



## Procedures for Visits

This form should be completed as part of the submission made via the educational visits authorisation system (Evolve).

Trip letters and other information to parents/carers should not be sent until the trip has first been approved on Evolve. All trips need to be approved ideally 4 weeks before the date of the trip. Forms can be started at any time

Year Group:	
Class/es:	
Visit to:	
Date of visit	
Name of visit leader	
Accompanying staff	

BOOKING DETAILS	DELETE WHAT DOES NOT APPLY
EVOLVE (visit authorisation form) reference number (generated by evolve when you create the trip)	
Venue agreed by SLT	Y / N
High quality educational experience assured	Y/ N
Travel booked with agreed provider	Y / N

PRE-VISIT PREPARATIONS	Y/N
Free school meals needed / Universal Infant FSM booked (YR-Y2)	
Office staff informed 3 weeks in advance (send email to Fiona C.)	
Pre visit by visit leader / teachers made to venue/route at least 4 weeks in advance ( <i>To plan organisation, timetable, staffing requirements, safety, risk assessment</i> )	
Pre visit communication with families : Letter and consent form sent out at least 10 school days before.	
<b>GROUPING AND SUPPORT</b> Time given to the organisation and grouping of children and support provided	
Consideration given to ability, behaviour, disability, medical needs and appropriate adult support	
Appropriate clothing for children decided	
First aider/s identified	



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<b>ADULT HELPERS</b> Information shared re expectations and organisation of day Any parent/carer helpers - DBS checked helpers only	
<b>CHILDREN</b> Information shared re expectations and organisation of day	

The Visit	Y / N
<b>DOCUMENTATION</b> Class list with contact numbers and medical details of all children and adults on visit No surnames and no school identifying features such as logo - name etc. Staff named as Miss A etc. Just in case someone loses a copy! Copy given to Office staff	
Lead teacher to also take consent forms Need to be in a lockable bag with the Year Leader.	
Each adult helper with list of children in own group and medical needs	
Next of kin list for helpers completed	
Premises officer asked to perform usual check of the coach and provide registration number.	
<b>MEDICAL</b> Reception and KS1 - adult helper to carry inhaler KS2 - carry own inhalers	
Any other medical - e.g. travel sickness tablets carried by 1 <sup>st</sup> aider (ensure that parent / carer made a written request for the tablet and sends in correct dose to the 1 <sup>st</sup> aider in an appropriate container)	
Any child with epi pen with key worker or 1 <sup>st</sup> aider	
<b>SAFETY</b> Lead teacher/s to wear a whistle at all times High visibility jackets for every adult helper and all children	
<b>LABELS</b> Children may wear labels of adult helper name initials (NOT own name)	
<b>WALKING</b> Children in pairs. Walking BEHIND adult in charge of group Walking sensibility on pavements	



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<p>Adult on side closest to road Teacher at the front – class TA at the back – other support staff organising road crossing</p>	
<p><b>ROAD CROSSING</b> As school procedure. Staff to check safe to cross. Staff in high viz jackets at front and end of lines of pupils. Member/s of staff or helpers in road stopping traffic to allow pupils to cross safely.</p>	
<p><b>COACH</b> Adult helper sitting with group Lead teacher and group at front 1<sup>st</sup> aider at front with group and individuals as needed Seat belts checked to see they are working before departure.</p>	
<p>Getting off the coach Following teacher's instructions groups exit FOLLOWING adult helper and wait in group</p>	
<p><b>TOILETING</b> One adult in toilet area, so children never with public without a member of our staff or helper unless it is a school/ not public.</p>	
<p>Toilet breaks planned in advance</p>	
<p>Boys to use female toilets if necessary</p>	
<p>If any behaviour is unacceptable a member of the SLT may come and pick up the child and bring them back to school – after phoning the parent for permission.</p>	