



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Alma Primary Educational Visits Policy

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GB responsibility: *Learning and Children's Committee*
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Alma Primary Educational Visits Policy

1. Introduction: Aims and Purposes

Alma Primary has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. We organise regular educational activities and visits that take place off the school site and/ or out of school hours, which support learning. These include:

- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (museums, art galleries, environmental activities, theatres and sites of special interest)
- Out of hours clubs
- Inter school team sports, such as football and netball
- Residential visits and activities.

The school takes the health and wellbeing of our staff and pupils very seriously: our educational visits policy and procedures follow guidelines set by out in the relevant legislation and statutory guidance including:

- 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'

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 pupils and staff members off-site.

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

3. Requirements for all educational visits

The procedures outlined in this policy must be followed for any educational visits:

- The educational visits coordinator (EVC) will be the Headteacher, or a delegated member of the Leadership Team
- Each visit must have been approved by the EVC;
- All Category C visits (higher risk visits) must also be approved by the Headteacher and Chair of Governors in writing, before letters are sent to parents.
- A senior member of staff will act as a focus for good practice on visits, who will check the planning and ensure that a member of staff on the visit has had appropriate training;
- Educational visits **will not** take place if there are no appropriately trained staff on the visit.

4. Policy Statement

Alma Primary school will fully comply with the guidance on best practice for educational trips and visits set out in 'Health and safety: Advice on legal duties and powers' (DfE June 2013) as well as from the HSE and the Outdoor Education Advisors Panel. This includes:

- Identifying and maintaining a trained member of staff;
- Seeking advice and expertise on identifying risk;
- Adopting and following the best practice give by the OEAP

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In all instances, these visits are carried out with full regard to:

- Identified and agreed learning objectives
- Health and safety of both staff and pupils
- Opinions of parents and carers
- Economic viability
- Implementation and monitoring.

Alma Primary recognises three categories of trip/visit:

- **Category A activities:** these comprise activities that present no significant risks with no need for the group leader to have training or accreditation. They include a vast majority of visits which are organised at Alma Primary and which take place within the school day, such as trips to museums, art galleries, farms, religious buildings, educational centres etc.
- **Category B activities:** these are activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and / or location. Category B activities include any overnight activities such as residentials and could include any adventurous activity which include any moderate amount of risk such as rock climbing, abseiling, archery etc.
- **Category C activities:** these are higher risk activities which need initial approval from the Headteacher and Chair of Governors before planning takes place and may require additional support from an outdoor education adviser. Category C activities include any activities that have a high level of risk such as trekking, caving, skiing, water sports and climbing.

Category A and B visits will be approved by the EVC; Category C visits will require the additional approval of the Headteacher and Chair/Joint-Chairs of Governors. Approval will follow an established protocol (see below). The EVC will normally be responsible for determining the trip category, using further advice from the OEAP (The Outdoor Education Advisers' Panel) and CLOtC (Council for Learning Outside the Classroom).

5. Responsibilities

The HSE guidance requires that all staff and volunteers on educational visits will act responsibly by:

- Putting sensible precautions in place, and making sure these work in practice;
- Knowing when and how to apply contingency plans where they are necessary;
- Heeding advice and warnings from others, e.g. those with local knowledge or specialist expertise.

Governors are responsible for:

- The overall implementation of this policy, including reviewing and revising this policy on a regular basis;
- Ensuring that this policy complies with the Equality Act 2010;
- Ensuring educational trips and visits positively impact on children's lives, teaching them new life skills and providing new experiences;
- Promoting good safeguarding practices to ensure the safety of children when partaking in extra-curricular trips and activities;
- Handling complaints regarding this policy;
- Ensuring that advice is sought for any Category C visits (high risk visits, as defined above).

The **Headteacher** is responsible for

- The day-to-day implementation and management of this policy;

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- Liaising with the educational visits coordinator (if the headteacher is not the EVC) and ensuring information regarding any planned trips is communicated to parents;
- Ensuring the governing body is given information regarding the organisation of extra-curricular trips and activities, and liaising with the governing body regarding settling any disputes;
- Being part of the approval process for extra-curricular trips and activities;
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary;
- Ensuring that relevant paperwork, including risk assessments, for extra-curricular trips and activities is completed by the trip leader;
- Ensuring suitable safety measures are in place prior to each trip or activity;
- Overseeing the work of the educational visits coordinator, 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.

The **Educational Visits Coordinator (EVC)** is responsible for:

- Providing advice on trips and visits to educational establishments;
- Overseeing all issues and controls regarding extra-curricular activities and trips;
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip;
- Liaising between all appropriate parties during the planning and organising of extra-curricular activities and trips, including informing CST of all school trips;
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy;
- 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;
- Providing Governors with a summary overview of educational trips that have taken place in the previous term and/or year, when requested;
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

The EVC will undertake appropriate training including refresher training at least every three years.

While children are on a trip, the designated trip leader in charge is in '**In loco parentis**', and has a duty of care over the children in place of a parent.

The **trip leader** is responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher;
- Completing all essential documentation for the trip, including a risk assessment and itinerary, ensuring the day is well organised and safe;
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator;
- Informing parents/carers of the proposed extra-curricular trip or activity at least three weeks in advance of the trip, including organising payment for the trip;

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- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity, along the school's security procedures. This includes ensuring that only DBS adults take children to the toilet and similar appropriate measures;
- Sending 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 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 Safeguarding Policy.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities;
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader;
- Responding to the instructions and request from the trip leader or other staff;
- Presenting an appropriate modal of respect and engagement throughout the trip;
- Only using school equipment to take photographs.

6. Planning and Procedures for Educational Visits

Staff planning a visit must complete relevant risk assessments at least three weeks prior to the trip, to ensure they have considered potential problems and make arrangements to overcome these (see below). It is the responsibility of the trip leader to ensure that all information contained in the notification forms is correct and that these forms are given to the EVC in good time.

All trips require approval from the relevant leader:

- Category A visits (see guidance above) can be approved by the EVC (currently the Headteacher);
- Category B can only be approved by the Headteacher;
- Category C visits must be approved by the Headteacher and the Chair of Governors;

All school trip forms (see appendix A) are completed initially by the trip leader and then passed to the school administrator for completion and approval by the EVC/Headteacher, and Chair of Governors (Category C visits only). Planning and preparation for visits must be thorough but also reasonable and proportionate. Volume of paperwork is not an indication of intended safe practice.

All staff must be made aware of procedures to follow when planning and undertaking a visit off school grounds. The lead teacher for each visit is expected to conduct a pre-visit, to ensure that they have good knowledge of facilities, emergency exits and transportation access.

It is the responsibility of the admin team to ensure that the Checklist for a School Trip is completed. It is the responsibility of the trip leader to verify or complete any actions on the list, at the request of the admin team.

Trip leaders will message or phone the school office when the children have safely arrived at the venue and prior to returning from a trip or visit to confirm expected time of arrival.

7. Risk assessments

Alma Primary risk assessments are designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip. The trip leader carrying out the risk assessment process will have the skills and competence needed for the role, understand the risks involved, and be familiar with the activity.

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In considering risk, there are four levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by the school's generic self assessment.
- Event Specific Risk - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.
- Individual - any individual students who may be at risk due to behavioural / medical conditions should be considered and extraordinary provision made to accommodate them safely on a visit.

In completing a risk assessment for an educational visit the trip leader will:

- 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

Generic risk assessments for a wide variety of activities are available from the EVC. These generic risk assessments will be made specific to the visit and used on the trip as guidance for all staff accompanying the visit. The EVC will explore and document any individual, on-going or event specific risks with the trip leader.

Children, especially older pupils, can be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness which is an essential life skill as well as a safety issue.

In particular risk assessments are required to identify procedures to put in place in the event of a terrorist attack or similar issue, in order to ensure children's safety and wellbeing.

8. Vetting providers

When considering external providers for activities, the educational visits coordinator 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 educational visits coordinator will ensure they are a suitable organisation to work with, for example by checking relevant criteria such as:

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

If the school is not satisfied that an organisation or venue is appropriate for the needs of the children and does not meet appropriate school's standards, they organisation or venue will not be used.

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9. Equal Opportunities

The school promotes values of equality and does not discriminate against any individual or group of children when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. The school will make reasonable adjustments in order to enable children to participate in school trips, for example by finding a venue which can cater for all children.

Where possible, activities and visits will be adapted to enable children with identified SEND to take part. The trip leader, EVC and/or SENDCo will liaise with parents/carers, as appropriate, to consider what reasonable adjustments may be necessary. In situations where the school are unable to fully adapt the trip, the trip leader and EVC will explore alternative provision for a relevant pupil/s. Where deemed appropriate and where resources allow, children with SEND will be accompanied by a familiar adult during extra-curricular visits.

Any disputes relating to pre-planned educational trips or activities will be discussed and resolved by the Headteacher in conjunction with a relevant governor assigned to the dispute by the Chair of Governors.

For school trips that require additional payment, the school will set reasonable fees and help will be provided, where possible, for families who cannot afford the full fee.

10. Transportation

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and adults must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. When using public transport, one member of staff should always be responsible for checking the security and safety of the bus or train carriage. If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

Only members of staff who have received specific educational minibus training may drive pupils in a minibus. Before using the vehicle, the driver must complete a checklist and report any defects to the headteacher. Additional checks should be made for longer journeys by the member of SMT with responsibility for the minibus.

If any pupils are to travel by car, parents must give specific written permission and the driver must complete relevant paperwork in advance. This is also relevant to sports fixtures, and applies to both staff and parents' cars. Documentation on this must be renewed every academic year.

11. Parental Consent and Opinion

Alma Primary aims to take into account the wishes of parents (carers and legal guardians) regarding school visits. The results will inform policy and procedure, particularly regarding modes of transport and undesirable locations. Parental opinion is one of the criteria the Headteacher will consider when determining whether to approve a proposed school visit.

Written permission will be sought from parents for each pupil prior to each school visit and permission must be given in order for each pupil to take part in the school visit. Communication with parents should give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, so they may consent or refuse on the basis of the

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information that they have been sent. Details of other incidental activities should also be included, together with back up plans, if appropriate. This communication, whether electronic or paper, should also state the cost of the visit per child.

As part of the school's environmental procedures, trips and educational visits can all be authorised electronically, using the school's cash-less pay system, or from an authorised email. Reply slips or electronic consent should typically include reference to permission to participate, e.g.: "I give permission for my child to take part in [activity] on [date]. I have read and understand the information about the visit." In the case of performances and sports events, this also include: "My child is able to participate in [event] on [date]." In those instances where parents do not provide written or electronic permission, that child will not be allowed to attend the school visit, but will remain in school for the day. For residential trips, parent/carers will always be required to confirm that in the event of illness or unacceptable behaviour that they will collect their child, or allow the school to escort their child home (See Appendix 3, below). This is a mandatory requirement for every trip so if parents are unable to give such a guarantee, then the relevant child/ren will be prohibited from joining the trip.

12. Insurance

The EVC will ensure that appropriate insurance is in place for each trip, ensuring that this covers most eventualities. In the event that this includes additional cost, this will be included in the costing for the activity.

13. Staffing ratios

The EVC and trip leader will ensure that for every educational visit there are sufficient adults including staff and volunteers to support the children, manage the needs of the class during the visit and address potential challenges presented by emergency. Our minimum adult to child ratios are:

- Day trip visits (Reception): Ratio 1:6
- Day trip visits (Years 1-6): Ratio 1:10
- Residential trips (including site staff): Ratio 1:7

14. Administering medication when on a school visit

- There is no requirement to administer medication – staff undertake this with goodwill, and should follow guidance in the school's First aid and Illness Policy, and Medication Policy. A member of staff accompanying the students will take responsibility for this.
- Prescribed medicines must be in the box that they originally came in with the prescribed dosage and students name clearly labelled and handed in to staff before embarking. Parents must complete the school medications form in advance of an educational visit to say that they have handed this medication to the member of staff.
- Any invasive procedures cannot be carried out by school staff and parents should contact school as soon as possible if their child needs this provision and wishes to go on a visit.
- Any non-prescription medicines must also be in clearly named containers and handed in to staff before departure. Parents must also sign to say that they have handed these over.
- Every time the designated member of staff administers any medication it should be recorded on the relevant sheet and witnessed

15. First aid provision

Alma Primary will ensure adequate first aid provision for educational visits. This includes:

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- A suitably stocked first aid container
- Information for employees on first aid arrangements
- An appointed person to take charge of first aid arrangements who
 - Takes charge when someone is injured or becomes ill
 - Looks after the first aid equipment for example, restocking the first aid container
 - Ensures that an ambulance or other professional medical help is summoned when appropriate

16. Hospitalisation or need to see a medical professional

If a child needs professional medical attention whilst away they will be accompanied by an adult member of staff (who will all have been DBS checked). Preferably this adult will be of the same gender as the child but if this is not possible then an adult of the opposite gender will remain with them.

17. Accidents and incidents including missing children

The school places the safety of children and staff as its top priority when participating in school trips. 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. The school will keep written records of any incidents, accidents and near misses.

In the event of a serious incident, staff will use guidance as set out in the school's Crisis Management Plan, to ensure the safety of children and staff. All risk assessments for trips will include an agreed emergency rendezvous point.

To ensure children are easily identifiable, they are normally expected to wear Alma school caps on day trips and to have these with them on residential trips.

All adults on school trips will be provided with an emergency phone number and plan. 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:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing;
- The designated trip leader will immediately identify one or more adults to start looking for the person until, where necessary, the police arrive;
- The venue will be notified of the missing person to help ensure they are found quickly;
- If the person cannot be contacted or located within 10-15 mins, the local police will be contacted;
- If the police are called, the trip leader will contact the headteacher (or a designated deputy) at the school to 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 then the educational visits coordinator will make arrangements 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 safety procedures to be conducted throughout the day;
- Assess which venues they attend to ensure they are suitable for the group;

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- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

18. Emergency Procedure During Educational visits Including Residential Activities

If a critical incident occurs during a visit the group leader will contact the designated member of the leadership team who will then make the necessary arrangements to contact parents.

For visits that take place in school time, the office and EVC will hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the designated school contacts must also hold this information or be able to access it quickly

19. Alternative plans

Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking. Not having a back-up plan is a common cause of accidents. To avoid having to make important decisions under pressure, it is important that some advanced thinking and alternate or 'back-up' planning is considered to cater for any foreseeable eventuality, where practical. These will normally be listed in the risk assessment for the trip. If no practical alternatives are available, it may be necessary to cancel trips where there are significant transportation, security or similar issues.

20. Evaluation, Monitoring and review

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy every two years, as well as following any major incident or issue with a trip.

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Appendix 1: Alma Primary Proposed Visit Form

Trip Booking Process		STAGED Checklist	
1: Basic trip details	4: Detailed organisation e.g. groups	Staffing	Group
2: Costs	5: Planning and precautions inc. RA	Transport	Environment
3: Initial authorisation	6: Final sign off	Activity	Distance

1. **Trip Details** to be completed by **Trip Leader** ideally at least 6 weeks but at least 1 month prior to planned date

Date to retain paperwork to (18 minus age of youngest child e.g. Y2 18-6=12, so 2023+12 = 2035)				
Trip Leader		Year group		
Day of trip		Date of trip		
Expected departure from school		Expected departure from venue to return		
Trip name & venue	Is the provider/ venue a Quality Badge provider?*			
Purpose & details of visit and educational objectives		Israeli Dance Festival KS2		
Venue costs	Method of transport & route (if bus or tube)			
Names of attending staff				
First Aider	No. of parent helpers needed		Adult / Child Ratio	
Diary check: any in school activities inc assemblies, sports matches				

*If venue is NOT a 'Quality Badge Provider' then Risk Assessment needs to reflect this. You can check if a provider is a [Learning Outside the Classroom Quality Badge](#) holder here.

2. **Full costs** – to be completed by **Admin Team**

Transport & Venue Cost	(tube travel booked min. 2 weeks in advance)	Parking	
Additional Costs inc other snacks etc		Total expected expenditure	
Subsidy i.e. from school or other organisation		Voluntary contribution required per child (costs – subsidies)/no. children attending	
No PP children	Total expected income (ex PP)	Allocation from PP £	

3. **Initial Authorisation**

<p>Headteacher giving initial approval for date and focus of this trip together with order form should the school be required to subsidise part of the trip:</p> <p>Signature _____ Date _____</p> <p>Pre-approval from GB (for residential only). Final GB sign off to be given once risk assessments have been completed:</p> <p>Signature _____ Date _____</p>

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4. Detailed organisation

Specific children needing consideration	
Grouping arrangement for children	
Organisation for leaving/returning (e.g. coach parking on site etc)	
Details of any music/PE, Ivrit sessions etc you have on the day of this trip which may need rearranging	
Food organisation inc. where class will eat on trip	

5. Planning and precautions: *All trips require a full risk assessment before final sign off*

Trip leader:	
<input type="checkbox"/>	I have read the school Off Site Visits policy
<input type="checkbox"/>	I will complete the necessary planning prior to the trip
<input type="checkbox"/>	I have read CSTs Security Guidance for Trips
<input type="checkbox"/>	I have a back-up plan in the event that problems occur whilst on this trip.
<input type="checkbox"/>	I have the Headteacher's mobile phone no. saved in my phone.
<input type="checkbox"/>	I will brief the staff team for the trip on the risk assessment and emergency procedures inc. lost child.
<input type="checkbox"/>	I have reviewed and amended the risk assessment to address the specific needs of the group or class for this trip and have submitted it for sign-off
Signature _____ Date _____	

6. Final sign-off – at least 2 weeks before (where necessary documents to be attached)

Confirmations (*tick when complete*)

Venue booking Travel booking Income confirmation	Parental Consent CST notification Risk Assessment	Full timetable & plan Additional Insurance requirements
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<p>Headteacher: I confirm that I have seen and approved the risk assessment and full documentation for this trip.</p> <p>Signature _____ Date _____</p> <p><i>For residential trips only</i> EV Governor: I confirm that I have seen and approved the risk assessment and appropriate documentation for this residential trip.</p> <p>Signature _____ Date _____</p>
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Appendix 2: Alma Checklist for a School Trip

Actions to be taken on headteacher 'go ahead'	Complete?
Date, staffing and principle costs approved by SBM & Headteacher	
Insurance arranged (if applicable)	
Book transport	
Book venue/check if venue already booked by trip leader	
CST informed	
Added to diary and all staff invited	
Diary checked and re-arrangements made if necessary	
Diary checked and cancellations or rearrangements of other activities/staff i.e. lunchtime clubs, afterschool clubs, volunteer staff, external providers	
First aid trained member of staff allocated to trip	
Kitchen informed & date for sandwich orders agreed	
Email information, consent form and volunteer request to parents	
Generic Risk Assessment Form sent to trip leader	
Order form completed & item added to PP	
Further actions to be taken	Complete?
Parent Volunteers selected and confirmed	
Security provision organized (if applicable)	
Risk assessment form completed and passed by Headteacher along with any event specific, on-going or risk assessments for specific individuals	
Children & volunteer sandwich orders collected and given to kitchen together with name labels	
Venue & transport confirmed and tickets arrived if applicable	
Payments & parental consent completed	
Additional snacks and drinks organised as required	
Cash float arranged if necessary	
Teacher Pack – to print and/or prepare at least 1 day before	Complete?
Volunteer guidance documents for briefing	
Emergency numbers card – to give to staff and volunteers	
Emergency Contact List (contact 1 & 2 only) – volunteers highlighted	
Medical list and all medication prepared	
First aid bag checked	
Alma labels for children (optional depending on whether using bags with details on)	
Confirmations and tickets	
Sandwich list (to be used as register)	
Risk assessment	
Changes of clothes, wipes, tissues (if applicable)	
Cash float (if applicable)	
On the day	Complete?
Teacher pack	
Food & drink	
On return	Complete?
Visit evaluation form complete	

Appendix 3: Residential Consent & Behaviour Agreement

Below is the standard wording used by Alma Primary for residential trips, which may be modified by the EVC from time to time, if required.

Agreement from the Child

I agree to behave in a sensible and thoughtful manner, showing respect to my teachers, staff and the other participants during the School Residential Visit. I will listen to, and act upon the instructions of teachers or other staff at all times, and I will not act in any way that may cause danger to myself, or to others. I understand that there will be clear consequences for any inappropriate behaviour. The first stage is a warning for the behaviour I am displaying; the second will result in me missing an activity and the final stage is that my parents/carers will be called to collect me. I will not bring any electronic devices with me, nor will I bring any objects or substances which may cause harm to myself, or to others. Nor will I bring any food or drink to the residential. I understand that I could be sent home if I don't stick to this agreement. Unless it has been agreed with a teacher, I will join in with all of the activities that are arranged for me, dressing appropriately at all times, and will try my best to be a good ambassador for the school at all times.

Agreement from parents/carers

I, the parent/carer named above, give permission for my child to participate in the School Residential Visit. I understand that if my child is deemed too ill to remain in the activity, or fails to abide by the behaviour agreement above, then I will be called and required to collect them. I will make every effort to do so as soon after the call as possible. If I am unable to do this the staff may choose to escort my child back to school, and I give permission for them to do so. I hereby declare that I have read, understood and accept the above conditions.

I, the parent named above, agree to authorise any member of staff during the course of the School Residential Visit, to approve such medical treatment for my child, as may be necessary or upon the advice of a qualified medical practitioner. I also give my consent for my child to be administered Paracetamol (Calpol), by a member of staff, if the need arises, using age-appropriate guidance in the instructions that come with the medication.

Appendix 4: Guidance for Volunteers on School Visits

Thank you for offering to be a volunteer helper. School trips are an essential element of learning at Alma Primary and you have an important role to play in the success and safety of this school trip. Please read this agreement, then sign and return to the school office. This is part of our school's risk assessment, planning and safeguarding arrangements and must be returned before the trip, usually at the briefing by your trip leader.

Expectations of the Volunteer Helper

During an educational visit we expect all volunteer helpers to:

- Take responsibility and care for, in equal measure, all of the pupils in your group under the instruction of the trip leader;
- Follow guidance from the trip leader and school staff at all times;
- Stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school visit;
- Ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- Contact the trip leader and/or your child's class teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour;
- Comply with all of the above whilst being under the direct supervision of school staff;
- Encourage pupils to think about the task and help to explain the areas of interest;
- Treat any information you may hear about children as confidential and do not discuss or disclose this to other parents/carers or anyone outside of school;
- Encourage children to be responsible for themselves and their possessions, as well as to move about calmly and sensibly;
- Show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that allow children on the visit to observe and 'discover' for themselves, encouraging them to talk about the things that they have seen and experienced;
- Promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!

Please do not

- Give/buy your group treats e.g. ice creams, sweets etc before, during or after the school trip;
- Use mobile phones whilst on the visit to make or answer personal calls; we appreciate you carrying a mobile in order to be able to contact school staff on the visit;
- Take photographs of pupils on personal devices, unless explicitly asked to do so by the visit leader;
- Bring additional children e.g. siblings or children on the school trip without prior agreement;
- Insist that children write or draw, unless this has been specified by the visit leader or class teacher;
- Smoke, drink alcohol or engage in any illegal practices whilst undertaking volunteer duties.

First Aid

- You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/ carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.
- All other medicines and first aid equipment will be carried by staff.

Alma Primary Educational Visits Policy

Travel and transport

- When on a coach, please support staff in encouraging high standards of behaviour and ensuring every child is included (e.g. sitting with another child);
- When using public transport (tube or bus) please ensure children are seated at all times. If seats are unavailable, please keep your children standing together close to you;
- When walking along a road, please ensure you keep children walking at a swift pace and maintain a safe distance from any moving traffic;
- When crossing a road, please be alert for traffic and be prepared to stop traffic in order to allow children to cross safely;
- If you have become separated from the rest of the school party, please call the emergency number on this agreement.

Child Protection

- At Alma Primary we take the protection of children very seriously. If you have any concerns about protection of children during or following the visit, please contact the designated child protection lead, Marc Shoffren or one of the deputy leads, Jodi Rickless or Sammy Rosehill.
- Unless you have a DBS certificate obtained directly via the school you are not permitted to escort children to the toilet. Parent helpers will be assisted by staff members for this purpose.

Food

For trips requiring packed lunches or snacks, parent volunteers will be required to bring their own (please note that this is a change from previous years).

Food taken on any trip **must abide** by the following rules:

- **NO MEAT or SHELLFISH**
- **NO PEANUTS OR ANY OTHER NUTS;**
- Food must **NOT** be shared with children, even your own.

The above rules have been set out for the purposes of complying with the school's ethos and to ensure the safety of all children especially those with allergies or other medical conditions. Any volunteer failing to abide by the above rules will no longer be able to attend future trips.

Agreement for Volunteers

- I have read the Guidance for Volunteers on School Visits and I agree to abide by the expectations of volunteer helpers including the rules relating to food.
- I will support the children in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about children as confidential and will not discuss or disclose it out of school.

Name:	
Parent/Carer of:	
Relationship to child:	
Signed:	
Date:	