidance applies:

Water-based activities

Open country activities

Snowsports

Overseas expeditions

The Academy acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The responsibility for the safety of participants in an adventurous activity will rest with either:

a) An external provider

The provider must hold an LOtC Quality Badge or complete a Provider Form

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

b) A member of your establishment's staff

This person must be specifically approved by the EVA to lead the activity, via.

Water-Based Activities

The Academy acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The following are not regarded as adventurous activities for the purposes of EVA approval:

Swimming in publicly lifeguarded pools

Water-margin activities

Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy.

Apart from the above, all other forms of water-based activities are regarded as adventurous activities, and as such require EVA approval.

The responsibility for the safety of participants in an adventurous activity will rest with either:

a) An external provider

The provider must hold an LOtC Quality Badge or complete a Provider Form

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

b) A member of your establishment's staff

This person must be specifically approved by the EVA to lead the activity, via EVOLVE.

In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate, e.g. coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body must be worn at all times by all participants in water based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, *or*
- b) is 'swimming', *or*
- c) is an activity for which personal buoyancy would not normally be worn by young people.

Open-country activities

The Trust acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted. For the purposes of EVA approval, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the EVA if you think this might apply.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Open-country activities are regarded as 'adventurous' and therefore these visits require EVA approval.

The responsibility for the safety of participants in an adventurous activity will rest with either:

a) An external provider

The provider must hold an LOtC Quality Badge or complete a Provider Form

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

or

b) A member of your establishment's staff - see below

This person must be specifically approved by the EVA to lead the activity, via EVOLVE.

The following minimum levels of technical competence apply where a member of the establishment's own staff intends to lead an open-country activity:

- a) For leaders of walking groups outside the UK or Ireland, please contact the EVA for further guidance.
- b) For leaders of walking groups in mountainous terrain within the UK and Ireland
 - Mountain Leader Award (Summer or Winter as appropriate) <http://www.mountain-training.org> or
 - A written statement of competence by an appropriate technical adviser
- c) For leaders of walking groups in summer conditions in non-mountainous hilly terrain (Known variously as upland, moor, bog, hill, fell or down), with well defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved.
 - Walking Group Leader Award <http://www.mountain-training.org> or
 - A written statement of competence by an appropriate technical adviser

- d) For leaders of walking groups in terrain 'easier' than that defined in c)

The leader must demonstrate an appropriate level of competence. This may include one or more of the following:

Countryside Leader Award. See www.countrysideleaderaward.org

Sports Leaders UK Level 3 Award in Basic Expedition Leadership (BEL).

See <https://sportsleaders.org>

Completion of a suitable 'Leader Training' Course.

A written statement of competence by an appropriate technical adviser

Evidence of recent, relevant experience, appropriately corroborated.

An assessment of competence (written or implied) by the Principal.

Snowsports

The Academy acknowledges the benefits that snowsport activities can potentially bring to young people, and fully supports and encourages snowsport activities that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Snowsports (skiing and snowboarding) are regarded as adventurous activities and the visit therefore requires EVA approval.

There are advantages to snowsports taking place during term time as opposed to during the academy holiday period. These include: greater choice generally, less queueing for lifts, less crowded slopes therefore less chance of collisions occurring, less crowded resort, higher possibility of 'sole use' of accommodation, lessons more likely to be conducted by permanent snowsport establishment instructors (as opposed to 'casual' instructors), greater likelihood of English speaking instructors, considerable cost savings through avoiding high season (possibly allowing more young people to participate), etc.

A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) must hold the Snowsport Course Organiser Award (SCO), administered by Snowsport England www.snowsportengland.org.uk and must have previously accompanied at least one educational snowsports visit.

Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school.

Academies should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day. A member of staff intending to lead skiing or snowboarding (i.e. not using a ski school instructor) must be qualified as below and have been approved by the EVA via EVOLVE

Skiing: The minimum qualification to lead skiing on snow is:

The Alpine Ski Course Leader Award (ASCL) www.snowsportengland.org.uk or

The Alpine Ski Leader Award (ASL) www.snowsportscotland.org or

A statement of competence by an appropriate 'technical adviser'

Snowboarding: The minimum qualification to lead snowboarding on snow is:

The Snowboard Leader Award (SBL) administered www.snowsportscotland.org or

A statement of competence by an appropriate 'technical adviser'

See EVOLVE Resources for the current good practice guidance on helmets for snowsport activities.

Pupils may only take part in off-piste activities if:

- a) under the direction of a suitably qualified local instructor, AND
- b) they will remain within the designated controlled areas, AND
- c) off-piste activities are specifically included within the visit insurance policy, AND
- d) A NOTE is added to EVOLVE in advance of the visit, confirming that the above criteria are/will be complied with.

Important: Owing to unacceptable liability waiver requirements, currently Trust academies must not use the following resorts: Vail, Beaver Creek, Breckenridge, Keystone and Heavenly Lake Tahoe, until further notice. For other resorts in USA or Canada, the academy must check the liability position prior to making a commitment.

Refer to 'Snowsport visits' in National Guidance www.oeapng.info

Overseas Expeditions

The Academy acknowledges the immense educational benefits that overseas expeditions can potentially bring to young people, and fully supports and encourages overseas expeditions that are correctly planned, managed, and conducted.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Overseas Expeditions (for the purposes of this document) are defined as those which typically involve journeying in remote areas of the world and/or in developing countries.

There are stringent requirements on Overseas Expedition providers, and establishments may therefore need to allow up to 18 months for EVA approval to be granted. A Note (for the attention of the LA) should be added to the EVOLVE Visit Form as soon as possible during the planning stages.

Overseas Expeditions will only be approved by the local authority if the provider either:

- a) Holds an LOtC Quality Badge www.lotcqualitybadge.org.uk or
- b) Provides a statement of compliance with Guidance for Overseas Expeditions, Edition 4

For providers that do not hold an LOtC Quality Badge, 'Guidance for Overseas Expeditions, Edition 3' should be referred to when the proposal is initiated. This document contains information for both academies and providers, and includes a checklist of vital aspects that must be considered prior to the academy making a commitment with an external provider. Overseas expedition providers are required

to comply with the minimum standards specified in this document.

When planning an expedition and selecting a provider, academies should particularly consider the educational aims of the venture, that appropriate progression takes place, and that the requirements relating to best value are met.

Visit leaders may find it beneficial to attend the one day course entitled 'Overseas Expeditions and Fieldwork: A Course for Teachers and Youth Leaders' organised by the Royal Geographical Society www.rgs.org/eac

Refer to: 'Overseas Expeditions' in National Guidance www.oeapng.info

Approval of staff to lead an adventurous activity

Procedure for obtaining approval

Staff who wish to lead (i.e supervise or instruct) an adventurous activity, must first upload details and scanned copies of all relevant qualifications (e.g. instructor certificates, first aid, etc) to the 'My Details' section of their EVOLVE account.

The visit leader should complete the Visit Form on EVOLVE as usual. During this process EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which will request further details regarding the proposed venture (e.g. dates, venues, numbers, etc.). The ALF will then be embedded within the Visit Form for that particular visit.

On receipt of a Visit Form (and embedded ALF), the EVA will view the proposed activity in the context of the leader's competencies and qualifications.

Where approval is not granted to lead the activity, the Visit Form will be returned to the EVC via EVOLVE, with an attached note. Where this is the case the activity must not take place.

Criteria for approval

Approval will normally be given where the leader of the activity has recent relevant experience, and: is appropriately qualified through the relevant National Governing Body or has a 'Statement of Competence' from an appropriate 'technical adviser' – see below.

For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body. For further clarification regarding a technical adviser 'Statement of Competence' please contact the EVA.

In some cases approval may be granted where no qualification is held, but the person concerned is deemed by the EVA to have a sufficient level of competence in addition to recent relevant experience.

In cases where no National Governing Body exists, the EVA will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

Approval will always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist. Approval may also be subject to other conditions which will be specified by the EVA on the Visit Form.

Where there is insufficient information for the EVA to make a decision regarding approval, then the applicant may be asked to provide further information (e.g. evidence of awards, experience, and log book details, etc.). In some cases a meeting with the applicant may be requested by the EVA.

Approval to lead an adventurous activity is specific to the technical aspects of the adventurous activity detailed. It is not an indication in respect of other aspects of the visit such as general management and supervision skills, the assessment of which may be the responsibility of the Principal and/or EVC.

Using an External Provider

An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

Activity Centre

Ski Company

Educational Tour Operator

Overseas Expedition Provider

Climbing Wall where instruction is provided by climbing wall staff

Freelance instructor of adventurous activities

Youth Hostel (where instruction is provided)

Voluntary organisation (e.g. Scout Association), where instruction is provided

For the purposes of EVA approval, an External Provider is NOT a:

Youth Hostel (where accommodation only is used)

Hotel, B&B, etc.

Campsite

Museums, galleries, etc.

Tourist attractions

Theme Parks

Farms

Coach, Train, or Airline company

Swimming Pool

Climbing Wall where instruction is provided by a member of your establishment's staff with an approved Activity Leader Form (ALF)

'Volunteer' instructor of adventurous activities (see below)

The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Head of establishment. The EVA does not 'approve' external providers or tour operators. Academies will find it useful to 'Search by External Provider' on EVOLVE, and liaise with other establishments that have used a particular provider.

Academies should consider the requirements under 'best value' when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the academy must ensure that either:

The Provider holds an LOTC Quality Badge www.lotcqualitybadge.org.uk

or

A 'Provider Form' has been satisfactorily completed by the provider

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not an LOTC Quality Badge, then a Provider Form is still required.

Note: EVOLVE automatically identifies providers that hold an LOTC Quality Badge via the search tool Kaddi: www.kaddi.com

Providers that hold an LOTC Quality Badge

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

Providers that do not hold an LOTC Quality Badge

Procedure

Download a [Provider Form](#) from EVOLVE or the departmental folder

- Complete the top section.
- Send Provider Form to the provider (email, fax, post).
- On its return, check that it has been satisfactorily completed and forward to EV and the Trust.
- Keep Provider Form on file together with all other relevant documentation.
- It is not necessary to attach the Provider Form to EVOLVE.

Important: If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice from the EVA prior to making a commitment with the Provider.

The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from your establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

In some instances, for example where an academy intends to use an external volunteer for services, then this person may be regarded as a temporary member of staff and the procedure may be appropriate.

The above procedure is not sufficient for Overseas Expeditions for which separate arrangements are applicable.

5. Monitoring

The Headteacher is responsible for ensuring compliance with this Policy and for the monitoring of visits organised by St Mary's Catholic Academy. The EVC is often best placed to carry out routine monitoring. Monitoring will take place through a series of spot checks by the EVC during the year. Documentary evidence of these spot checks will be recorded in a document shared with the Headteacher. The OEAP National Guidance includes a document on monitoring. In case of doubt or concern, advice may be obtained from the Educational Visits Co-ordinator.

6. Induction, training, apprenticeship and succession planning.

Visit leader training will be offered to all staff. Although not essential it is recommended that staff wishing to act as visit leaders attend this training.

The EVC will attend training with the LA and follow this up with refresher courses.

7. Risk management and risk benefit assessment

Staff need to complete a risk management plan for all activities. The template that should be used can be located in the appendix of this Policy.

A useful framework for assessing risks - SAGED:

- Staffing requirements – trained? experienced? competent? ratios?
- Activity characteristics – specialist? insurance issues? licensable?
- Group characteristics – prior experience? ability? behaviour? special and medical needs?
- Environmental conditions – like last time? impact of weather? water levels?
- Distance from support mechanisms in place at the home base – transport? residential?

Staffing, Ratios, and Supervision

On all visits there must be 'effective supervision' that has been approved by the EVC and the Head Teacher. The staffing of visits must enable leaders to supervise young people effectively.

Decisions about the staffing and supervision should take into account:

- The nature and duration of the visit and the planned activities.
- The location and environment in which the activity is to take place
- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational).
- Staff competence.
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time. When planning a repeat visit or a series of activities, it is important to review the previous plan (no matter how well it worked in the past) so as to ensure that it meets current group needs and any other changes (e.g. time of year).

Staffing ratios are a risk management issue, and should be determined through the process of risk assessment.

A visit must not go ahead where either the visit leader, EVC or Principal is not satisfied that an appropriate level of supervision exists.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Remote Supervision

Students must be supervised throughout all visits, even though at times they may be unaccompanied by a member of staff or other responsible adult, e.g. D of E expeditions, 'down' time in a town, etc.

Management of 'remote supervision' must be included in the risk assessment and communicated to parents/carers when trip details are issued.

Transport

Parents must be made aware of the intended form of transport, and their consent obtained. Coaches are booked from companies known to the school and Trust.

Staff drivers of minibuses must hold D1 and MIDAS certificates.

First Aid

For all visits there will be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc.).

'Basic Skills' is a level which may be suitable for routine urban visit.

On visits where First Aid is more likely to be needed, or where access by the emergency services may be delayed, a qualified First Aider must be present. Based on the nature of the particular visit, the EVC (or visit leader) will make a professional judgement regarding the level of first aid required.

Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision. For residential visits the visit leader should ensure that first aid is available at all times.

A first aid kit appropriate to the visit will be carried, along with medical details for trip participants, and there should always be someone who is nominated to deal with first aid issues. This person is responsible for ensuring the correct first aid equipment is taken.

The Visit leader must have details of any medical conditions, and medical treatment consent forms (if appropriate to visit) with them at all times.

8. Assessing venues and providers

Where possible visit leaders should visit intended venues. In cases where this is not possible the visit leader should research the intended venue using the internet, recommendations from other schools and any other means they have available to them.

Visit leaders should look for LOTC Quality badge and AALA Licences centres as holding one of the above is a creditable assurance of appropriate Health and Safety Management Systems.

A Visit Provider form can be found in the 'resources' section of EVOLVE to support your research into providers that do not hold the above accreditation.

New providers, or providers with no track record of visits will require a pre inspection visit. It may be necessary to visit a centre to see if the provider can meet the needs of pupils if the trip consists of pupils who have additional needs.

9. Volunteers

- All volunteers should have an enhanced DBS if there is opportunity for them to be alone with a child/group of children
- Volunteers should be clear about their role and be made aware of the conduct expected from them while on the trip
- Volunteers should be placed with a member of staff from X school
- Should volunteers be used to lead activities, they must have the correct qualifications subject to the Governing body and/or experience if a qualification is not necessary.

10. Emergency procedures and incident reporting

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

- REMAIN CALM - Assess the situation.
- Safeguard yourself and then any other uninjured members of the group.
- Make sure all other members of the party are:
 1. Accounted for
 2. Safe
 3. Adequately supervised
 4. Briefed to ensure that they understand what to do to remain safe.
- Delegate Deputy Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
- Call emergency services as appropriate.
- Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
 1. Preserve life
 2. Prevent the condition worsening
 3. Promote recovery
- Follow the instructions and advice of the Emergency Services once they have arrived on the scene.

Essential First aid:

- Casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
- You need to try to find and stop any serious external bleeding
- You need to protect the casualty from the environment - keep them warm
- Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the following information:
 1. Who you are,
 2. Which Establishment you are from and what your role is within the group
 3. What number can you be called back on?
 4. What is the nature of the emergency?
 5. How many casualties there are and their status
 6. The total number of people in your party
 7. Your current location
 8. Whether you are staying where you are or moving – if you are moving where to?
 9. What time did the accident/incident happen?

- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Complete the Group Leader Action Card for accident/serious incident while off site.
- Keep a written log of all actions taken, conversations held and a timescale – See appendix
- Complete an accident/near miss report form at the earliest convenience

Visit leaders must carry all emergency information with them during the visit e.g. emergency contact phone numbers, medical information.

Base contact

The School Base Contact must have immediate access to all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

- In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), the base contact will:
 - Confirm the phone number at which the caller can be contacted back on;
 - Note their location;
 - Determine the nature of the emergency;
 - Determine the type of help required.
- If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:
 - Provide the required assistance if possible;
 - Seek further advice or pass on details to other establishment contacts that may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention, the Headteacher or Designated Assistant Head teacher must be contacted immediately. The Visit leader must carry the emergency procedure cards with them at all times. These can be located in the Educational Visits section of the department folder and in the appendix of this policy.

11. Behaviour and Safety during the Visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These will be reemphasised as appropriate during the visit. Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety.

Students are expected to abide by St Mary's Catholic Academy Behaviour policy when on educational visits or outdoor activities. On residential trips, any pupil/student whose behaviour is inappropriate or unacceptable will be returned home with any additional costs paid by parents/carers.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances – for example: over-busy lunch area, rain, rising water levels, etc. Following the visit, the visit leader should record any significant issues, for both reference and to inform future visits.

Refer to: 'Responsibilities of the Visit Leader' in National Guidance www.oeapng.info
DfE document: [A Handbook for Group Leaders](#)

12. Inclusion

Educational Visits should be available to all students, regardless of background or abilities. Visit Leaders must ensure that their provision meets the requirements of the Equality Act 2010, the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001. Guidance about inclusion can be found on the OEAP National Guidance website (see section 2 above).

13. Insurance

The Visit Leader must ensure that the trip has appropriate insurance cover – check information with the Business and Finance Manager. Insure participants - staff and pupils.

Personal accident insurance cover is required for all potentially hazardous activities, and for all trips abroad. Please check providers have £5 Million Public Liability Insurance.

Insurance cover is obtained for visits and activities which:

- Include foreign travel
 - Involve potentially hazardous activities.
- For all other trips insurance cover depends on the cost of the trip and the nature of the activities. Some cover may be provided through the school's own insurance policy but staff should check with the school business manager and top up as necessary. Parents are informed in writing of the insurance arrangements.

Appendix 1

Visit Leader Checklist

I have met all requirements of my employer's and my establishment's policies relevant to the visit.	
I am confident to lead the visit and have the specific competence to do so, and have been judged so by my head / manager in line with my employer's requirements.	
I have planned and prepared for the visit, involving staff and young people in the planning and risk management process to ensure wider understanding.	
I have kept my EVC informed at each stage of the planning process.	
I have undertaken a preliminary visit if appropriate or required by establishment policy.	
I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy.	
I have shared details of 24/7 emergency contacts and emergency arrangements with key staff.	
I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers.	
I have checked whether insurance arrangements are adequate.	
If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management.	
Child protection issues are addressed, including DBS checks and processes where appropriate.	
I have disseminated relevant information to supporting staff.	
There is access to first aid at an appropriate level.	

Appendix 2

Group Leader Action Card for Accident/Serious Incident whilst on an Offsite Visit.

As Group Leader, once you are out of any danger, handed over to the emergency services and in a safe environment your primary role is to liaise with the Base Contact having gathered as much information as you can about the incident that has occurred.

ENSURE YOU KEEP A LOG OF ALL ACTIONS & DECISIONS TAKEN

Inform your Base Contact that an incident has occurred and have the following information available:

What is the nature of the incident – have as much detail as possible.

- nature of incident
- where did the incident occur?
- when did the incident occur?
- what is the likely duration?

Have the emergency services been notified and are all casualties being dealt with?

Is everyone accounted for?

What is your current location? Grid Reference (if appropriate):

What is the phone number you are calling from?

Is a landline available nearby?

Have the police been informed? If so, what is the incident number?

What are the contact details of the police officer in charge?

Confirmed Fatalities:

How many:

Details (*names of individuals*):

Persons Injured:

Number of injured:

Details (*names of individuals and nature of injuries*):

Witnesses (*provide details*):

Are the media at your location?

What assistance/support do you require?

Appendix 3

Visit Leaders Emergency Information

My number	
School number	
Base contact number	
2 nd base contact number	
Other staff on the visit contact number	

Appendix 4

Guide to Leading a School Trip

The purpose is to help you do this, not put you off! Taking students out of the school environment can be one of the most memorable learning experiences we can give AND the most rewarding.

I wholeheartedly recommend you do it!

Step by Step

Step 1 – Discuss the visit with SLM.

Step 2 - Complete an 'Activities and Events' form ensure this is discussed with your senior line manager, HHO and ETR first. Hand the form to JLE. This is requesting permission for such a trip with as much time as possible.

Day visits require approval from SLT only.

Foreign or residential trips require approval from SLT, directors and LA (minimum 6 weeks' notice).

Step 3 – Once you have discussed the visit with your SLM **log onto EVOLVE**. Contact MSE to get your username and password.

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=becmat

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=becmat

EVOLVE



Home

Contact

Welcome to EVOLVE

MSICOLUE FO FAQFAF

Welcome to the
Blessed Edward Bamber Catholic
Multi-Academy Trust
EVOLVE

Username:

msergeant

Password:

.....



[Reset/Forgotten your password?](#)

Step 4 – You will be assigned your own area on this online space. The EVC (Educational Visits Coordinator), Headteacher and the Trust will be able to view trips in progress. **Click on a TAB to navigate through EVOLVE**

https://evolve.edufocus.co.uk/evco10/evhome.asp?firstload=1&showheadlar=&showreturnedlar=&showlalar=&evals=f

EVOLVE

Mark Sergeant
Logout

Home Resources Add Track Evaluate Reports

Visit Search ...

Welcome to EVOLVE

NEW to EVOLVE? [Click here](#)

Important - All users must check that their correct email address is registered with EVOLVE by clicking on the blue 'person' icon above

Click [here](#) for BEB Educational Visits Policy & Guidance

Visits must be submitted at least **four weeks** before the actual visit date in order to gain approval from BEB (Required for overseas, residential or adventurous activity visits)

If you have difficulty using Evolve, please contact your EVC in the first instance

EVOLVE+

You subscribe to EVOLVE+ and have access to a range of enhanced features. Click on the links below for a range of helpful starter guides:

- [EVC Quick Start Config Guide](#)
- [EVC Starter Guide](#)
- [Staff Guide to Comms](#)
- [Staff Guide to Managing Consent](#)
- [Parent Guide to Online Consent](#)

Latest News:

DfE Guidance

In November 2018, the DfE published new guidance on educational visits to schools electronically. The guidance can be found by following the link below.

<https://www.gov.uk/governmen...>

[more ...]

22/01/2019 16:59:44

Step 5 – If you are using an external provider you must check that they have LOTC Quality Badge. Do this by clicking on the pink 'Resources' tab and then on purple 'Search' icon. Click on 'Providers' in the list on the left hand side of the page. Type in the name of the provider and a drop down list will appear. If the provider holds the LOTC Quality Badge, it will be indicated next to its name. If they don't have the badge, then a provider form needs to be sent to the provider for completion. Before doing that though, staff should check to see if one has already been loaded for all BEBCMAT schools to use for the current academic year. Click on pink 'Resources' tab and then on purple 'Search' icon. Click on 'Provider status' in the list on the left hand side of the page. If the provider has completed a form that is still current, it will be indicated next to its name. If a provider form has not been completed then one should be sent to the provider and forwarded to MSE once completed. Blank provider forms can be found on the department folder.

Step 6 – To begin a new visit form on EVOLVE, you click ‘**Add Visit**’ and you will be asked to **name the Trip**. You will then be asked to categorise your visit through a number of check boxes – this will ensure the correct approval is gained.

The screenshot shows the EVOLVE web application interface. At the top left is the 'EVOLVE' logo. To the right is a user profile for 'Mark Sergeant' with a 'Logout' button. Below this is a navigation bar with tabs for 'Home', 'Resources', 'Add', 'Track', 'Evaluate', and 'Reports'. The 'Add' tab is selected. On the right side of the navigation bar are icons for 'NG', a key, and a question mark. A search bar labeled 'Visit Search ...' is also present. The main content area is titled 'Test 2 (803)'. A yellow warning box states: 'Please note Trampoline Parks are now regarded as adventurous, please ensure you select adventurous on the visit type page.' Below this is a 'Type' section with a 'Yes' and 'No' column. Five questions are listed, each with a radio button and an information icon: 'Is this an on-site activity?', 'Is this an Overseas visit?', 'Is this a Residential visit/activity?', 'Will this event include an Adventurous Activity led by an External Provider?', and 'Will this event include an Adventurous Activity led by a member of St. Mary's Catholic Academy staff?'. A 'Continue' button is at the bottom right. At the bottom, there is a yellow box for 'Event Specific Notes (ESN)' with a plus sign.

Step 7 – Next you will be guided through a series of screens that ask you questions about the trip. Most screens require box checking or selection from a drop-down box and are very easy to address.

Once a section has been completed successfully, a tick will appear next to the appropriate section on the menu on the left side of the screen. You can return to any elements and edit at any time should things change.

Some Helpful Pointers:

- ensure your deputy leader info contains a mobile number
- ensure your base contact info contains a telephone number
- ensure you enter the attendees from the drop down boxes that are in form order (these are editable later)

Step 8 – The penultimate section asks you to attach documents to your trip record. You can browse through files in the normal way for this. These include:

- Parental consent letter
- Additional correspondence
- Risk Management Plan
- Itinerary
- Other appropriate documents –e.g. Flight plan, insurance schedule etc

Step 9 – You can then choose to submit the form – this will then be forwarded to MSE for approval before going to the Headteacher. If the trip involves adventure, interaction with water or an overnight stay – approval will also come from the Trust.

You can choose not to submit immediately whilst you are amending, adding or completing the form itself.

When you log out it automatically saves.

You can also access resources and guidance through the **Resources** tab.

This includes documents that we have uploaded as well as documents from the Trust.

Appendix 5

ST. MARY'S CATHOLIC ACADEMY



ACTIVITIES & EVENTS REQUEST FORM 2018-19

This form must be completed for all activities or events which are not in the published Academy Calendar

Name of activity:			
Date of activity:			
Time & duration of activity: STAFF			
Time & duration of activity: STUDENTS			
Venue:			
How it is linked to the curriculum:			
Lead member of staff:			
Other Staff Involved:			
Line manager for activity:			
Number of students involved:			
Year groups of students involved: (Where possible please attach a list of students)		List of events in Academy Calendar or Script on this day(s):	
Breakdown of costs <i>(note this A&E will not be approved until this section has been completed):</i>			
Supplier and cost breakdown	Pupil Premium & LAC to be funded	Price per pupil	
Cover required			
Lessons needing cover: <i>e.g. 10C Business</i>	Periods required for cover: <i>e.g. Period 1</i>	Staff needing cover: <i>e.g. SEC</i>	
How will this trip be marketed?			
Social Media	Newsletter Article	School Website	Other (please state)
Does any evidence based research support your A&E?			
If yes please state evidence			
Finance office approval:	YES	NO	
Helen Holden approved re: cover	YES	NO	
Signature of Lead Member of Staff:		Date:	
PLEASE HAND COMPLETED A&E TO FINANCE AFTER SLT APPROVAL			

Appendix 6

SMCA RISK MANAGEMENT PLAN FOR OFFSITE DAY VISITS			
Name of school:		Date of visit:	
Activity:		Venue:	
Risk assessment carried out by:			
What could go wrong?	What control measures are already in place?	Further actions Required	Notes and review points
RMP prepared by:		Date:	

Appendix 7

The latest version of all documents related to planning an educational visit can be found on the DEPARTMENT FOLDER > ALL STAFF > EVOLVE