Altrincham College

Educational Trips Policy

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Background

Altrincham College offers students the opportunity to experience a range of local, regional and international educational visits designed to enrich all areas of the academic curriculum and to promote students' personal growth. All students are encouraged to take advantage of these learning experiences.

Principles

Altrincham College (AC) aims to offer a broad and balanced range of factual and stimulating educational visits (EVs). Students benefit in their educational and personal development and the visits help to equip all students with the knowledge and cultural capital they need to succeed in life.

EVs have a positive impact by:

- increasing breadth in the learning experience
- raising standards and outcomes for students
- stimulating enquiry and inspiring students
- encouraging tolerance and quality in relationships between all involved
- extending, enlightening and enrich the curriculum and the student's learning experience
- developing self-discipline, organisation, empathy and developing interpersonal relationships.

Aims

This policy sets out clear expectations that all EVs, irrespective of their nature and duration, are well planned, co-ordinated and that the health and safety of students is of paramount importance.

Only competent persons and organisations will therefore be selected for the purpose of organising, planning and leading any EVs.

We seek to offer a wide range of different EVs to help to ensure that no students are excluded from taking part in this important aspect of school life. All EVs should be inclusive and no students should be prejudiced because of their protected characteristics. Students will not be barred on financial grounds from any EVs considered a necessary part of the curriculum. When additional funding is necessary, the school will endeavour to source appropriate funds.

EVs should be consistent with the aims of the school and be fully researched, approved, clearly targeted and reviewed.

Practice

1. Common Law, Duty of Care and Competency

EVs will be planned by staff to ensure that they exercise the Higher Duty of Care owed to children and young people. This means that the Common Law expectation is that the Educational Visit Leader (EVL) ensures that young people are supervised in accordance with the principles of "Effective Supervision", requiring them to take account of:

- the nature of the activity (including its duration)
- the location and environment in which the activity is to take place
- the age (including developmental age) and gender of the young people to be supervised
- the ability of the young people (including their behavioural, medical, emotional and educational needs) NB Staff cannot be responsible for a known historical medical condition if information is withheld from the EVL prior to the visit.

The EVL must act as a reasonable, prudent and careful teaching professional throughout the EV and cannot be delegated to anyone else. However, the EVL should arrange a duty roster to ensure members

of staff have adequate rest. Everyone involved in the EV should understand the supervision arrangements and expectations.

2. Health and Safety and Risk Assessment

Health and Safety (H&S)

If the outcome of a Risk Assessment (RA) is that the inclusion of a student on an EV would create an unacceptably high risk to the H&S of that student or others, taking into account any reasonable adjustments, then the decision not to include the student on that occasion will be communicated to the parents/carers of the student by a member of the Senior Leadership Team. Any deposit or other monies paid will be subject to a refund if the place can be filled by another attendee within the timescale available. If this is not possible, a refund will not be given.

Risk Assessments (RA)

In order for an EV to be approved, a written, suitable and sufficient RA must be submitted by the EVL. RAs must be designed specifically for a particular EV taking into account not only the activities being undertaken, but any specific needs of individuals on the trip. It should contain evidence of the knowledge of possible risks and ways to manage, avoid or mitigate them.

Template RAs can be downloaded from the Educational Visits folder on All Staff Teams. EVLs are requested to use this template so that RAs are standardised across all EVs. A template RA can be found in Appendix 2.

Risk Assessing Students with SEN, Disability or Medical Needs
Every effort should be made to include students with particular additional needs where possible and in accordance with AC's SEND Policy. If applicable, an individual SEND RA should consider:

- any additional aids or equipment that that are required
- any additional staff requirements – e.g. higher staff:pupil ratios
- parking/access requirements for student with blue badge mobility issues (consider bringing the blue badge and letting venues know in advance, which may allow parking closer to the entrance)
- PEEPS (Personal Emergency Evacuation Plans) and evacuation arrangements

Dynamic Risk Assessments

Dynamic RAs should be carried out by EV staff continuously. Any significant changes to the RA should be recorded by handwriting them onto the RA and documenting them in the evaluation form (see Section 18). These should then be made available by the Educational Visits Coordinator (EVC) for the benefit of future EVs.

Involving Students

Students are likely to manage risks better if they are involved in the planning rather than just being told what to do. Students should be involved in visit planning where appropriate and be trained to be 'risk aware' rather than 'risk averse'.

3. First Aid and Medical

Adequate and appropriate first aid equipment, facilities and personnel must be in place for an EV. There is no specific guidance outlining the numbers of first aiders that must accompany an EV.

Minimum first aid provision for low-risk settings should comprise a suitably stocked first-aid box and a person appointed to be in charge of first aid arrangements. They may not necessarily be first aid qualified but will have a reasonable, working knowledge of first aid and be responsible for calling an ambulance and containing the situation, preventing further injury to students and staff.

If any student has medicines stored by school, they should only be taken on the trip where necessary and where a member of staff with the specific training to administer medications to students is present to administer them. In this case, dosage/distribution notes must be taken on an EV and the EVL must ensure that the trained member of staff and the medication pack remain with the student throughout the trip especially when multiple forms of transport are used.

In planning student lists and whilst gaining consent, students with allergies will be identified. They will not be excluded from taking part and staff will conduct a risk assessment for any pupil at risk of anaphylaxis. Such students should have their own Adrenaline Delivery Systems (ADS) with them and a member of staff trained to administer the ADS in an emergency will be present on the school trip.

4. Ratio and Supervision

Students to staff ratios for EVs are not prescribed in law. Those planning EVs should decide the ratios on the basis of RA and consultation with the EVC, taking into account the activity to be undertaken and the age/maturity of the students. Consideration will also be given to the practicalities of dispatching a substitute member of staff during the visit should they be required to cover an incident, emergency or to replace a member of staff.

The following are recommended minimum staff/student ratios for visits:

Destination	Year Group	Minimum Adult : Student Ratio
Abroad	7-11 12-13	1:10 1:15
UK Residential	7-9 10-13	1:11 1:15
UK Non-Residential	7-11 12-13	1:15 1:20
Trafford or within walking distance	7-9 10-13	1:16 1:22

The recommended ratio can be amended with the permission of the Headteacher, EVC and EVL after the RA has been submitted and before the final approval is granted.

Further guidelines can be sought from:

- RoSPA (Royal Society for the Prevention of Accidents)
- The Department for Education
- OEAP (Outdoor Education Advisers Panel https://oeapng.info/)

EVLs and any supervisors of smaller groups which are part of the EV must carry a list of all students at all times. For all EVS, there must be regular head counts, particularly before leaving any venue.

Students should never wear name badges as this could make them vulnerable to strangers pretending to know them.

5. Regular Enrichment Activities

Where enrichment activities regularly take place off-site, e.g. sports fixtures, relevant staff at the start of each school year should obtain the following from parents/carers of those students likely to be selected for teams:

- consent to participate on site (at AC), and off site at local schools
- appropriate medical information
- emergency contact details
- photograph consent

Details of other students selected during the year may be collected as necessary. Prior to departure for the fixture, the EVL should ensure office staff are aware of the relevant EV details (times, dates, location) in case they need to contact parents/carers.

A single member of staff may supervise a sports team.

The EVL for each fixture should have:

- a mobile phone
- have access to medical information
- access to emergency contact details for each student
- a First Aid kit
- a spare Ventolin inhaler if a student with asthma is present on the trip/fixture

6. Transport

Where transport is being hired for an EV, due diligence must be carried out on the company prior to the EV. Only Trafford approved transport company can be used.

The school minibus can be used by one member of staff if the journey is less than 30 minutes. All journeys over this time require two members of staff.

7. Local Visit

A local visit can be defined as an EV that takes places during or after the school day, within a 30-minute journey and to an educational establishment. Such visits include sports fixtures, collaborative work or intra-school competitions. As these EVs are likely to be more regular and long-running they do not require a full Evolve form completing. However, the following process should be adhered to:

- general RA reviewed and in place
- specific RA for individual student with a particular SEND/health condition
- consent for all students involved (see Section 8)
- communication to parents including estimated time of departure and return to school
- emergency contact details
- medical details
- first aid kit
- a spare Ventolin inhaler if a student with asthma is present on the trip/fixture

For local visits, it is necessary to provide parents/carers with information of any planned EVs. It will be the responsibility of the parent/carer to let the school know if they do not want their child/ward to participate, rather than waiting for consent information to be returned.

For return journeys, if a parent/carer specifies collection from the venue, or for their child/ward to disembark from a train/tram at certain points, this must be received in advance of the day. If this notification is received on the day and is not seen by the EVL, students must return to Altrincham College as originally planned. If a parent/carer requests to collect their child/ward from the venue but they do not arrive by the time the rest of the group are due to start their return journey to AC, the student must accompany the group back to Altrincham College. Staff will not delay the return of the group because of the late arrival of a parent/carer.

8. Inclusion

<u>Disadvantaged Pupils</u>

To help to reduce any financial barriers to students accessing EVs we provide:

- as much notice as possible, and where practicable, the option of payment plans, to assist with financial planning
- a range of opportunities
- financial support to disadvantaged pupils through targeted use of the Pupil Premium funding.

Students with Disabilities and the Equality Act 2010

We actively support students with disabilities and/or those with medical conditions to participate safely and as fully as possible by making any reasonable adjustments, by considering alternative EVs, by providing additional assistance or allowing a student to attend for only part of the trip. However, in some limited cases it may not be possible to make a EV accessible for all students and consideration will be given to the interests and learning needs of other students when deciding whether to run that particular EV.

Reasonable adjustments are considered on a case by case basis and regard should be given to:

- the extent to which taking the step would overcome the disadvantage
- practicability of the adjustment
- health and safety
- the need to maintain academic, sporting and other standards
- the interests of other students and the effect of making the adjustment on others
- financial and other costs, the resources of the school and availability of financial assistance

9. Behaviour and Code of Conduct (Students and Staff)

Whilst on any EV, the Staff Code of Conduct applies to all staff and the Behaviour Policy applies to all students.

The Staff Code of Conduct and Behaviour Policy can be found on Team (All Staff-General-Staff Information-Policies-Essential Reading) or in the Staff Handbook.

10. Parent/Carer Consent

Parents/carers should be made aware of all EVs, or where the school's Duty of Care will be exercised by contractor's staff on behalf of the school. AC staff can never be fully absolved of their Duty of Care. For these activities, consent must be obtained.

Should a consent form not be submitted in time, verbal consent may be gained from a parent/carer. This must be recorded in the trip paper work and the EVC must be informed prior to departure. It is good practice to ask for an email to school from parent/carer to follow the verbal consent.

If a student in the group is subject to a Care Order, the relevant Social Services Department (SSD) should consent to any EV for which parental consent is advised. The SSD should be informed of any other 'learning outside the classroom' activity.

Consent for medical treatment

In the case of a medical emergency consent from parents for emergency medical treatment (for example, anaesthesia or blood transfusions) may be required. Where such treatment is considered necessary by the medical authorities, parental consent must be sought. Where parents refuse to consent to emergency medical treatment, either on religious or other grounds, advice will be sought from the AC's public liability insurer and/or legal adviser to determine appropriate next steps.

If abroad, a doctor may be reluctant to treat one of the group participants if the EVL does not have documented consent. Therefore, it is good practice for the EVL to have ready access to a record of parental consent for emergency medical treatment.

11. Safeguarding

The Designated Safeguarding Leads are: Clare Hardy, Assistant Headteacher and Gemma Otway.

Safeguarding measures must be considered at an early stage of the planning and, ideally through pre-visits, appropriate venues should be chosen that allow staff to effectively manage the safeguarding of the students. AC's Safeguarding Policy override the contents of this policy, in relation to Safeguarding.

Key safeguarding measures for staff to adhere to are:

- AC's Safeguarding Policy must be referred to and followed, and incidents, concerns or disclosures must be recorded, maintaining confidentiality whilst prioritising the safety of the student(s) concerned.

- All supervisory staff who are employed to instruct students must be DBS checked before being allowed to supervise a group. Where reasonably practicable, or if the visit is overnight, all volunteers must also be DBS checked.

- For overnight EVs, careful consideration must be given to sleeping arrangements and the allocation of staff and student rooms. Safeguarding must remain the primary focus with any additional needs then taken into account. The Headteacher must approve all plans for sleeping arrangements on residential EVs.

- During all EVs staff must conduct themselves in line with the Staff Code of Conduct and students in line with the Behaviour Policy. This is essential when dealing with first aid treatment or emotional support, particularly overnight.

- When using external providers, clear handovers between provider and AC staff should take place so it is evident to all who is responsible for the students at any point. Where reasonably practicable, EV staff should not leave students in the care of provider staff unobserved and monitored by EV staff unless in an emergency when that is necessary to preserve life or prevent an injured student's condition from worsening.

- A provider's safeguarding arrangements should be reviewed prior to the visit and questions raised, if necessary, by the EVL. In the event of a potential safeguarding breach by provider staff and after the immediate safeguarding of students has been secured. This should be raised immediately by AC staff on site with the provider's management. Thereafter, the liaison should be made between the AC's DSL and the provider's own DSL.

If staff become aware of a safeguarding incident, disclosure or concern whilst on an EV, they must follow the Safeguarding Policy and report it to AC's DSL. If the disclosure/incident occurs out of hours, there should be adequate cover in place for this role – e.g. a member of the SLT link who will manage or escalate the incident/disclosure or, for higher risk EVs, a member of the Safeguarding team on call. If the student in question is at immediate risk of harm, a referral should be made to social services or the police immediately. If this is done by someone other than the DSL, e.g. for reasons of urgency, the DSL must be notified, as soon as possible, that a referral has been made.

12. Providers

External providers contracted to run EVs should, wherever possible, hold the LOtC 'Quality Badge'. Where an un-badged provider is selected, the EVL must undertake a RA and check what other accreditation the provider holds. This should be brought to the attention of the EVC and they should be satisfied with the information for the EV to go ahead.

An exception to the requirement to a non-LOtC badged provider, is if the venue being visited is a public access building. In this case, the provider can be used as long as the visit does not include areas or activities that members of the public would not visit or complete.

13. Critical Incidents

Definition of a Critical Incident

Altrincham College has a robust and tested school emergency procedure. This procedure should provide a sensible and proportionate response to any external or internal "critical incident" which has the potential to pose a threat to the safety of staff and students in the school.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

A 'Critical Incident', as defined above, may be:

- a serious accident involving one or more children / students / staff on or off the premises which has led to death or serious injury
- violence / assault in school
- fire / explosion
- a natural disaster in the community

On an EV, if any member/s of the group are involved in an incident outlined above, this should be declared as a "Critical Incident" and this guidance and procedures should be implemented immediately.

Principles and Priorities

- to meet the needs of the group in crisis
- to meet and support the needs of the establishment, its community, parents/carers, relatives and friends
- to respond to the needs of other agencies
- to respond to media demands

Alerting and Activating the Plan

Staff should activate the critical incident plan by calling the designated number: Main School Reception on 0161 980 7173 during normal office hours (8am – 4pm) and an alternative mobile phone number that is staffed on a 24/7 basis outside normal office hours (SLT EV Link). The numbers should be available to all those that may be required to use them, including:

- designated members of the SLT Link
- EVC
- EVL
- EV staff who may take sole charge of a sub-group, and those in sole charge of a sub-group, should be advised to carry these numbers at all times during off-site activities.

However, in all but the most serious of circumstances, they should only use them after consultation with the establishment's nominated Emergency Contact(s). Under normal circumstances, it should be the establishment's Emergency Contact that alerts the employer to initiate their plan. For the planned telephone communications to remain effective, it is strongly recommended that under no circumstances

should EVL or EV staff, EVC, SLT EV Link, make these telephone numbers available to parents who might otherwise over-burden and compromise the system.

In the event of a Critical Incident, the school's communications procedures need to be activated. The Headteacher should be informed immediately, through the SLT EV Link or directly by the EVL.

The Critical Incident Policy can be found on the school website and MS Teams and the Trafford Critical Incident Flowchart for Schools can be found in Appendix 4. The outline of the AC Communication Tree can be found in Appendix 5. The Trafford Critical Incident Flowchart and AC Communication Tree including staff contact numbers are available to the EVL in laminated form in the First Aid kit that is provided for them on the EV.

14. Insurance

EV trips are covered by Trafford LA insurance who will ensure that appropriate insurance is always in place to cover employees (Employer Liability Insurance) and the school's liability to the public (Public Liability Insurance), including students.

AC has Risk Protection Arrangements (RPA) cover through the Department for Education which includes overseas travel (including winter sports). However, it is the duty of the EVL, followed by the EVC and Headteacher to ensure that the insurance policy will cover all activities being undertaken and to arrange additional insurance if it does not.

It is possible that some adventurous activities are not covered by AC/Trafford LA RPA, in which case, additional cover will be required. Tour operators may include additional travel insurance as part of the package they offer, but it is generally expected that the RPA will be used, unless otherwise agreed by the Headteacher. The academy will also determine whether additional insurance needs to be taken out by parents/carers for their children and to inform them if this is a necessity and how it is to be arranged.

For more complex EVs the school will tell parents what insurance arrangements are in place and ask parents to accept the insurance arrangements through the consent form.

Roles and Responsibilities

1. Headteacher

The Headteacher is: Andrew Keegan

The Headteacher has responsibility for the development and implementation of EVs procedures and processes for all staff and students.

The Headteacher will:

- ensure that EVs procedures are being followed and that a review mechanism is in place
- appoint a suitably competent Educational Visits Co-ordinator (EVC)
- ensure that the EVC is appropriately trained and has sufficient time and authority to fulfil their role
- ensure that appropriate insurance arrangements are in place
- inform the Achieve and Learn Trust Board of any concerns or issues as early as possible
- ensure that there is a process to obtain best value for individual visits
- personally approve all EVs
- ensure that suitable emergency procedures are in place, including procedures to ensure parents are appropriately informed in the event of a Critical Incident (see Section 16) and that AC reporting procedures are followed
- ensure that Critical Incident management plans are in place for dealing with an emergency

2. Educational Visits Coordinator

The Educational Visits Coordinator (EVC) is: Daniel Wakefield, Assistant Headteacher

The Educational Visits Coordinator has oversight of all trips and responsibility for:

- liaising with the Local Authority Strategic Lead for Learning Outside the Classroom and Educational Visits **Bethan Cooper** (for Trafford specific EVOLVE management issues and Trafford specific trip enquiries)
- the management of risks associated with EVs and the maintenance of Evolve
- ensuring that the planning of all EVs complies with the requirements of this policy
- ensuring that feedback is regularly sought from EVs and utilised to both enhance and improve future arrangements

3. Educational Visit Leader

All EVs require a defined Educational Visit Leader (EVL). The EVL will:

- plan the proposed trip following the procedures set out in this policy (Appendix 1)
- ensure that the needs of all those included on the visit are assessed and provided for
- ensure that as much relevant information is obtained on any proposed EV, venue and location to enable an appropriate Risk Assessment (RA) to be carried out which may include an exploratory visit beforehand
- ensure that the RA also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel
- ensuring that any equipment and materials required for the EVs are adequate and arrangements are made to store them safely and correctly
- ensure parents/carers are provided with all the necessary information about the EV including any equipment they may need to provide
- where appropriate, invite parents/carers to any briefing sessions
- define the standards of conduct expected of the students to parents
- brief all group members, including students, staff and any volunteers, on the main elements of the EV, the behaviour expectations of all involved whilst on the EV
- brief all group members, including students, staff and any volunteers, on their roles and responsibilities of all prior to commencing the EV
- to ensure that medical information shared for the purpose of the EV is treated as confidential and held securely
- to ensure that any hard copy documents containing personal data that are produced for the EV are securely disposed of on the return to school
- to finalise all details and arrangements with the EVC

4. Staff involved with EVs

- support the EVL and follow their instructions
- look out for the H&S of students, themselves and those around them
- assist in general control and behaviour requirements
- inform the EVL of any concerns

5. Volunteers

Persons not employed by AC who are acting as supervisors (i.e. are in regulated activity) must:

- be DBS cleared, where reasonably practicable, but if the EV is overnight then this is a mandatory requirement
- otherwise, as a minimum, a volunteer with no DBS needs supervision by member of AC at all times
- be clear about the objectives of the EV
- attend briefing meetings and participate in all relevant activities;

- not be left in sole charge of students
- never be in a situation remote from the support of the EVL or AC staff
- follow the instructions of the EVL and AC staff, and help with control and discipline
- do what is reasonably practicable to ensure the H&S of everyone in the group
- speak to the EVL or AC staff if concerned about the H&S of students at any time during the EV or if concerned about any aspect of the EV prior to its departure

Persons not employed by AC who are involved with an EV but are not in regulated activity and are therefore not DBS cleared, must be supervised at all times. It is a mandatory requirement for all volunteers to be DBS cleared for trips involving an overnight stay.

Any persons attending EVs who is not employed by AC must be clear about their roles and responsibilities during the visit.

6. Students

During EVs, students must:

- dress sensibly for EVs, it is expected that students wear school uniform, whilst undertaking curriculum based EVs unless advised to do otherwise by the EVL
- strive to meet the expectations placed upon them
- follow the instructions given to them by any accompanying adults
- not take any unnecessary risks or place themselves or other students at unnecessary risk
- report to any supervising adult any concerns they may have during the EV and in particular if and when they are asked to partake in any activities

7. SLT Link

All EVs require a defined SLT Link.

In the event of a Critical Incident (see Section 16) involving a group on any form of EV, it is paramount that the EVL should receive as much advice and support as they need.

The following guidelines will help:

- be prepared
- you must have immediate access to these procedures and the information and means to use them, at all times
- make sure you are familiar with all the LA guidelines for off-site activities
- contact the 24-hour LA Emergency Helpline - 0161 912 1111

When answering an emergency call you must gain and record the following:

- name of EVL or caller
- telephone number of the EVL or caller is speaking from
- what happened
- whom it concerns
- where the incident happened
- when the incident happened
- what has happened since
- which emergency services are involved
- has any communication been made to parent/carers

Advise the EVL to follow instructions from the local police/emergency services but unless they specifically request otherwise, your advice to the EVL should be to:

- keep the group together
- co-ordinate any contact with parents/carers or any outside bodies
- refer media attention to the police or LA Press and Public Relations Officer (0161 912 4082) and do not answer questions.

Remain available: if it is necessary for the group to change location they must advise you of the new address and telephone number.

Monitoring and Evaluation

Post Visit Assessment (Post Incident)

It is good practice to reflect on and evaluate all EVs. This can help to enhance the experience for students and improve on the planning process. If there are any issues that arise during the visit in respect of H&S or transport arrangements, a post visit incident report should be sent to the EVC and Headteacher.

The responsibility for post-incident procedures will be with the EVL and any staff on the trip who have further information or witness reports.

Actions are likely to fall into the following categories:

- immediate action to be taken in order to safeguard all pupils and staff
- summoning outside help from medical and emergency services
- using the available resources to control the incident area and the students who have been involved in or have witnessed the incident
- depending upon the circumstances and seriousness, informing the Headteacher of the incident and the action that has been taken
- informing the local police if it is a reportable accident
- informing parents/carers
- arranging the support of students and staff where this is necessary
- arranging for interviews and the accurate recording of statements from all those who are involved with the incident – it may be necessary to have the parents/carers present whilst such interviews take place

At the end of each visit the EVL should review the trip by completing the form 'Evaluation of the Education Visit'. If this results in amendments to any RA they should be added and dated in a different colour if the trip is to be repeated on a future date.

1. AC EV Planning Process

Altrincham College

EDUCATIONAL VISITS PROCESS

One day trips costing under £100

Key notes:
- Educational Visit (EV) planning must start at least ten weeks before a trip is scheduled to go out
- Parents/careers must have at least one calendar month from receipt of letter to payment is due to provider ***please note this may not be the date of the EV***
- Payment window must close at least three weeks before a EV runs to allow money to clear into school account.
- Consent, contact and medical details form must be completed two week before EV runs.

10 weeks before		8 weeks before	7 weeks before	3 weeks before	2 weeks before	1 day before	On the day
Initial checking	Transport request	Evolve complete	Letter home & payment window open	Payment window closes	Review period	Pre-trip Check	EV day

Stage 1 – Initial Outline

- Rationale for EV
- Obtain quote for tickets or entry, and payment schedule for venue *(what date do they need to receive payment?)*
- Check with EVC re: school calendar, pre-planned absence and year group spread.
- Set date with EVC set for
  - Letter to be sent
  - Payment window
  - Review of consent form

Stage 2 – Planning

- Pre-EVOLVE checklist
- EVL to complete leave of absence request form and return to SBM/Cover Manager (T: T:\STAFF INFORMATION\Useful Forms\Absence (Leave of Absence, Self-Cert Certification, Course booking)\
- Complete transport quote request form https://forms.office.com/e/G3LhZHQXDf
  Information required – date, depart school time, depart venue time, total number attending (staff and students), venue address.

Stage 3 – EVOLVE Stage

- Complete EVOLVE submit * *see reverse Pre-EVOLVE Check List*
- The following documents will be required
  - Names of students attending (if open booking please just select year groups)
  - Risk assessment **please use AC template*

- Trip itinerary **please use AC template*
- Draft letter
- Finance Form (Trip folder – please be aware that the total cost of tickets/venue/booking fee is required, the form will generate an individual cost for you)
- Invoice/proof of cost

Examples and templates are available in the EV folder

Stage 4 – Approval

- EVC to verify EV details and paperwork and approve
  You will receive an email notification to inform you that the trip has been approved

Stage 5 – Communication and payment phase

- Letter sent to list or to targeted group or class
  You will receive regular updates from Finance Department informing you of who has paid prior to the window closing

Stage 6 – Payment, consent, contact and medical details

- Payment window closes
  - Finance Team produce report of students paid and pass to EVL and Admin Team
- Admin Team to send link for Consent, Contact and Medical Form to parent/carer of those who have paid
- EVL to cross reference responses to CCMF with payment list (before deadline)
  - Admin Team will support chasing up/resending links
- EVL to confirm final list of names for payment and consent, then:
  - Provide list to Attendance
  - Provide list to Health & Welfare Coordinator for checking medical information
  - Update EVOLVE with correct class names
  - Email All Staff list of students and details

Stage 7 – Pre-EV Checklist

- EVL to print Teacher Pack
  - Registers for trip
  - Contact details sheet
  - EVOLVE form
  - Risk assessment
- School phone, charger, first aid kit and emergency contact numbers collected

Stage 8 – EV Day

- Students meet in allocated area
- Register taken and checked
- Register handed in to office

2. AC EV Risk Assessment Template



EDUCATIONAL VISIT RISK ASSESSMENT

Trip Name		**Date of trip**		**RA completed by**		**Date RA completed**	

1. Hazard *List significant hazards which may result in serious harm or affect several people*	**2. Risk** *List possible risks associated with these hazards*	**3. Who might be harmed?** *List groups of people who are especially at risk from the hazards identified.*	**4. Is the risk adequately controlled?** *List existing control measures or note where the information may be found. (e.g. Information, instruction training, systems or procedures)*	**5. What further action required?** *List the risks which are not adequately controlled and the proposed action where it is reasonably practical to do more*

3. AC EV Itinerary Template

Altrincham College

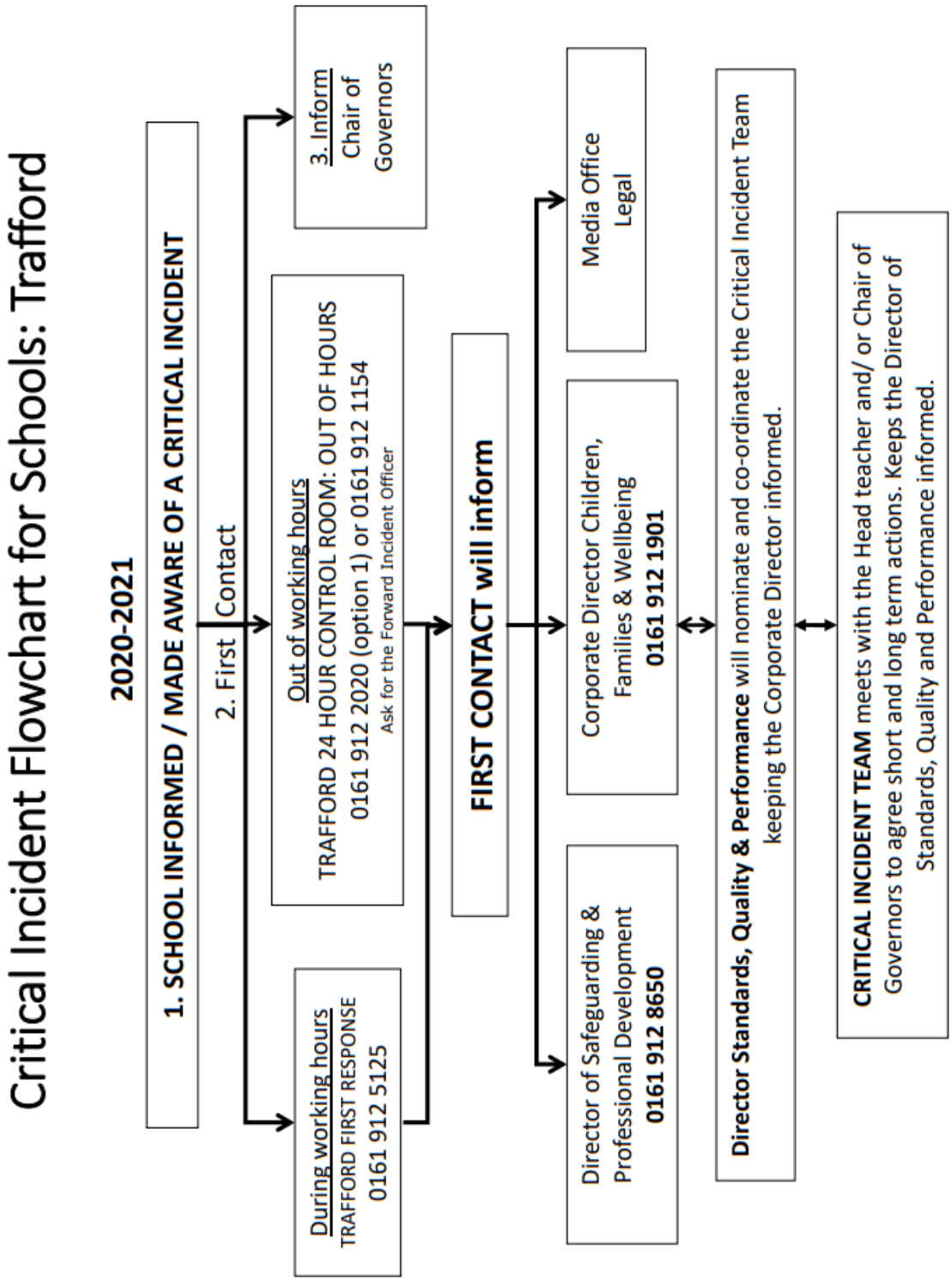
EDUCATIONAL VISIT ITINERARY

Trip Title	
Venue	

Please outline expected times to complete main parts of the trip e.g. meeting in hall, instructions, travel, activity, registers, lunch/breaks

Time	**Activity**	**Note** *Any additional point on activity or time.*

4. Trafford Critical Incidents Flowchart for Schools



5. AC Communication Tree

