



Minsthorpe Community College

OFF SITE LEARNING PROCEDURES

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Approved by Governors July 2015

Equality Statement

Minsthorpe Community College values diversity, and is determined to ensure that everyone is treated fairly, with dignity and respect; where the opportunities we provide are open to all; and that we provide a safe, supportive and welcoming environment - for staff, students and visitors.

Equality Impact Assessment (EIA)

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

EIA outcomes

No areas of potential negative impact were found and actions resulting in positive impact are in place where appropriate.

Policy last reviewed:	Due for next review:	EIA:	Role Responsible:
March 2018	June 2021	June 2015	Assistant Principal, Student Wellbeing & Safety

AIM: The purpose of this document is to advise staff on how to plan and deliver all offsite visits at the College. It should be read alongside the College's Offsite Learning Policy. Please seek advice from the Assistant Principal Student Wellbeing and Safety (Educational Visits Co-ordinator) regarding any concerns and changes to details of the visit.

Section A: EVOLVE online system

This document has been designed as an introduction for staff to EVOLVE. Minsthorpe uses **EVOLVE** is an online tool for planning and managing all off-site educational visits. Evolve helps schools, colleges, trusts and Local Authorities to improve and simplify the process of planning, approving, monitoring, evaluating off-site learning.

Further information and “How To’s” can be accessed at any time by clicking the red question mark icon at the top right of the screen in EVOLVE. An ‘Introduction to EVOLVE for EVCs is also available.

This section of the document will explain:

Section A1: Setting up

- A1.1 How to get to EVOLVE
- A1.2 How to set up your account

Section A2: Using EVOLVE:

- A2.1 The workflow of EVOLVE
- A2.2 How to add a visit
- A2.3 How track the progress of visits
- A2.4 Reporting in EVOLVE
- A 2.5 Where you can access further information

Section A1: Setting up EVOLVE

Section A1.1: How to get to EVOLVE

EVOLVE is accessed via a link on Firefly homepage and is a cloud based service and therefore all you need in order to be able to configure and use EVOLVE is an internet enabled device such as a PC, MAC, tablet or mobile phone. You can access EVOLVE via your dedicated web address or, you can go to the following address and choose your site from the list:

evolve.edufocus.co.uk

Section A1.2: How to set-up your Account

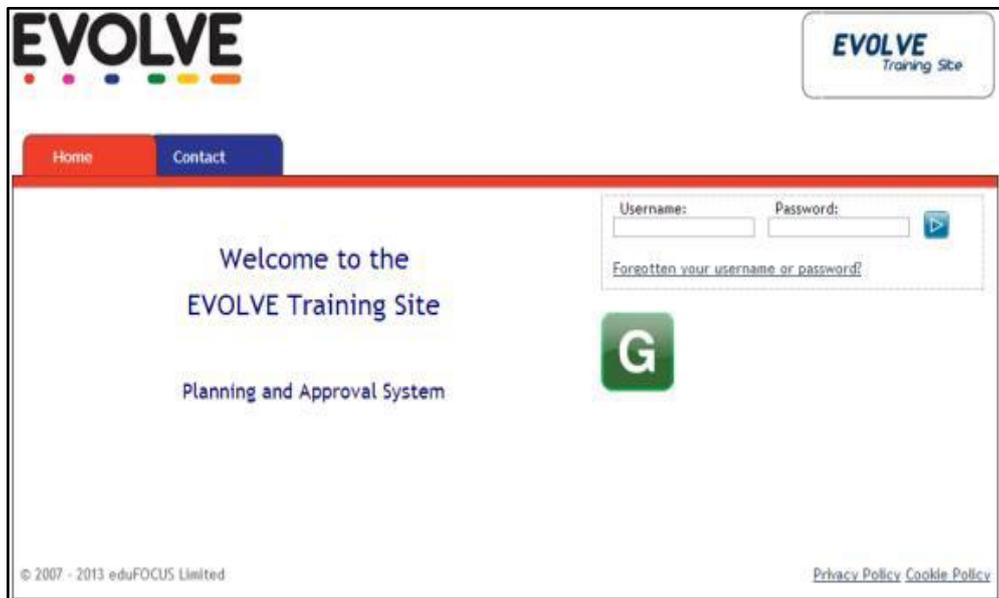
You should have received your default username and password from your site administrator. If you have not received these details then please contact them directly.

Username: (lowercase) first name and surname

e.g. annesmith

Default Password: password1

1) Enter your username and password into the boxes on the home screen:



The screenshot shows the home page of the EVOLVE Training Site. At the top left is the 'EVOLVE' logo with colored dots below it. At the top right is a smaller 'EVOLVE Training Site' logo. Below the logo is a navigation bar with 'Home' and 'Contact' buttons. The main content area features a welcome message: 'Welcome to the EVOLVE Training Site' and 'Planning and Approval System'. To the right of the welcome message is a login form with 'Username:' and 'Password:' labels, input fields, and a login button. Below the login form is a link for 'Forgotten your username or password?'. At the bottom left is the copyright notice '© 2007 - 2013 eduFOCUS Limited' and at the bottom right are links for 'Privacy Policy' and 'Cookie Policy'.

2) If this is the first time that you have logged in then you will be automatically redirected to your 'Profile' page and prompted to personalise your user account with your own Forename, Surname, Gender and Email Address (it is vital that you enter your email address otherwise you will not receive EVOLVE email notifications).

3) Click **[Update]** to save the changes.

When your account was created it was given a default username and password. You must now secure your account by setting your own username and password. Try to choose a username that you will easily remember e.g. one that you use for other school systems or your email address etc. Passwords must be at least 8 characters long and they must contain both letters and numbers.

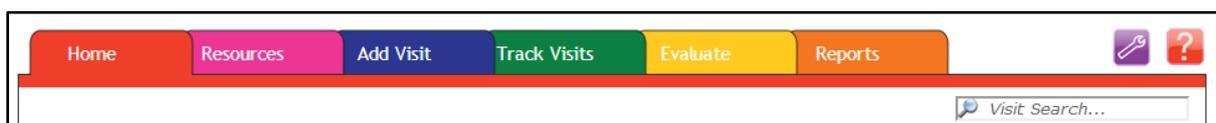
4) Click on the **[Amend]** link next to your username, enter your desired username and then click **[Continue]** to save it.

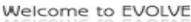
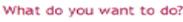
5) Click on the **[Change Password]** link at the bottom of the screen, enter your chosen password and then click **[Continue]** to save the new password.

6) Click **[Log Out]** at the top right of the screen and then use your new username and password to log back into the system to verify that your new details have been saved.

Section A2.1: The Workflow of EVOLVE

EVOLVE has been designed in an easy-to-use way, so that it guides you through educational visit planning from research, to form creation, to evaluating the visit and finally being able to report on it.



Home	Clicking this tab will take you back to the Home Page, where you can access your profile, messenger and contact details.	   
Resources	The resources tab enables you to view upcoming training sessions, access documents to help you plan a visit, and view previous visits for ideas.	   
Add Visit	Click here to add a visit. EVOLVE will intuitively hide any irrelevant sections based on your answers as you work through the form.	
Track Visits	Click here to track the progress of your visits (see 2.3 'How to track progress of visits')	
Evaluate	Click here to evaluate visits (up to 28 days after the visit date).	
Report	This tab enables to you easily create visit reports (see 2.4 'Reporting in EVOLVE')	
Visit Search	Easily find visits based on visit ID number, or name e.g. "London Zoo"	

Section A2.2: How to add a visit

1. Log in to your account
2. Click '**Add Visits**' (blue tab)



3. Complete the form
4. Once complete, click [**Submit**] to submit the form to your EVC.
5. Once submitted, you can choose if you wish to send notifications (from the list, or by typing in an email address).

Section 2.3: How to track progress of visits

1. Log in to your account
2. Click 'Track Visits'



Visit Forms are displayed in different tabs to make it easy to track progress and find forms that need attention:

Active	Lists your visits that are running today
Draft	Lists all of the visits that are sitting in your account waiting for your action/involvement. These may be visit that you have created, but not yet submitted to the EVC for authorisation, or they may be visits that the EVC has returned to you for further action. You can click on the orange edit button to edit the visit form, or click on the purple 'eye' button to view a printable version of the form
Submitted	Lists visits that have been submitted further up the chain, but that have not yet been approved
Approved	Lists all of the <i>forthcoming</i> visits that have already been approved
Evaluate	Lists any visits that have run in the last 28 days and that have not yet been evaluated
Past	Lists visits that have already run
My Visits	Provides a summary of visits that you have either led or accompanied.

Section A2.4: How to report on visits

More detailed information about reporting in EVOLVE can be found in the online help pages that can be accessed by clicking on the red [?] button at the top right of the screen.



As an overview, there are four sub-categories in the 'Reports' section.

Visit Monitoring	These reports allow you to access the visit diary, showing draft and confirmed visits. It also allows you to generate detailed reports around specific visit criteria.
Staff & Volunteer Reports	These reports allow you to access the visit history of staff and volunteers, and see an overview of those visits.
Visit Summaries	These statistical reports can support visit monitoring providing aggregated data relating to types of visits, destinations, number of students involved, visit purposes etc.
Pupil Reports	These allow you to generate student level reports. The visit count report can be used to support Record of Achievement portfolio generation, and the comparison reports are a valuable tool to assist with monitoring quality of opportunities within and between cohorts e.g. year group, class or gender comparisons as well as comparisons based on MIS data such as students on 'Gifted & Talented' programme etc.

Section A2.5: Where can I access further information?

If you have any queries regarding EVOLVE, these could be answered using the integrated Help Pages. You can access this by clicking on the red question mark:



These Help Pages contain articles and “How To’s”, which you can read through to learn more. Alternatively, you can search the Help Pages to find your answer quickly.

If the Help Pages cannot answer your query, please contact the College’s EVC.

Section B

Section B of this document will explain all additional College procedures to be followed in the planning, delivery and evaluation of a visit.

Section B1: PLANNING VISITS

PLANNING CHECKLIST

Staff intending to organise any offsite learning opportunity must consider all the aspects outlined in the checklist below, before even talking about the plans to students. Initial plans must take place well in advance at least 12 months beforehand for residential trips abroad. Group Leaders requiring any advice should first contact the appropriate Assistant Principal. The list below is a comprehensive but not exhaustive Planning Checklist:

- | | |
|---|--|
| Accommodation | <ul style="list-style-type: none">➤ Suitability? Checked? Additional facilities➤ Fire regulations, drill and certification➤ Security arrangements➤ Responsibilities decided where joint ventures with other schools are involved. |
| Approval | <ul style="list-style-type: none">➤ From the appropriate Assistant Principal, EVC. |
| Clothing And Equipment | <ul style="list-style-type: none">➤ Clothing and equipment appropriate to the participants, the activity, and the location➤ Process for checking students have essential items. |
| College Off Site Learning Policy | <ul style="list-style-type: none">➤ How will the college policy be followed and accepted procedures observed? |
| Disability | <ul style="list-style-type: none">➤ Do you know who has a declared disability? What reasonable adjustments will you make? |
| Emergency Procedures And Communication | <ul style="list-style-type: none">➤ Procedures for emergency contact with parents and those responsible➤ Communication procedures within the group/groups➤ Communication procedures with the college and any other outside body. Refer to the Emergency Procedures (Major Incident) Document➤ Use of mobile phone(s). |
| Finance | <ul style="list-style-type: none">➤ Refer to Minsthorpe's charging policy and voluntary contributions guidelines➤ Full information to parents➤ Acceptable accounting procedures in place➤ Financial security of any commercial provider. (Package travel regulations). |
| First Aid | <ul style="list-style-type: none">➤ Level of First Aid training required. Courses are available at the College, please discuss with the EVC. |

- First Aid Box – arrange with the General Office
 - Appoint someone to be in charge of First Aid.
- Group Leader**
- Identified. Sufficiently experienced. Competent to assess the risks and manage the proposed visit.
- Initial Research**
- Farm visits can be potentially dangerous and require careful risk assessments
 - Need to research area, site, accommodation, company?
 - Preliminary/inspection visit needed?
 - Is a commercial provider involved? – if so please refer to the appropriate Assistant Principal for further advice.
 - Is personal insurance for students necessary?
 - Check any cover automatically provided by a commercial provider
- Insurance**
- Parental awareness of insurance provision
 - Check with the Director of Finance.
- Location**
- Appropriate to the aims and to the group?
 - Suitability of venue and time of year.
 - High risk factors e.g. city location/natural water
- Medical Arrangements**
- Relevant medical information for all students
 - Appropriate medical arrangements, including first aid
 - Potential health hazards associated with the visit.
- Parental Information**
- Initial letter to parents must be countersigned by Principal – Following authorisation or agreement from EVC.
 - Need for consent and information from parents (medical, etc)
 - Parents meeting for Residential Visits and others if appropriate
 - Information re plans in writing.
- Participants**
- Who is the visit for?
 - Is it suitable for their age, competence fitness and temperament?
 - Names, numbers and personal details of staff and students appropriate to the trip. How and when is this information to be collected, retained and used?
 - Advice about individual students should be sought from Cross Curriculum Team Leaders and the Specialist Support Team.
 - Impact of students missing lessons e.g. examination groups – clarify with EVC.
- Programme**
- Detailed programme prepared, including contingency plans in the event of e.g. bad weather; staff illness; change of route
 - Arrangements for supervision
 - Arrangements for 'free'/unsupervised time (explicit duty rota)

	<ul style="list-style-type: none"> ➤ Standards of behaviour and code of conduct ➤ Is it appropriate for the age and ability of the group?
Purpose Of The Visit	<ul style="list-style-type: none"> ➤ What are the reasons for undertaking the visit? ➤ Clarify aims, objectives and follow-up ➤ How does the visit contribute to the aims and objectives of the college and the subject? ➤ Is the visit an integral part of the scheme of work?
Risk Assessment	<ul style="list-style-type: none"> ➤ Has the Group Leader assessed the risks involved in all aspects of the visit and recorded significant findings on the appropriate forms?
Review And Evaluation	<ul style="list-style-type: none"> ➤ Plan the process for review ➤ Return of equipment and settling of all accounts ➤ Thank you letters ➤ Follow-up work.
Special Needs	<ul style="list-style-type: none"> ➤ Need to take full account of the particular needs of all students.
Staffing	<ul style="list-style-type: none"> ➤ Are staffing numbers adequate? ➤ Are staff fully aware of their individual and group responsibility? ➤ Are staff appropriately experienced and qualified? ➤ Volunteer helpers – suitability and responsibilities ➤ Is a check necessary for any staff using the Disclosure and Barring Service – see the HR Director for further details. ➤ Qualifications and experience of staff employed by company provider of activities? ➤ Identification of Deputy Leader.
Students' Preparation	<ul style="list-style-type: none"> ➤ Need for meeting/s? ➤ Information given?
Tour Operators Licensed Providers	<ul style="list-style-type: none"> ➤ Ensure it is reputable – see the appropriate Assistant Principal for further advice regarding the EV VN2 documentation required.
Transport	<ul style="list-style-type: none"> ➤ Driver insurance and operating procedures for minibuses and private cars ➤ Suitability of commercial transport provision. ➤ Contact the appropriate Assistant Principal for further details.
Travel	<ul style="list-style-type: none"> ➤ Appropriate stops, eating and care arrangements enroute.
Visits Abroad	<ul style="list-style-type: none"> ➤ Passports ➤ Minibus driving regulations ➤ Insurance and additional provisions ➤ EHIC cards for EEC countries.

Approval for any visit will not be given unless there is sufficient evidence that the Group Leader has considered and assessed all relevant aspects of the proposed visit. Completion of the EV CL1 Checklist allows the Group Leader to demonstrate this.

No amount of planning can guarantee that a visit will be totally incident free, but good planning can reduce the number of accidents and lessen the seriousness of any that do happen.

Section B2: EXPLORATORY VISIT – ADVICE FROM THE LA

An exploratory visit should be undertaken by the Group Leader when planning a visit. Where it is not practicable for an exploratory visit to be undertaken – e.g. a visit abroad – it is essential that the Group Leader receives suitable information from the activity provider or tour provider regarding those aspects of the visit that require checking, such as accommodation standards and travel arrangements at the location. It would be good practice to contact other schools who have recently visited it and local organisations, such as Tourist Boards.

Teams of staff should visit where there is any likelihood that individuals will accompany groups away from the Group Leader, or where it is necessary for teams of staff to work together on the visit. The degree of familiarisation for a location being visited will depend upon the findings of the planning stage risk assessment. For example the time that may be spent evaluating a visit to a local museum would reasonably not be expected to be as much as that spent evaluating a visit to a mountain area or abroad.

For visits to high risk environments the Group Leader **MUST** be familiar with the area to which they will be going, and in many cases will need to seek knowledge and advice from people in the locality who have the necessary understanding of local conditions, hazards and risks.

In most cases the Group Leader should undertake an exploratory visit, wherever that is possible, to:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the visit.
- Obtain names and addresses of other schools who have used the venue.
- Obtain advice from the appropriate staff e.g.; hotel manager.
- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and students in the group;
- Become familiar with the area before taking a group of young people there.

An exploratory visit should be made by any teacher who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an outdoor activity in a location that is **NOT** familiar to them.

Many schools will take new groups of pupils to the same location each year. As some factors will change from year to year, it is prudent to re-assess the risks each time – even when the Group Leader stays the same. It is useful to evaluate each completed visit and keep a record. This can be used as part of the review mechanism for each visit.

Section B3: FINANCIAL PLANNING

The efficient management of visit deposits, cash or other valuables on educational visits is crucial. Leaders will be aware that they are dealing with other people's money and that uninsured loss would not be covered. The following advice and references are intended to help Group Leaders manage financial matters legally and effectively.

Section B4: SELECTION OF OPERATOR OR COMPANY

In view of the substantial number of liquidations in the travel industry in recent years, it is essential that organisers select operators bonded with the Association of British Travel Agents (ABTA), Association of Independent Tour Operators or The Schools & Groups Travel Association or those able to provide financial security through other means.

Section B5: SECURITY OF DEPOSITS AND ACCOUNTING

Group Leaders will frequently have to act as agents for the college in the collection and accounting of parental contributions.

They should, at the early planning stage, familiarise themselves with our **internal** arrangements, indicated below.

It is particularly important to:

- have specific times for collection and receipting of deposits and to avoid ad hoc arrangements;
- avoid any involvement with the individual Group Leader's personal bank account, however convenient this may appear;
- ensure simultaneous recording/receipting of amounts collected.

Section B6: INTERNAL FINANCIAL ARRANGEMENTS

1. Arrangements for the collection and depositing of money must be made with the Finance Office. Trip leaders will need to make contact with the finance office before any letter is sent to students so that they can discuss who to make the trip available to on schoolcomms and agree a date when this can 'go live' to parents. Checks should also be made at this time to ensure that all costs will be covered by the payments stated in the letter, overspends are not allowed and must be covered by other means.
2. All students and staff involved must be fully aware of the arrangements. Students and parents should be encouraged to pay by Schoolcomms as cash – cheques are no longer accepted. Payments via credit or debit card can also be made over the phone or in person.
3. Students must be told of the specific times and place to pay their money in - they must hand money and payments into the Finance Office first thing in the morning.
4. Students must be given some kind of receipt, e.g. payment card for payment in instalments.
5. Cash/payments must not be taken by anyone other than the Finance Team. On no account should a Group Leader use his/her own account.
6. If a student falls behind with the payment schedule, the Group Leader must make early contact with parents.
7. Cash required on day of visit:
If money is needed on the day of the trip, e.g. entrance money, arrangements must be made beforehand with the Finance Officer. At least 4 working days notice is required.
8. Spending money arrangements:
Students should be given a limit as to how much to take with them. For longer visits, careful arrangements must be made for staff to retain and distribute cash.

Section B7: CHARGING FOR VISITS – LA ADVICE

In schools the education provided wholly or mainly during school hours is free. This means that Headteacher/EVCs may not impose a charge on parents for any visit that occurs during school hours. A voluntary contribution may, however, be asked for.

Parents should be made aware that the contribution is not compulsory, and the children of parents who do not contribute will not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed or who are not able to contribute. In the last resort if sufficient contributions cannot be raised and the shortfall cannot be made up, the visit may have to be cancelled.

The Headteacher/EVC may, however, charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an 'optional extra'.

An optional extra:

- Falls wholly or mainly outside school hours
- Does not form part of the National Curriculum
- Is not part of a syllabus towards a Prescribed Public Examination
- Is not in scope of statutory requirements relating to religious education

Under the above definition a ski-ing trip during the school holidays would be an optional extra.

The Headteacher/EVC should obtain the parents' agreement to meet the costs of an optional extra visit before it is planned in detail. Charging parents for an optional extra visit may not include an element of subsidy in respect of other pupils whose families do not meet the full charge.

On residential visits that are not optional extras, or which take place during school hours, some parents, in receipt of certain state benefits, may be eligible for board and lodging costs being remitted. Parents should contact their local Jobcentre Plus for further advice.

Letters to parents state that the required deposit is 'non-refundable', however, it is not ethical for the college to retain deposits in the following cases:

- If the college has not yet paid a deposit to a 3rd party, i.e. travel company
- If another student can take the place of the student no longer participating in the visit & will therefore pay the deposit

However, the deposit is non-refundable if the college is unable to recoup the costs of this deposit. Further payments may also be retained by the College if a parent chooses to remove their child from the visit and one of the above options is not possible.

In rare cases when a student is removed from the visit at a late stage by the College and the full cost of the visit has been paid to a third party, the parent will not be refunded the deposit, but any other payments will be refunded by the college (Pastoral Budget).

Section B8: BACK UP SYSTEMS IN COLLEGE

It is essential that the correct information has been collated and shared with appropriate personnel for all offsite visits:

1. Visits during the College day

- Lists of students and staff intending to take part in a visit, must be made known to staff at least two weeks before the event by e-mail.

- Ensure that all details have been given to the Admin Team Leader in order to populate an emergency contact list and check that all appropriate consent has been returned.
 - Registration procedures must be made clear through liaison with the Attendance Office.
 - An accurate list/register i.e. taken immediately prior to departure must be given to the General Office before departure. (Please note late additions or swaps are not possible unless the Admin Team leader is able to update the list.
2. Visits involving time out of College hours – in addition to the above arrangements
- An accurate copy of the list of names of all students, P&A groups, home address, contact numbers, medical information and contacts for adults taking part must be given to **two** designated senior members of staff. The Group Leader must ensure that they have the latest contact numbers.
 - A list should also be left in the General Office, where it will be displayed on a noticeboard.
3. Residential Visits - The College contact must have the following information:-
- All students and all adults involved in the visit:-
 - Name
 - Address
 - Parents/guardians home and work emergency contact numbers
 - Medical information
 - Adults' mobile phone numbers
 - Programme itinerary
 - Contact numbers e.g. Hotel, Travel Company.

4. It is vital that lists are accurate for example, on day visits, the list cannot be given to the appropriate staff or displayed until a final check has been made just before the party leaves College as students could be absent.

5. The College requests annually the consent of all parents for students to participate in free, low risk local curricular visits in College hours & Sports Fixtures. Group Leaders should cross reference the list of possible attendees with this SIMS consent report via the General Office, before writing to parents. Those parents who have not given consent will need to be contacted individually and consent gained in writing.

Section B9: FIRST AID LA ADVICE

First aid should form part of the risk assessment. Before undertaking any off-site activities the Headteacher/EVC or the Group Leader should assess what level of first aid might be needed. On any kind of visit the Group Leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one of the groups' teacher to be a fully-trained first-aider. All adults in the group should know how to contact the emergency services.

The minimum first-aid provision for a visit is:

- A suitably stocked first-aid box
- A person appointed to be in charge of first-aid arrangements.

Other considerations when considering first-aid needs should include:

- The numbers in the group and the nature of the activity
- The likely injuries and how effective first aid would be
- The distance of the nearest hospital

First aid should be available and accessible at all times. The Health and Safety Executive recommends the following minimum contents for a travelling first-aid box where no special risk has been identified.

- A leaflet giving general advice on first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated wound dressing approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleaning wipes
- One pair of disposable gloves
- A resuscitator (for hygienic mouth to mouth resuscitation) would also be useful.

Contact the General Office to arrange for first aid boxes.

Section B10: MOBILE PHONES

Section B10.1: Students

The use of mobile phones on educational visits can have both advantages and disadvantages.

If used incorrectly by students mobile phones can:

- deflect away from the experience itself;
- put students at significant risk if they concentrate on texting as opposed to where they are walking;
- reduce the attention given when being given instructions or being briefed.
- result in time consuming investigation if lost or stolen;
- result in disruption to the students' enjoyment of the visit if lost or stolen;
- subvert the College's Emergency Procedures if used during an emergency to allow inaccurate news of such an event to leak out;
- lead to e-Safety issues arising;
- result in people at home becoming unnecessarily involved in for example, discipline issues.

If mobile phones are allowed, the Group Leader should ensure that parents / carers have been made aware that it is the students' responsibility to keep their phone safe and that in the unlikely event of a major accident/incident phones will be collected in to avoid panic phone calls home.

Section B10.2: Group Leaders/Supervisors

Mobile phones are a highly useful tool to enable groups to keep in contact with each other, summon emergency services and keep in touch with the College, in order to utilise this method of communication liaise with the finance office to book out the College mobile. However mobile phones should only be used as a back up to traditional safety and communication procedures used by experienced activity leaders. Working in remote areas – signal coverage can vary greatly and technical difficulties can easily arise, so other safety measures need to be planned in advance. Please note that personal mobiles should not be shared with students or parents as a planned method of contact.

Section B11: ACTIVITIES WITHOUT DIRECT SUPERVISION

Opportunities will occur during outdoor education activities for students to become self-reliant, self-responsible and act independently. Group Leaders must ensure that any student undertaking such an activity is fully equipped with the necessary skills and techniques prior to commencing the activity. The risk assessment should include details of the experience and competencies required. Parents must be informed of the aims and objectives of any such work.

Section B12: SCHOOL MEALS

The Group Leader will give the Kitchen Manager details of any visits in excess of forty students when the visit is authorised.

For those students entitled to a free school meal, the kitchen staff will make up packed lunches provided the Group Leader gives a list of names at least one day beforehand. The meals are to be collected by the individual students on the morning of the visit.

Section B13: REQUIREMENTS DURING A VISIT

Once any group has left the college premises the Group Leader has overall responsibility for everyone within the party.

Section B14: Documentation

The Group Leader must ensure that either they, or a nominated person(s) within the group carries all relevant documentation at all times. Such documentation will include:

- the relevant activity risk assessments
- emergency contact lists
- insurance details
- activity provider details
- maps and timetables
- entrance tickets
- list of students (including disabilities medical and special needs, aptitude and behaviour)
- teachers and helpers on the visit, parent contact details

Section B15: Vehicle Check

The Group Leader should undertake a visual check of any vehicle to be used as part of the visit. If the Group Leader believes a vehicle to either not comply with legal requirements or exhibits readily identifiable defects (e.g. bald tyres) the vehicle must not be used.

Section B16: Student Behaviour

Students are representing the College and a high standard of behaviour is expected throughout the visit. Any student misbehaving or acting in a manner that may endanger themselves or any other group members must be removed from the activity undertaken. Where this reduces the levels of supervision to below the minimum assessed as required, the visit or activity must be stopped for everyone in the group. The College's Code of Conduct will apply during the course of a visit. Students and parents must be made aware of these conditions prior to the visit taking place.

Section B17: Decision making risk assessments

These will be undertaken spontaneously and immediately to evaluate new or different hazards that arise during an activity or visit. Group Leaders must have the confidence and be competent to do this effectively.

If alterations to expected activity are over and above those anticipated the Group Leader must exercise their leadership skills, knowledge and experience of the activity and conditions to implement immediate changes. Changes may include stopping the activity and returning to base; seeking immediate shelter and returning to the last known position; changing the route being taken.

The actions taken and the reasoning behind taking those actions should be recorded as soon as it is possible to do so. These details will need to be included within any debriefing.

Section B18: Stopping an activity or visit

If the level of risk to any students or other participants is assessed as being unacceptable the Group Leader, or in their absence the deputy Group Leader or sub group leader, must stop the activity.

Any person who has concerns about the continuance of an activity should raise these with the Group Leader, or their sub group leader, and keep a record. This record should be discussed during debriefing.

Section B19: DEBRIEFING

Section B19.1: All visits

On return to the college the Group Leader must feedback to the appropriate Assistant Principal any relevant comments/issues in order to help the planning and delivery of any future visits.

Section B19.2: Adventurous, Overseas and Residential Visits and those involving natural water (high risk visits)

During such visits it is vital that the Group Leader holds regular debriefing sessions with the whole group and with other supervisors to examine and review the activities being undertaken and the potential alterations to the risk assessments made prior to the visit.

Points raised should be recorded so that they can be used in the final evaluation on completion of the visit.

On return to the college the EVOLVE Evaluation Form must be completed by the Group Leader and reviewed by the appropriate Assistant Principal.

PROCEDURES FOR PLANNING A LOW RISK VISIT

- 1) Check that the proposed date for the visit is available on the live calendar and that **EVC has agreed for key groups (10, 11 & 13) to attend from Spring Term**. Provisionally book via Christine Eades with the **Main Calendar Booking Form** (Consider out of college access – car parking – liaise with premises as needed) and submit your **green cover slip**.
- 2) Secure your team and **confirm staffing** with Christine Eades. **Contact the Finance Office** regarding insurance, budgets and cost centres for staffing requirements.
- 3) Create a folder in **G drive; Offsite Learning; Draft Documents** and name it the same as your visit. All paper documents including calendar booking form **must** be saved here.
- 4) Send providers the **EVVN2** Provider Assurance Form to all external companies who are responsible for any activity e.g. Venue/Transport Company. These are valid for 12 months from the date company representative signed. Check G Drive or with EVC as to which annual EVVN2 the College holds for Coach Companies.
- 5) Electronically complete the **All Visits Risk Assessment**.
(Additional generic risk assessments are available to copy and paste from. **Delete** any sections not applicable e.g. generic statement in header and footer -group leader taking their own children on the visit, wear coloured caps).
Add additional elements for consideration e.g. **travel (including College Mini bus see draft RA)** and any **specific activities** planned. **Print name, sign electronically and date your risk assessment when complete**. Save additional Risk Assessments bespoke to the provider in the Draft Documents folder you have created.
- 6) Electronically complete the **EV CL1 Visit Planning Checklist** and save in draft folder.
- 7) Prepare your **Draft Letter** to parents by amending the template letter provided on G drive giving full details of the visit, cost, travel and free school meal arrangements. It should indicate that the **college has the right to refuse a place if the student's behaviour or low attendance is a cause for concern. Include a statement as per payments (see B7) for visits to high risk locations e.g. Cities**. Save this in the draft folder.

This must be checked by the General Office, EVC and signed by the Principal before issuing to students see step 9. Gain signed consent for the child to participate, obtain current information on medical conditions, parent emergency contact details and plans for collection of the student on return to College.

NB: **Free low risk curricular visits during College hours & Sports Fixtures** are covered in the consent letter issued to parents, annual requests for medical details to be updated are issued. Please check with JCO/DLL if you're unsure if this applies to your visit. **If this applies, request a SIMS report of those who has given consent from Admin Team**. Those parents who have not consented will need to be written to individually.

8) **At least three weeks prior to the visit** upload your visit details to EVOLVE as outlined in Section A.

You should attach to EVOLVE:

1 – Risk Assessment(s) EV GRA1 plus any bespoke to the provider

2 – Other = Draft Parental Letter, EV CL1 Checklist and Main Calendar Booking Form

3 – [EV VN2](#) Provider Assurance Form(s)

4 – Itinerary if available – particular for high risk locations – e.g. Cities.

Submit visit on EVOLVE to J Collins EVC for checking and approving by clicking the submit button. This will send an automated email to EVC and the Principal for final authorisation. **Once authorised you will receive an email from the EVC** stating that the visit can go ahead or further information is required for approval. **Letters should not be issued to students or Parent/Carers until this email has been received.**

9) **Email list of students and P&A Groups attending at least two weeks** in advance to Christine Eades, Attendance Office, Year Office, Teaching Staff & kitchens to inform their planning. Pass the **parental consent forms and medical forms to the General Office a week in advance** of the visit date (it is your responsibility to collect these from finance) requesting they update SIMS and **generate your emergency contact details / Attendance form. DO NOT CREATE THIS YOURSELF.**

On the **day of the visit leave a copy of the updated attendance list/register, taken before departure, with the General office and your leadership emergency contact.** No late additions. Ensure that you have an up to date emergency contact list and carry this with you at all times during the visit. On return and after all students have been collected please **text the Main Leadership Contact, if out of College hours, to let them know the visit has returned safely.**

PROCEDURES FOR PLANNING A HIGH RISK VISIT

1) Check that the proposed date for the visit is available on the live calendar and that **EVC has agreed for key groups (10, 11 &13) to attend from Spring Term including School Holidays**. Provisionally book via Christine Eades with the **Main Calendar Booking Form** (Consider out of college access – car parking – liaise with premises as needed) and submit

2) Secure your team and **confirm staffing** with Christine Eades. **Contact the Finance Office** regarding insurance, budgets and cost centres for staffing requirements.

3) Create a folder in **G drive; Offsite Learning**; Draft Documents and name it the same as your visit. All paper documents including calendar booking form **must** be saved here.

4) Send providers the **EVVN2** Provider Assurance Form to all external companies who are responsible for any activity e.g. Venue/Transport Company. These are valid for 12 months from the date company representative signed. Check G Drive or with EVC as to which annual EVVN2 the College holds for Coach Companies.

5) An initial letter is to be sent to parents asking for **expressions of interest** for their child to take part in the residential visit. This letter will **emphasise that the college has the right to refuse a place on the visit if the student's behaviour or poor attendance is a cause for concern**.

The group leader is to collate a **list of students** interested in taking part in the residential and is to **liaise directly with the relevant CCTL(s) to ascertain if there any students on the list who should not** be considered for the residential due to behaviour/attendance concerns.

6) Electronically complete the **All Visits Risk Assessment**. (Additional generic risk assessments are available to copy and paste from. **Delete** any sections not applicable e.g. generic statement in header and footer -group leader taking their own children on the visit, wear coloured caps).

Add additional elements for consideration e.g. **travel (including College Mini bus see draft RA) accommodation** and any **specific activities** planned. **Print name, sign electronically and date your risk assessment when complete**. Save additional Risk Assessments bespoke to the provider in the Draft Documents folder you have created.

7) Electronically complete the **EV CL1 Visit Planning Checklist** and save in draft folder.

8) Prepare your draft letter for parents of those **students approved by CCTL** by amending the template letter provided on G drive giving full details of the visit, any cost, travel and meal arrangements. The letter needs to request the payment of a **non-refundable deposit** for the high risk visit. This letter should **reiterate that the College has the right to withdraw a place on the visit if the student's behaviour or low attendance becomes a cause for concern. Include a statement as per payments (see B7) for visits to high risk locations e.g. Cities.** Save this in the draft folder.

The group leader is to collate a **finalised list of students** who have places on the high risk visit and is to share this list with the relevant CCTL(s). It is the **responsibility of the relevant CCTL(s) & the group leader to monitor the behaviour/attendance of the students going on the residential/high risk visit and liaise with each other if there are any causes for concern.** If the group leader and/or the CCTL feel that a student's behaviour warrants a **student being removed from the visit, they should contact the EVC** (Assistant Principal – Student Wellbeing & Safety) who will advise re the course of action to follow.

This must be checked by the General Office, EVC and signed by the Principal before issuing to students see step 9. Gain signed consent for the child to participate, obtain current information on medical conditions, parent emergency contact details and plans for collection of the student on return to College.

9) **At least nine weeks prior to the visit** upload your visit details to EVOLVE as outlined in Section A.

You should attach to EVOLVE:

- 1 – Risk Assessment(s) EV GRA1 plus any bespoke to the provider/accommodation/travel company
- 2 – Other = Parental Letter, EV CL1 Checklist and Main Calendar Booking Form.
- 3 – [EV VN2](#) Provider Assurance Form(s).
- 4 – Itinerary with full visit details

Submit visit on EVOLVE to J Collins EVC for checking and approving by clicking the submit button. This will send an automated email to EVC and the Principal for final authorisation.

Once authorised you will receive an email from the EVC stating that the visit can go ahead or further information is required for approval. **Letters should not be issued to students or Parent/Carers without the direct consent of the EVC. A final email will be sent by the EVC to confirm that the LA is happy with all documents and permits the visit to go ahead.**

10) **Email list of students and P&A Groups attending at least two weeks** in advance to Christine Eades, Attendance Office, Year Office, Teaching Staff & kitchens to inform their planning. Pass the **parental consent forms and medical forms to the General Office at least 2 weeks in advance** of the visit date (it is your responsibility to collect these from finance) requesting they update SIMS and **generate your emergency contact details / Attendance form. DO NOT CREATE THIS YOURSELF.**

On the **day of the visit leave a copy of the updated attendance list/register, taken before departure, with the General office and your 2 leadership emergency contact(s).** Ensure that you have an up to date emergency contact list and **carry this with you at all times during the visit** – it is good practise to send a text update to your leadership contacts on arrival and at regular intervals during the visit. On return and after all students have been collected please **text the 2 Leadership Contacts to let them know the visit has returned safely.**