THE DERBY
HIGH SCHOOL
Inspired to make a difference

Educational Visits and School Trips Policy

SLT Responsible:	L Provoost	Date of Review:	Spring 2026	Next Review:	Spring 2027
Statutory / Non-Statutory:	Non-Statutory	Website:	No	Review Frequency:	Annually

Version Control & Amendment History

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1	Summer 2025	L Provoost	Original document
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Statement of intent

The Derby High School understands that visits and trips can be effective ways of motivating students, and they can often offer unique educational experiences. The school aims to ensure that students are engaged in their learning and are given opportunities to explore this in a more practical setting.

The benefits to students of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Students are active participants not passive consumers, catering to students with strength in differing areas.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

The Derby High School takes the health and wellbeing of our staff and students very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for students and staff members while out on educational visits and school trips.

The Derby High School as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

In addition to this Educational Visits Policy, The Derby High School:

- Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.
- Adopts National Guidance www.oeapng.info (as recommended by the LA).
- Adopts the Local Authority's (LA) document: 'Policy for Educational Visits and Activities Linking to OEAP National Guidance' (All staff have access to this via EVOLVE).

All staff are required to plan and execute visits in line with school policy (i.e this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Minibus Policy
- DBS Policy

2. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes students and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

3. Key roles and responsibilities

The governing body is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of students when partaking in extra-curricular trips and activities.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Educational Visits Coordinator (EVC), liaising with the LA as necessary to ensure the correct appointment is made.
- Liaising with the EVC and communicating information regarding any planned trips to parents.
- Liaising with the governing body regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the EVC is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Supporting the EVC in appointing designated trip leaders for each trip.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the EVC, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.
- Completing relevant paperwork, including risk assessments for extra-curricular trips and activities

The EVC has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- Ensuring that an appropriate and competent member of staff is the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher if necessary, by organising training for staff and volunteers.
- Ensuring that any problems are raised in a meeting with the headteacher initially and the governing body if required.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all students on the trip. They are also responsible for:

- Checking the schedule is free on the school visits calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and the impact on students and Teaching and Learning.
- Seek approval from their HOD/HOF/SLT Line Manager and then seek approval from the DHT Curriculum & Standards
- Completing all essential documentation for the trip or activity and ensuring it has been approved by the EVC. This will include:
    - A letter to parents/carers with a suitable reply slip
    - A visit checklist
    - An activity request form
    - An EV4/5 risk management form
    - A suitable register
    - A trip communication checklist
    - A submission on Evolve
    - An Ad-hoc signing out sheet (used for away sporting fixtures and use of the agreed school learning area)
- Conducting a risk assessment prior to school trips and educational visits to ensure students and staff safety.
- Consulting the agreed operating procedures for known medical risks, and confirming that these have been read and shared with the designated deputy leader and other members of supporting staff.
- Creating an itinerary prior to an educational visit or school trip and distributing it to parents (if applicable) and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance.
- Distributing permission slips to parents prior to the trip and chasing up any permission slips that have not been returned prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Sending the list of students names to attendance@thederbyhighschool.co.uk two weeks before the trip and asking for comments to be placed on Bromcom registers. On the day, a register should be sent to Attendance before the trip leaves, taking into account any absence.
- Ensuring they have the school mobile phone with them on the day.
- Taking a Yondr unlocker with them on the trip if students need their mobile phone for safety reasons or to evaluate the trip and making sure the Yondr pouch is locked on return during a school day.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, and to seek guidance from the designated trip leader or EVC.

- Ensuring the safety of the students is maximised throughout any educational visit or activity.
- Liaising with the designated trip leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

TAs on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supporting the individual student for whom they have been tasked to accompany.
- Ensuring they are competent and comfortable with their delegated responsibilities and to seek guidance from the designated trip leader and SENCO prior to the extra-curricular trip or activity.
- Liaising with the designated trip leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the Pupil Code of Conduct while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities and to seek guidance from the designated trip leader.
- Supervising and ensuring the safety of students by following the procedures outlined by the designated trip leader.
- Assisting students with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

Students are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits' Health and safety on educational visits - GOV.UK (www.gov.uk)
- HSE (2011) 'School trips and outdoor learning activities' https://www.hse.gov.uk/services/education/school-trips.pdf

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure students and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all students are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of students for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.

Students' Aspirations will inform the selection process when planning trips and experiences connected to the Gatsby Benchmarks.

5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

6. Vetting providers

When considering external providers for activities, the EVC will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the EVC will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

7. Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one student or a group of students will be subject to formal disciplinary action.

Where possible, students will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for students who cannot afford the initial fee.

8. Safe use of minibuses (seatbelts) and other forms of transport

The School Business Manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Before driving abroad, the EVC will contact the LA for guidance on which licence is required.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the current school minibuses as of May 2025:

Green minibus

- Mr P Kerr
- Mr S Hardicre
- Mrs R Horne
- Miss S Leng
- Miss J Cogley

New minibus

- Miss M Hall
- Mr J Holt
- Mr T Ridgley
- Miss S Stephenson
- Mr J Stephenson
- Miss L Johnson
- Mr J Ormerod

Where a private (staff) car is to be used to transport young people then this must be approved by the Head/EVC, and current business use insurance must be shown.

9. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours and utilise the agreed School Learning Area.

Written consent is required for:

- Trips away from the school site or trips outside of school hours.
- Trips which require payment.
- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.

If preferable and appropriate, from September 2025, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios will be agreed by the EVC in accordance with the local authority guidelines.

11. Insurance and licensing

When planning activities of an adventurous nature in the UK, the EVC will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

12. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.

In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

In the case of a critical incident (any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team), the designated trip leader/designated deputy trip leader will contact the school (during school hours) or the nominated base contact (outside of school hours) who will know to request support from the local

authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention. Guidance is taken from the EV7 form (carried by the designated trip leader) and EV8 form (held in school).

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

13. Missing person procedure

The school places student and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with section 6 of this policy.

When travelling with a student with SEND, the EVC will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs in accordance with section 14 of this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and students will be required to carry mobile phones with them at all times. If a student doesn't own a mobile phone, they will be paired up with a student who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group. Students and staff will wear school branded clothing or a lanyard or badge where clothing is not available, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the EVC will decide to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

14. Pupils with SEND

Where possible, activities and visits will be adapted to enable students with SEND to take part. The INCLUDE team will liaise with student's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all students. Students with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

15. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing body on the matter, considering the cost to the school, including alternative provision costs.

In the event that a student cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing body on the matter, considering the student's reasons for cancelling their place, whether the school will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else. Where a student has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the student to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally. Any charge made in respect of students will not exceed the actual cost of providing the trip divided equally by the number of students participating.

16. Trips Abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports and visa requirements will be dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the designated trip leader will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and students will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all students and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

17. Evaluating trips and visits

Following an educational trip and/or visit, the EVC will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

18. Monitoring and review

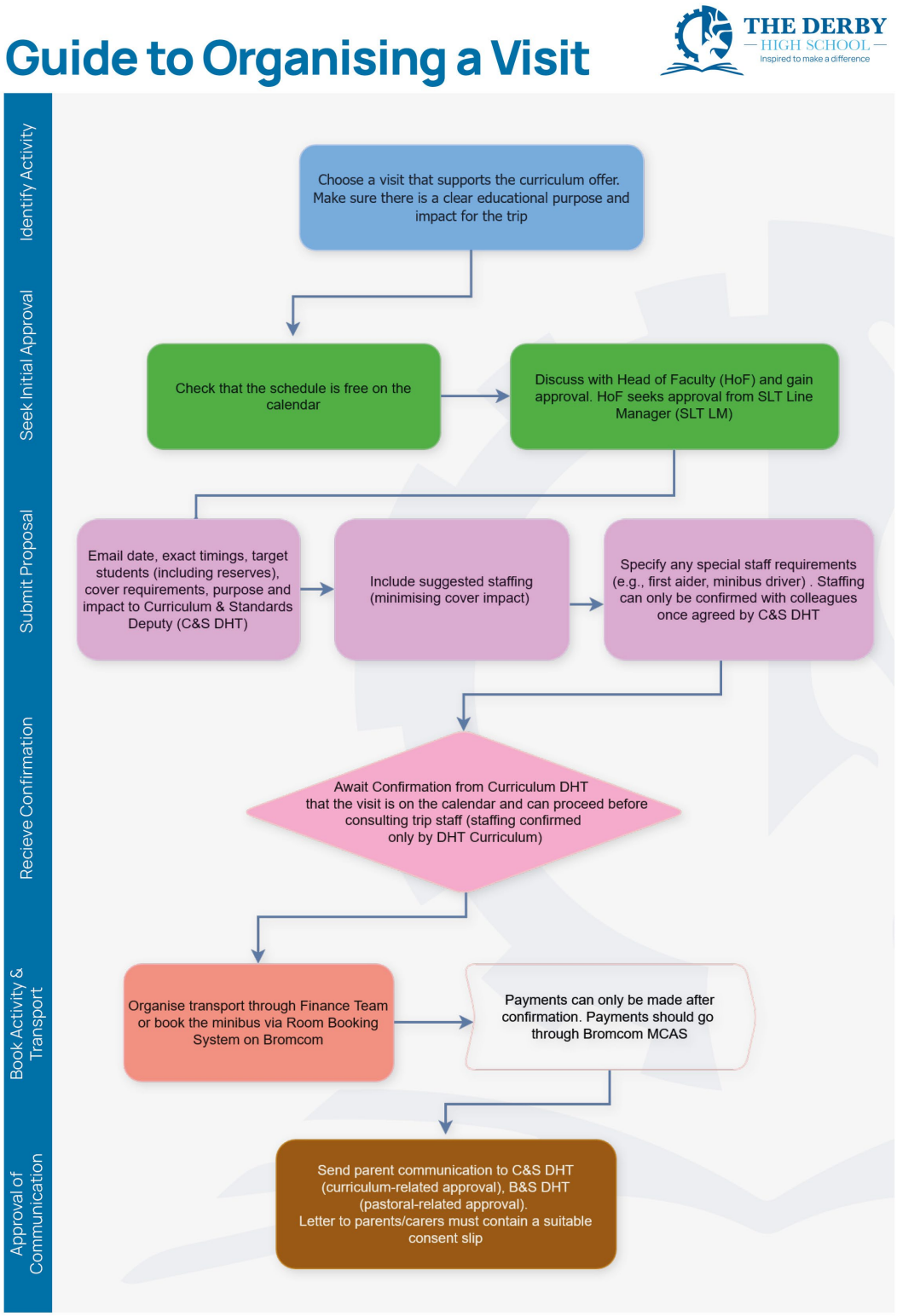
The effectiveness of this policy will be monitored by the headteacher.

The governing board will review this policy every three years.

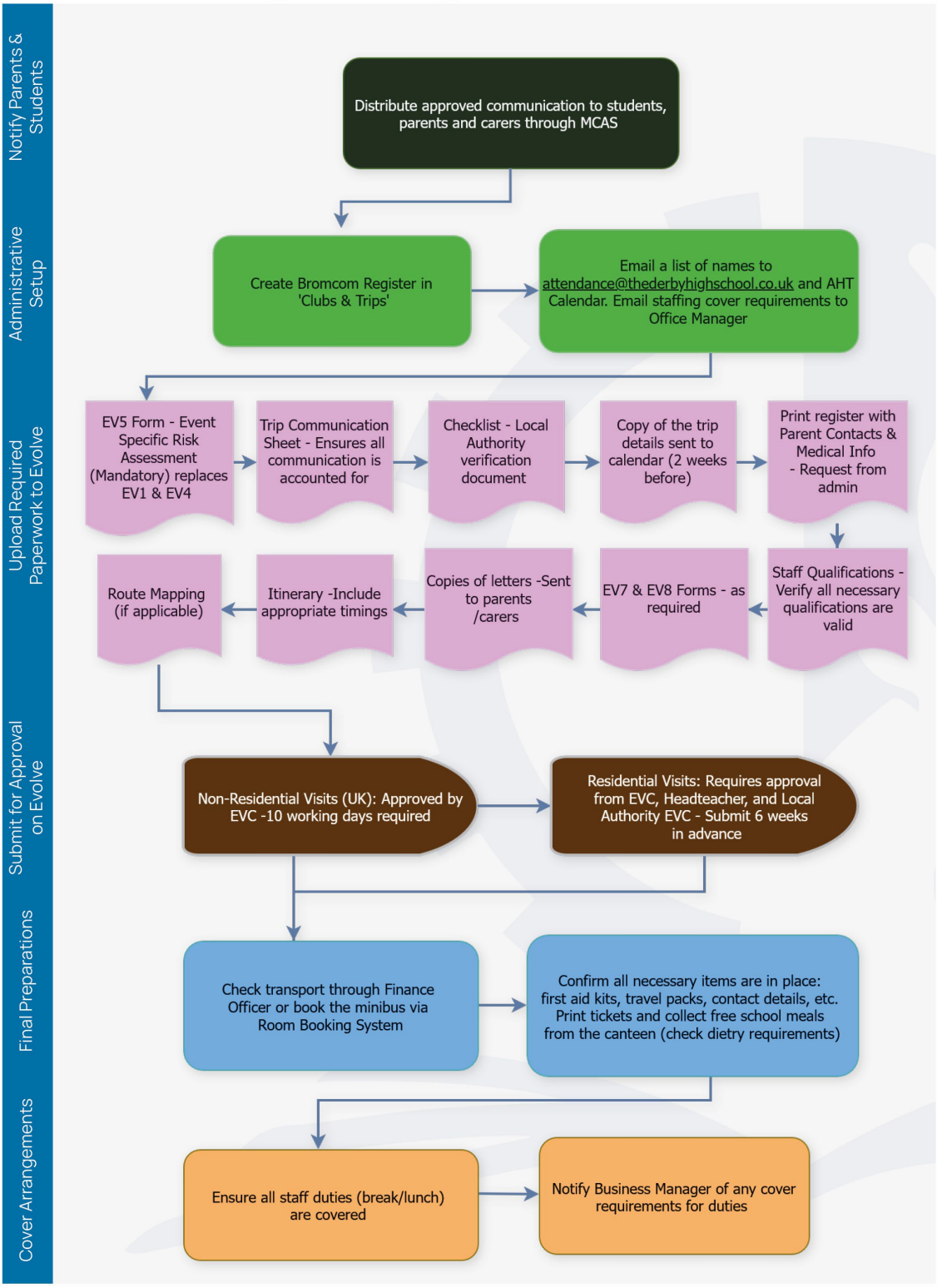
The scheduled review date for this policy is 2025.

Appendix 1 –

A. A Guide to Organising a visit



Guide to Organising a Visit



Required Documentation

SLT Responsible:	**L Provoost**	Date of Review:	**Spring 2026**	Next Review:	**Spring 2027**
Statutory / Non-Statutory:	**Non-Statutory**	Website:	**No**	Review Frequency:	**Annually**

B. Annual consent form for all educational visits and school trips

THE DERBY HIGH SCHOOL
Inspired to make a difference

Student's Name: _____ Form: _____

Please sign and date the form below if you are happy to give consent for your child.

A) To take part in school trips and other activities that take place outside school premises;

and

B) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

The trips and activities covered by this consent include:

- All visits, including residential trips, which take place during the holidays or over a weekend.
- Adventure activities at any time.
- Off-site sporting fixtures outside the school day.
- All off-site activities for nursery schools.

  - The school will send you information about each trip or activity before it take place.
  - You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

- Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.
-

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

……
……

Signed…… Date……

C. Consent form for specific educational visit and school trip

Educational visits consent form.	
Pupils detail	Visit detail
Name:	Destination
Year Group:	Date:
Date of Birth:	Time:
Home telephone number::	I acknowledge the need for my child to behave responsibly. Yes/No
Family Doctor	Telephone Number
Address	
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also,	

if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. **All information will be treated in confidence**.
When did your child last have a tetanus injection?
If your child is taking medication, please give details, including whether it can be self-administered:
Is your child allergic to any medication? YES/NO. If yes, please specify:
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:
I am happy to let my son/daughter make their own way home Yes/ No I will collect my son/daughter at 4:30 pm fro
I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by the school's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above. Signed:_____ Date: _____

a. An education visits checklist

This checklist is an essential part of the risk management process and is applicable for **all** visits.

The visit should only go ahead if the answer to all applicable questions is 'YES'

In advance of the visit:

1.	Have the educational aims of the visit been clearly identified?	☐ yes	
2.	Is the visit appropriate to the age, ability and aptitude of the group?	☐ yes	
3.	Has there been suitable progression/preparation for pupils prior to the visit?	☐ yes	
4.	Does the visit comply with any guidelines specific to your school?	☐ yes	
5.	Does the visit comply with any specific RBC guidelines?	☐ yes	
6.	If a member of staff is going to lead an adventurous activity, have they been 'approved' by RBC?	☐ yes	☐ n/a
7.	If using an external provider or tour operator, has the provider satisfactorily completed and returned a 'Provider Form EV4'?	☐ yes	☐ n/a

8.	Are transport arrangements suitable and satisfactory?	☐ yes	☐ n/a
9.	If the visit is residential, have appropriate measures been taken to ensure the suitability of accommodation?	☐ yes	☐ n/a
10.	If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants?	☐ yes	☐ n/a
11.	Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?	☐ yes	
12.	Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).	☐ yes	
13.	Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability, and been DBS cleared where necessary (eg for residential visits)?	☐ yes	☐ n/a
14.	Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?	☐ yes	
15.	Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role?	☐ yes	
16.	Are all support staff aware of and comfortable with their roles?	☐ yes	
17.	Are all helpers aware of and comfortable with their roles?	☐ yes	
18.	Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see Form EV5)	☐ yes	
19.	Is insurance cover adequate	☐ yes	
20.	Does at least one member of staff know the pupils that are being taken away, including any behavioural traits?	☐ yes	
21.	Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff?	☐ yes	
22.	Are pupils aware of the nature and purpose of the visit?	☐ yes	
23.	Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained?	☐ yes	
24.	Have all relevant details been issued? (eg. itinerary, kit lists, etc?)	☐ yes	☐ n/a
25.	Are staff aware of any medical needs and/or other relevant details of pupils?	☐ yes	
26.	Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?	☐ yes	☐ n/a
27.	Are staff aware of any relevant medical conditions of other staff/helpers within the group?	☐ yes	☐ n/a
28.	Does at least one responsible adult have a 'good working knowledge' of First Aid, and is first aid provision appropriate to the activity?	☐ yes	
29.	Is a first aid kit (appropriate to the visit) available?	☐ yes	

30.	Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and has parental consent been obtained?	☐ yes	
31.	For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff?	☐ yes	☐ n/a
32.	Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? and will Form EV7 be with the Visit Leader at all times?	☐ yes	
33.	Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary?	☐ yes	☐ n/a
34.	A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?	☐ yes	☐ n/a
35.	Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?	☐ yes	☐ n/a
36.	Does any specialist equipment conform to the standards recommended by responsible agencies?	☐ yes	☐ n/a
37.	Have all financial matters been dealt with appropriately?	☐ yes	
38.	Has the visit been approved by the Headteacher and Educational Visits Coordinator, and in line with Governing Body policy?	☐ yes	
39.	Are full details of the visit (including Form EV8) at school and if appropriate with the School Emergency Contact(s)?	☐ yes	
40.	If residential, overseas or involving adventurous activities, has the visit been approved by RMBC?	☐ yes	☐ n/a
41.	If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit?	☐ yes	☐ n/a
	During the visit		
42	Do all staff have a list of pupils/groups? + emergency contact details and Form EV7 if out of school hours?	☐ yes	
43	Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours) + Form EV8?	☐ yes	
44	Do staff have sufficient funds to allow for any contingencies?	☐ yes	☐ n/a
45	Do staff have any relevant literature, work sheets, clipboards, etc?	☐ yes	☐ n/a
46	Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed?	☐ yes	
47	Are pupil numbers being checked at appropriate times?	☐ yes	
48	Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?	☐ yes	☐ n/a
49	Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.)	☐ yes	☐ n/a

50	Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively?	☐ yes	☐ n/a
51	If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?	☐ yes	☐ n/a
52	Do pupils know what action they should take if they become separated from the group?	☐ yes	
53	Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances?	☐ yes	

At the end of the visit

54	Are appropriate arrangements in force for the dismissal of pupils?	☐ yes	
55	Has the Visit Leader reported back to the Educational Visits Coordinator?	☐ yes	☐ n/a
56	Has the group been debriefed and any relevant follow-up work completed?	☐ yes	☐ n/a
57	Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?	☐ yes	
58	Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?	☐ yes	
59	Have all staff and helpers involved in the visit been thanked for their input?	☐ yes	

b. **A trip communication checklist:** Trips Communication Checklist.pdf

TDHS Trip Communication Checklist

To ensure proper communication prior to a trip activity, please tick and date each action, then upload the completed document to the 'Other' section in Evolve.

Activity:	
Educational purpose and impact:	
Date:	Exact Timing:
Lead staff:	
Suggested support staff:	
Transportation by:	Cover Requirements:
Target students:	

Prior to trip/activity:

Submit trip request form (below) to HoD then DHT (Curriculum)

- [ ] Confirmation from venue/activity that you have a place for the requested pupils.
- [ ] Confirmation from Line Manager/DHT (Curriculum) that activity can be supported.
- [ ] Staffing in place in agreement with DHT (Curriculum)/Line Manager and Office Manager informed.
- [ ] Transportation organised. Coach booked by Finance Team. If minibus, then bus booked and driver confirmed. If tram/train, tram tickets booked by Finance Team.
- [ ] Staff duties missed are re-arranged. (ALL members on the trip team).
- [ ] Information for calendar including student list (and reserve names if applicable)completed and sent to AHT Calendar(at least two weeks before).
- [ ] Send student names to the Attendance Admin Team so that flags can be added to BROMCOM.
- [ ] Pupil contact and medical details prepared and uploaded to Evolve.
- [ ] Pass names of students receiving a FSM to the canteen Supervisor (3 working days).
- [ ] Request first aid kit(s), sick bags, bin bags and school phone from Office Manager.
- [ ] Evolve completed and submitted to EVC (5 working days/1 month for residentials).
- [ ] Email student names to attendance@thederbyhighschool.co.uk at least two weeks before the trip. Add comments to Bromcom.

On the day of the trip/activity:

- [ ] Ensure duty and lesson cover has been organised.
- [ ] Ensure appropriate cover work is set with seating plans for classes on the teacher's desk.
- [ ] Collect first aid kit(s), sick bags, bin bags and school phone from Office Manager (be aware of opening time for office).
- [ ] Collect grab bags for FSM students from canteen (make sure that students actually

c. Ad-hoc signing out sheet

Signing-out sheet for ad-hoc activities

Leave a copy of this completed form in the office when you go out.

	Details / Actions taken
Date	
Visit lead	
Accompanying staff	
Volunteers	
Group/ class/form	
Register completed	
Activity	
Destination/ venue details	
Agreed operating procedures regarding medical risks consulted?	
First aid kit/ medication/ EV7 taken?	
Specific SEND/Needs identified and supported?	
Time out	
Proposed time back	
Contact number	
Any other relevant details / issues	

Appendix 2 – School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent, however, it is good practice to notify parents of the activity in advance.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below). Staff should consult the EVC if they are unsure.
- do not need to be recorded on EVOLVE, but they do need to be approved by the HOD/HOF/SLT line manager and be an agreed aspect of the curriculum

Boundaries

The boundaries of the School Learning Area are indicated to be within the red zone on the map below, alongside these locations:

- TBC



Operating Procedure for School Learning Area

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

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

These are managed by a combination of the following:

- The EVC/SLT line manager must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. The EVC will confirm the competency of staff at the planning stage.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Students have been trained and have practised standard techniques for road crossings in a group. Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Students' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant student medical information through the agreed operating procedures, and ensure that any required medication is available.
- Staff will deposit in the office a list of all students and staff, a proposed route, and an estimated time of return using the ad-hoc signing out sheet.
- A school mobile (or personal staff mobile if appropriate) is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed dependent on the purpose of the activity (eg gloves, goggles).