



Educational Visits Policy

Last Reviewed:	EVC signature:		Date:
	Chair of Governors signature:		Date:
Date of Next Review:	June 18		
Educational Visits Coordinator:	Jo Bland		
CEO:	Adrian Reed		
Chair of Governors:	Andy Marriot		
Designated Educational Visits Director:	Jessica Gale		

SECTION 1 INTRODUCTION

This policy should be used alongside the Lincolnshire Educational Visits Policy and Guidance document and provides **specific localised detail** relating to Educational Visits. It is NOT a duplication of the Lincolnshire Educational Visits Employer Policy and Guidance.

The Boston Witham Academies Federation has a strong commitment to the added value of a carefully planned and progressive programme of Educational visits.

This is part of the school/setting's required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year BAAF will arrange a number of visits that take place off the school site, which support the aims of the school. A common range of visits are outlined in Section 5.2.

Key principles:

- The Trust considers educational visits to be a privilege rather than a right and the Trust reserves the right to withdraw children from education offsite activities should they consider the child's participation in the activity would compromise the health and safety of that child and/or the health/safety/enjoyment of others.
- Young people should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

Academies, foundation, foundation special, and voluntary aided schools	The Board of Directors/Trustees/Owners are normally the employer in Academy, Foundation, Foundation Special and Voluntary Aided schools/settings. The employer is responsible for the Health and Safety of Educational Visits.
---	--

This policy will be reviewed annually unless there is a significant incident or significant changes to guidance and/or law require immediate changes. The normal release date will be **September** of each year.

SECTION 2 Other Key Policies and Documents

This policy **MUST** be read in conjunction with other key policy documents.

Relevant School and External Policies/Procedures	Safeguarding/Child Protection Policy Critical Incident Management Plan (Trust) Charges and Remissions Policy Health and Safety Policy Teaching and Learning Policy Relevant sections of the Lincolnshire County Council School Administration Handbook
---	---

SECTION 3 KEY DEFINITIONS - see [Section 4 of the Lincolnshire Educational Visits Policy and Guidance document](#).

SECTION 4 LEGAL FRAMEWORK

The main legislation covering Educational Visits is the Health and Safety at Work etc Act 1974 and regulations made under that Act.

The employer is responsible for health and safety, though tasks are delegated to staff. It is essential that roles and responsibilities are shared and clearly understood by all stakeholders (see Section 5).

SECTION 5 MANAGEMENT AND PLANNING

5.1 Roles and Responsibilities

BWAF recognises the importance of clearly defined roles.

Important Policy Statements Linked to Roles and Responsibilities

Roles and Responsibilities	See Appendix A for approved roles and responsibilities. Stakeholders should contact the EVC if they are unclear about their roles and responsibilities. Communicating roles and responsibilities form an important part of the School's Induction process. Roles and responsibilities are reviewed on an annual basis or immediately after a serious incident/near miss or a change in law, policy or guidance.
The Use of Parents/Carers	Parents/carers will be used to support educational visits where necessary. However, at all times parents will be paired/grouped with an appropriate member of staff and will never be left alone with children.

5.2 APPROVAL PROCEDURES

It is essential in the early stages of planning for the visit leader to determine the appropriate category of visit. In determining the appropriate category in which to place a particular visit or activity, the Visit Leader and EVC will utilise the Lincolnshire Educational Visits Policy and Guidance document.

VISIT CATEGORIES, VISITS AND APPROVAL PROCEDURES

Cat	Description of visit / activity	Existing Visits at BWAFF (Boston Pioneers)	Specific Criteria for Participation if Applicable (and any other information)	Approval Procedure	Appropriate Forms and Timescales
A	Visits and journeys with risks similar to that of everyday life, eg. historic sites, museums, local walk, theatre, fieldwork in the locality.	Church visit e.g. Harvest Festival		Head of Academy/Head of School AND EVC approval A template is available for all category A visits in the local area, which do not involve transportation involving a bus. This must be adapted in accordance with specific details of the venue to be visited/activity to be undertaken.	Local LEV1 and Risk Assessment (2a/b or a similar format). At least 48 hours in advance of the trip.
		ASDA			
B	Outdoor / Adventure Activities in more remote areas having an element of risk, e.g. Walks below 600m altitude. Activities in countryside environments. Any visit with a residential element within the UK, e.g. Activity Centre. Specialised activities require NGB Qualification for leaders/instructors.	Bewilderwood		Head of Academy/Head of School AND EVC approval LGB is to approve all residential visits within the UK. Board of Directors are to approve all visits overseas. (See below).	Non-residential – forms to be completed at least 7 days in advance. RESIDENTIAL: Forms to be forwarded to LA at least 2 months before intended date of visit. PLEASE SEND LEV 1, RISK ASSESSMENTS (2a/2b or school/setting specific format) and any other relevant paperwork.
		Belton House			
		The Deep			
C	All activities in, on, close to water. All visits abroad. All recognised hazardous activities. Any school-led activity within the scope of AALA. Activities with significant Health and Safety concerns.			Head of Academy/Head of School AND EVC approval Board of Directors are to approve all visits category C visits.	Forms to be completed at least 6 weeks in advance.. Forms to be forwarded to LA at least 2 months before intended date of visit (UK) or 3 months if abroad.

Activity leaders require NGB qualifications.				
--	--	--	--	--

5.3 PLANNING CHECKLIST FOR VISITS

The checklist in Appendix B will be used by the visit leader to ensure that all reasonable and practicable steps have been taken to:

- Manage the health, safety and welfare of young people and staff;
- Maximise the educational benefits for young people;
- Maintain effective organisational and administrative records.

The satisfactory completion of the checklist could become therefore, the basis on which final approval for the visit is given at school/setting level.

SECTION 6 ORGANISATION

6.1 SUPERVISION

Visit leaders and other stakeholders must read, understand and follow **Section 7.1** in the Lincolnshire Educational Visits Policy and Guidance Document. For every visit, there should be a visit leader who manages the whole visit. For individual activities within the visit, small groups each with a supervisor, is an effective way of ensuring safe supervision.

Supervision Ratios

The following ratios are put forward therefore as minimum guidelines (the EVC must be consulted):

Category	Stage	Ratio	Minimum Staffing
Category A	Early Years Foundation Stage	See the latest Policy and	See the latest Policy and Guidance Document

visits		Guidance Document	
	Key Stage 1	2:15 - 1:8 thereafter	1QT/CE + additional competent adults as req'd.
	Key Stage 2	2:24 - 1:10 thereafter	1QT/CE + additional competent adults as req'd.
	Key Stage 3+	2:35 - 1:15 thereafter	2QT/CEs + additional competent adults as req'd.
Category B visits	Early Years Foundation Stage	See the latest Policy and Guidance Document	See the latest Policy and Guidance Document
	Key Stage 1	2:12 - 1:8 thereafter	2QTs + additional competent adults as req'd.
	Key Stage 2	2:20 - 1:10 thereafter	2QTs + additional competent adults as req'd.
	Key Stage 3+	2:25 - 1:12 thereafter	2QTs + additional competent adults as req'd.
Category C visits *SEE COMMENT BELOW	Early Years Foundation Stage	See the latest Policy and Guidance Document*	See the latest Policy and Guidance Document*
	Key Stage 1	2:10 - 1:5 thereafter*	2QTs + additional competent adults as req'd.
	Key Stage 2	2:15 – 1:8 thereafter	2QTs + additional competent adults as req'd.
	Key Stage 3+	2:20 – 1:8 thereafter	2QTs + additional competent adults as req'd.
All visits abroad	Key Stage 2+	2:15 – 1:8 thereafter	2QTs + additional competent adults as req'd.

***Early Years Foundation Stage and Key Stage 1 children will not normally engage in Category C activities. Exceptions might include a carefully planned visit to the beach/coastline or a shallow and narrow local stream. Ratios must be assessed and suitable safety precautions taken.**

QT = Qualified Teacher

CE = Competent Employee (see below)

Important Policy Statements Linked to Supervision

<p>Visit Leaders - small groups of young people on LOW RISK LOCAL CATEGORY A VISITS</p>	<p>Competent employees/non-teachers, including Higher Level Teaching Assistants, are permitted to lead small groups of young people on LOW RISK LOCAL CATEGORY A VISITS should the Head of Academy/Head of School judge them competent to lead such visits. Teachers will lead whole-class visits.</p> <p>Only if approval by the CEO is given can 1 QT + CE undertake a category B visit, and then this should only be in the case of small schools to ensure that access to educational visits in such settings is maintained.</p>
--	---

Supervision – Early Years Foundation Stage	Visit leaders are required to follow any new statutory national policy – please check with Birth to Five Service if unsure
Supervision and Special Needs	<p>The School/Setting is committed to inclusion. Parents/carers will be consulted and kept informed at all stages of the planning process.</p> <p>Where a pupil requires ‘one to one’ support, such supervisors will not be counted in the overall supervision ratio. All pupils with a statement for behaviour needs must be accompanied on a 1:1 basis on school visits. This may take the form of parental supervision if requested by the school. As with all use of parental support, suitable safeguarding arrangements are to be maintained at all times.</p>

6.2 ORGANISATION – OTHER IMPORTANT POLICY DECISIONS

Key area	Relevant section in the Lincolnshire Educational Visits Policy and Guidance Document	Important Policy Decision
First Aid	7.2	The level of first aid cover will be decided at the planning stage. At least one of the supervisory staff on an off-site visit should have as a minimum, undertaken the 1 day, ‘Emergency Aid in schools’ course (Paed. trained) and have at least, a good working knowledge of first aid.
Child Protection/Safeguarding	7.3	All members of staff and volunteer helpers having unsupervised contact with children and young people must be subject to Criminal Records Bureau enhanced checks. Any adult accompanying a residential visit must have undergone a fully enhanced DBS check. Copy of risk assessment provided for all.

Insurance	7.4	The Board of Directors will ensure adequate insurance is in place for educational visits. This covers a comprehensive range of visits. The Board of Directors, Head of Academy and EVC should understand any exclusions (e.g. water sports, etc).
Transport – COACH	7.5	The School (despite being an academy) will normally use a Lincolnshire County Council approved operator of PCVs for visits. This is completed on an annual basis for ‘commonly used companies’ in order to reduce workload and bureaucracy. When LEA approved operators are not used, a Lev 13 form must be completed.
Transport - MINIBUS	7.5	If BWAF uses a minibus, all requirements must be met (See Minibus procedures)
Transport – USE OF PRIVATE VEHICLES	7.5	Only if business insurance has been purchased and with the permission of the Head Teacher / Head of School may students be transported in private vehicles. Suitable safeguarding arrangements must also be in place. Alternative methods of transport should be sought if possible. E.g. bus / taxi or requesting parents to take their own children to / from such activities – e.g. after school sports competitions.
Transport – Public Transport	7.5.4	Coaches will normally be used. The Board of Directors however may approve the use of public transport where appropriate (e.g. to reduce costs, to support specific educational outcomes). The EVC, Head of Academy and Board of Directors must approve the use of public transport and safety must not be compromised.
Finance – charging		The Education Reform Act of 1988 set out which aspects of education may or may not be subject to charging. The School/Setting’s Charges and Remissions Policy will be adhered to.

		<p>The school/setting will apply the following key principles:</p> <ul style="list-style-type: none"> • Education provided wholly or mainly during school/setting hours should be provided without charge. • Off-site activities can be financed through voluntary contributions. This should not discriminate against parents/carers who do not contribute. If there are insufficient contributions, the visit may be cancelled. • Programmes which take place wholly or mainly outside school/setting hours and are not part of statutory curriculum provision are considered 'optional extras' and may be charged. • Parents/carers in receipt of certain types of benefit may be entitled to the remission of the board and lodging element of those visits which are not 'optional extras'.
<p>Emergency Procedures</p>	<p>7.8</p>	<p>The Visit Leader and other accompanying adults must be familiar with the school/setting's Critical Incident Plan. This includes arrangements for educational visits. All visit leaders must have access to emergency numbers, a mobile phone and a senior member of the school/setting.</p>

6.3 ORGANISATION – CONSENT

Stakeholders must read Section 7.7 of the Lincolnshire Educational Visits Policy and Guidance.

Cat	Example of visit / activity	Recommended Method of Obtaining Written Consent	Notes
A	<p>Visits and journeys with risks similar to that of everyday life, eg. historic sites, museums, local walk, theatre, fieldwork in the locality.</p> <p>Can also include sport fixtures and regular trips to another local school (as long as the activity/activities do not fall into Category B).</p>	<p>Local: Annual Consent Form. Distant: Individual Consent Form specific to each visit.</p>	<p>The school/setting creates one annual form for updating consent relating to educational visits, photographs and medication, capturing emergency phone numbers and up to date medical information. It is good practice to define the visit type by giving examples. Parents/carers/carers must still be informed of where their young person will be at all times. Consent for travelling in motorised vehicles should always be obtained. Visits further away from the school/setting may require an individual consent form.</p>
B	<p>Outdoor / Adventure Activities in more remote areas having an element of risk, eg. Walks below 600m altitude. Activities in countryside environments. Any visit with a residential element within the UK, eg. Activity Centre. Specialised activities require NGB Qualification for leaders/instructors.</p>	<p>Day or residential: Individual Consent Form specific to each visit.</p>	<p>This ensures all parents/carers/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school/setting with any new medical information.</p>
C	<p>All activities in, on, close to water. All visits abroad. All recognised hazardous activities. Any school-led activity within the scope of AALA. Activities with significant Health and Safety concerns. Activity leaders require NGB qualifications.</p>	<p>Day or residential: Individual Consent Form specific to each visit.</p>	<p>This ensures all parents/carers/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school/setting with any new medical information</p>

Parents/carers/carers will be told where their child will be at all times and of any extra safety measures required.

Written consent is always required for nursery age children.

7 ENVIRONMENTS AND ACTIVITIES - IMPORTANT POLICY DECISIONS

Key area	Relevant section in the Lincolnshire Educational Visits Policy and Guidance Document	Important Policy Decision
Leadership and Training	8.1 and 8.2	The Educational Visit Coordinator will undertake initial LA EVC training as part of their induction. This will be renewed every 3 years.
Quality Assurance	Various	<p>BWAF will look for the LOtC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. It is normal practice to locate suitable providers to deliver category B and C visits. All AALA activities must be delivered by a provider with a current AALA licence.</p> <p>BWAF will support ‘school/setting self-led’ Category B visits if the visit leader (and other staff) are judged to be competent, the visit has been planned in detail, recommendations from the Lincolnshire Educational Visits Service have been followed and the Lincolnshire Education Visits Policy and Guidance document has been adhered to.</p> <p>BWAF may require a new provider to complete LEV11 in order to gain written assurances about the quality and safety of the provision provided. This form should be adapted by the EVC/Visit Leader to meet any specific requirements.</p>

Travelling Abroad - GENERAL	8.9	Specialist travel firms will always be used to organise and plan visits abroad. The school/setting will utilise the LOTC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. Other firms will be considered with care and appropriate checks. Particular attention will also be made to the location, leader and accompanying staff competency and the nature of the group.
Travelling Abroad – EXCHANGE VISITS	8.9	Due to difficulties in assuring safeguarding arrangements on exchange visits, it is the Trust’s policy to not undertake such activities unless the pupils are to be ‘housed’ in hotels / residential centres as opposed to being housed with other families.
Accommodation – BALCONIES AND/OR LARGE OPENING WINDOWS	8.10	Hotels or rooms with balconies and/or large opening windows should be avoided.

8 OTHER IMPORTANT POLICY DECISIONS

Key area	Important Policy Decision
Mobile phones (children and young people).	Children are not permitted to carry mobile phones on school visits. A telephone tree will be set up for residential visits and an emergency contact number for parents provided.
Small electrical handheld games/computers.	Small, handheld devices may be permitted on certain trips. Nevertheless, these are always taken on the understanding that the school accepts no responsibility for loss or damage to these and they are taken at their own risk.
Clothing	School uniform should be worn on all visits unless specified differently in the trip information sent to parents. The school reserves the right to withdraw a child from the trip should they not wear clothing suitable for the activities planned (as detailed in the letter provided). Florescent jackets will also be worn.
Identity Labels	On all trips (with the exception of weekly swimming), identity labels or wristbands worn which include the school name and contact details for the school should be worn. If the trip is to a non-English speaking country, dual-language identity cards must be worn which clearly state: 'I belong to _____ School. If I am lost or injured please contact my teacher on: _____'

9 FORMS

BWAF will utilise the following Visit Forms (LEVs) available from the EVC or via the website links noted below.

These first four forms should be regarded as the minimum requirement for all visits that require specific parental consent and for which generic or specific risk assessments are not yet in place. Such visits will fall mainly within the 'A' and 'B' categories.

Form	Description	Notes	Interactive Website Links
LEV 1	Visit Proposal / Notification/Approval	Category A and B Day Visits retained in school/setting. Send to LA for Category B Residential and Category C Visits.	Electronic versions available via the Lincolnshire Employee Policy and Guidance Website
LEV 2a	Risk Assessment Matrix		
LEV 2b	Risk Assessment Actions		
LEV 3	Parental Consent		
LEV 4	Evaluation form (for the school visit log)	Retained by the school/setting. Send to the LA if there has been a significant issue including an accident/near miss	
LEV 5	Application for EVC Registration	Required for all Community, VC schools/settings. Optional for Academies, Foundation and VA schools/settings.	
LEV 6	No longer required		
Useful additional forms for residential visits			
LEV 7	EVC Planning Checklist		Electronic versions available via the Lincolnshire Employee Policy
LEV 8	Visit Leader Planning Checklist		

LEV 9	Group Summary Details	Recommended: Adjust to meet specific needs	and Guidance Website
LEV 10	Young People Personal Checklist		
Recommended when using such facilities and services			
LEV 11	Educational Use of Commercial, Charitable, and Private Facilities	Optional: Adjust to meet specific needs. LEV 13 can be also be used as an annual check for coach companies.	Electronic versions available via the Lincolnshire Employee Policy and Guidance Website
LEV 12	Volunteer Driver		
LEV 13	Agreement with PCV Operators		
LEV14	NEW: Exchange Visits Checklist (Abroad)	Send to the LA for comment during the planning stage. Submit with Approval LEV1 Form.	
PO3	Report of incident/accident	Use to report near misses and accidents. Use as part of the school/setting's Accident Reporting System.	

SECTION 10 MONITORING EDUCATIONAL VISITS

The Directors will monitor the quality of educational visits using the following tools:

- Examining forms including LEV 1, risk assessments and other documentation.
- Written and verbal feedback on the planning of visits (including LEV1) by the Local Authority.
- Attending a sample number of visits and providing feedback.
- A short annual written evaluation report from the EVC identifying the number and types of visits, key areas of strength and development points.
- Feedback from parents, pupils and staff. The LEV 4 Evaluation form can be used for this purpose.
- All accidents and near misses must be recorded as outlined in the school/setting's Health and Safety Policy.

Appendix A BWAF Roles and Responsibilities

The Board of Directors and LGB	The Head of School	The Educational Visits Co-ordinator (EVC)	The Visit Leader	Additional Members of Staff and Volunteers
<p>The Board of Directors will:</p> <ul style="list-style-type: none"> -Maintain specified insurance cover; <p>The LGB will:</p> <ul style="list-style-type: none"> -Assess proposals for specified types of visit, category C and D. -Provide access to staff for advice; -Establish points of contact for staff in the case of emergency; -Ensure training needs have been addressed; -Maintain procedures for the monitoring and review of safety procedures during off-site activities and visits. 	<p>The Head of School must ensure that:</p> <ul style="list-style-type: none"> -All off-site activities comply with the LA policy and guidance and local school procedures; -The visit leader and additional staff are suitably experienced and competent to manage all aspects of the visit; -Approval procedures are followed; -The planning checklist has been followed; -Risks have been assessed, recorded and safety measures are in place to manage those risks; -Child Protection procedures are understood; -Visits are inclusive and take account of pupils with special needs and disabilities. <p>Additionally, Heads of Academy should introduce procedures that enable the LGB to ask questions about the organisation of visits generally as well as those for which Director</p>	<p>It is good practice for schools to have an Educational Visits Co-ordinator (EVC) this may be the Head of Academy or it could equally be a teacher or other member of school staff. In this case the EVC will be appointed by, and act on behalf of, the Head of Academy.</p> <p>The formal recognition of the EVC function will help the school carry out its health and safety obligations for off-site visits.</p> <p>The EVC will be involved in the planning and management of all school visits though not necessarily in the actual visit itself. Even though the tasks associated with the role of EVC have been delegated to that person, ultimate responsibility for health and safety remains with the employer.</p> <p>Community and controlled schools should complete form LEV 5 to enable the EVC to be registered with Lincolnshire County Council and thus able to authorise at school level all category 'A' and 'B' visits. Category 'C' visits will be supported by the EVC but approved at LA level.</p> <p>Foundation, aided and independent schools may make use of this registration facility if they wish, though approval for all visits in such schools will remain at school level.</p> <p>Registration will help the processes of communication between the Outdoor Education</p>	<p>The visit leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare whilst off site.</p> <p>The visit leader must</p> <ul style="list-style-type: none"> -Be approved to carry out the visit and obtain the permission of the Head of Academy before any off-site activity takes place; -Ensure parental consent for the visit is obtained; -Be suitably competent and knowledgeable about school and LA procedures; -Plan and prepare for the visit and assess the risks; -Plan emergency arrangements; -Define roles and responsibilities of other staff and pupils and ensure effective supervision of what they do; -Liaise with the EVC and / or Outdoor Education Adviser over any matters where advice is required; -Evaluate the visit on return to school and record / report any accident, incident or near miss; -Utilise the planning checklist to ensure all procedures have been 	<p>Members of staff act as employees of the BWAF whilst on work related visits and off-site activities. Members of staff, volunteers and parent helpers should:</p> <ul style="list-style-type: none"> -Assist the visit leader in ensuring the health, safety and welfare of all young people on the visit; -Be clear about their roles and responsibilities whilst taking part in the visit or activity.

LGB:	approval is required.	Adviser and EVC in these schools.	followed.	Pupils and Young People
<p>The LGB of all types of school should:</p> <p>Agree a policy for the management of off-site activities, which may be addressed by endorsing the LA policy and should include additional information and reference to:</p> <ul style="list-style-type: none"> -How off-site activities are approved; -How training and information is provided; -Emergency action procedures; -The reporting of accidents and incidents including 'near misses'; -Monitoring and reviewing policy and practice; -The assessing of proposals for certain types of visit, which should include overnight stays and visits outside the UK; -Ensuring that less routine and hazardous activities are planned well in advance and that proposals are submitted to the LA where appropriate; -The management of any significant provision particular to the school, e.g. Minibus. 	<p>Through the agreement of Directors, sufficient time and resources should be identified so that EVCs can fulfil their role efficiently and the induction and training of staff and volunteers can be carried out.</p>	<p>The member of school staff designated as the EVC should be specifically competent. The level of competence required will relate directly to the size of the school and the types of visits undertaken by the school.</p> <p>Functions of the EVC</p> <ul style="list-style-type: none"> -Ensure visits meet the employer's and school's requirements; -Support the head and governors with approval and other decisions; -Assess the competence of prospective leaders and staff; -Ensure risk assessments are suitable for the purpose; -Organise training and induction; -Ensure parents are informed and give consent; -Co-ordinate emergency arrangements; -Keep records of visits, accident or incident reports; -Review systems and monitor practice; -Liaise with the Outdoor Education Adviser. 		<p>During off-site visits and activities, young people also have responsibilities that they should be made aware of, by the group leader or other members of staff, for their own health and safety and that of the group.</p> <p>Young people should:</p> <ul style="list-style-type: none"> -Not take unnecessary risks; -Follow the instructions of the visit leader, activity leader or other members of staff; -Behave sensibly keeping to the agreed code of conduct; -Inform a member of staff of any significant hazards. <p>Parents/Carers</p> <p>Parents/Carers have an important role in deciding whether any visit or off-site activity is suitable for their child, informed by the information presented to them in the initial proposal for the visit.</p> <p>Subject their agreement to the visit, parents should:</p> <ul style="list-style-type: none"> -Inform the visit leader about medical, psychological or physical conditions relevant to the visit; -Provide emergency contact numbers; -Sign the consent form; -Support the school in its work to ensure the health, safety and welfare of all those who are taking part in the visit.

Appendix B1 The BWAFF Checklist:

	Recommended Stages (order can change)		Notes	Visit Leader Initials	EVC Initials
1	Party Leader	Is there a clearly identified and competent Visit Leader who has overall responsibility for planning and organisation? Is a deputy leader identified?			
2	Purpose	Has the visit a clearly defined educational purpose related to the aims and needs of the school or the personal and social development of the young people?			
3	Age, aptitude, experience	Is the visit suited to the age, aptitude and experience of the young people?			
4	Location	Is the location of the visit appropriate to the activity to be undertaken?			
5	Information Gathering	Has the visit leader made a preliminary visit to check arrangements and suitability?			
6	Advice and initial approval	Has the visit leader discussed plans with any other suitably qualified and experienced staff? Which Category of visit does this fall within? Has the party leader consulted the LA for Category C visits? If using Commercial, Charitable or Private facilities, is use being made of form LEV 11? Has the visit been initially approved by the School/Setting?			
7	Staff/Volunteers	Are members of staff suitably qualified and experienced for leading the proposed activities within the visit? Are all adult roles clearly defined? Is the adult / pupil ratio within the guidelines for the proposed activities?			

		Will this include male and female supervision? If residential, will all accompanying adults be CRB checked?			
8	Consent	Has parental consent been obtained for all young people under 18? (form LEV 3)		LEV 3	
9	The Programme	Will all young people and staff have appropriate clothing and equipment? Will another provider be offering additional clothing or equipment? Are alternative activities available, planned and risk assessed?		See various sections	
10	Finance and Insurance	Have adequate arrangements been made for finance? Is there a contingency fund where necessary? Have parents/carers in receipt of certain benefits been informed of arrangements for claiming partial reimbursement? (No LA funds are held for this purpose) Has additional insurance been arranged?		See various sections	
11	General Organisation	Is there an adult with appropriate First Aid qualifications assisting with supervision? Is the party leader aware of any dietary, medical or other special needs? Is appropriate transport available? Has use been made of the form for agreements with PCV Operators? (form LEV 13) What use will be made of mobile telephones? (staff and young people)		LEV 13	
12	Pre-Visit Briefings, Will briefings be held for?:	Young people: Code of Behaviour What to do if lost Emergency re-call and	Parents/carers: Location and times Supervision arrangements Code of Conduct (residential)	Staff: Responsibility is continuous Anticipation of hazards Code of Conduct and pupil expectations	

		action Groupings Relevance to prior and future learning.	Activities to be undertaken Transport arrangements Equipment list including prohibited items	Pupil groupings Lists of names in sub-groups Location of all relevant documentation. Accident- emergency procedure Emergency contact point at home base. Medical needs list.		
12	Communication.	Has all relevant information been retained at the establishment? Has a named point of contact been identified at base in the event of an emergency? Is there an emergency telephone number known to all adults at base and at the site? A 24 hour contact number is needed for residential visits in the UK or abroad. Has a system of communicating with parents/carers been arranged for notifying events such as late return?		See various sections		
13	Risk Assessment	Have all aspects of the visit been properly risk assessed and the findings recorded by the party leader? (forms LEV 2a, 2b)		LEV 2a LEV 2b		
14	Emergency Procedures	Will a copy of the emergency procedures, including critical incident plan, been taken by all adults accompanying the party?				
15	Formal Approval	Have the proposals been reported to, or approved by, the Head of Academy/Setting Leader, Associates / Directors and LCC (if required)? Signatures: Adviser if required	Head of Establishment Visit Leader EVC LCC Educational Visits	LEV 1		

		Forms to be forwarded to LA at least 2 months before intended date of visit (UK) or 3 months if abroad.			
16	After the visit	<p>Have arrangements been considered for appropriate follow-up work, evaluation and contacts on return? This should include:</p> <p>Report back to head or line manager;</p> <p>Copy of the Evaluation Form to be retained by the school/setting. Forms sent to the Education Visits Adviser if there has been a SIGNIFCANT ISSUE/NEAR MISS;</p> <p>Collate and file all documentation;</p> <p>Enter visit details in school log;</p> <p>Produce a balance sheet;</p> <p>Ensure any accident forms are sent to the LA and Health and Safety (form PO3).</p>	LEV 5		

Appendix C **BWAF SUGGESTED LETTER TEMPLATE**

Suggested approach letter, School to Parent about School-Time Activity (Non-Residential)

Dear Parent

The school is proposing to undertake (give full details of what is involved in the visit, activity, etc. including a comment about its likely value in educational terms) and has provisionally booked (No.) places.

In order to run this (visit/activity) we are asking for a voluntary contribution of _____ to cover costs. However, should we not receive enough contributions to cover the cost of the visit, the school reserves the right to cancel the trip and return monies paid to those who have contributed. If your child is in receipt of Free School Meals, non-residential trip costs are covered by the additional funding the school receives for such pupils and this letter is for your information only.

Should you wish your child to participate in this visit please complete the attached consent form and return to school by _____.

Yours sincerely

Head of Academy

Please return to The Head of Academy (School)

(Heading: Visit, Activity, etc.)

I do/do not wish my child (ren) (name(s)) to take part in this (visit, activity etc. (this blank to be completed by the school)).

I enclose a voluntary contribution of £_____

(Delete as appropriate please)

Signed: Parent/Guardian.....