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2025-26

Educational Visits Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	25 June 2026
Signed by Chair of Governors:	<i>P. A. Evans</i>
Executive Head Teacher:	O M Flowers
Lead Personnel:	B Taylor
Date of Review:	25 June 2027

The Westminster School

1. Policy Statement

At The Westminster School, we recognize the value of educational visits in enhancing our pupils' learning experiences and personal development. This policy outlines the procedures and guidelines to ensure that all educational visits are planned and executed safely, inclusively, and in a manner that aligns with the specific needs of our pupils. We strongly believe that Offsite Educational Visits play a pivotal role in the school curriculum and its ethos of Safe, Happy and Learning Together and the Preparation for Adulthood framework.

The Westminster School has adopted the official Sandwell policy for off-site and out of hours activities. A copy of this policy can be found in the resources tab on the Evolve system. A link to this policy can be found below:

https://evolve.edufocus.co.uk/evco10/document_download.asp?fileid=184

Aims and Objectives

The aims of this policy will be:

- To provide pupils with opportunities to experience learning beyond the classroom.
- To promote personal, social, and emotional development through real-world experiences.
- To ensure that all educational visits are accessible, inclusive, and tailored to meet the needs of pupils with additional needs or disabilities.
- To comply with health and safety regulations and risk management best practices.

An additional purpose of this policy is to provide staff with the appropriate guidelines that they require for planning off site and out of hours activities, so they meet the requirements of the local authority and the Outdoor Education Advisers' Panel.

This policy applies to all educational visits organized by the school, including day trips, residential stays, and extracurricular activities, regardless of location

Legal requirements

The school will follow current Sandwell Local Authority guidance, Department for Education guidance on health and safety on educational visits, and relevant Outdoor Education Advisers' Panel (OEAP) National Guidance. Employees of the local authority and school have a duty of care to all pupils on visits, and staff must take reasonable and proportionate steps to safeguard and promote the welfare of pupils at all times.

2. Roles and Responsibilities

The following section identifies the functions, roles and responsibilities that key people hold.

Local Authority:

- Ensuring that EVCs, visit leaders and other establishment staff involved in educational/off site visits are assessed as competent in their specific tasks.
- Monitoring the work of EVCs in schools/establishments to help identify training needs and appropriate levels of delegation.
- Provide and deliver training opportunities for staff – i.e. Visit Leaders and EVC
- Support and guide schools to ensure that the aims and objectives of this policy and Educational Visit provision are being met.

The Westminster School

Governors:

- Ensure that the Executive Headteacher and the EVC are supported in matters relating to educational/off site visits and that they have the appropriate time and expertise to fulfil their responsibilities.
- Ensure that the Executive Headteacher and the EVC have taken all reasonable and practicable measures to include all participants on a visit.
- To share the same vision as the school regarding the importance of educational visits and the part they play in student progress
- To be aware of the offsite educational visits that take place during the school academic year

The school has identified a link governor for Offsite Educational visits and as part of this role they will be made aware of all phases of a visit, for example the planning, carrying out and evaluating.

This link governor is Phil Coldicott

Executive Head Teacher:

- Approve all educational visits, ensuring they align with the school's aims and resources.
- Ensure staff leading visits are appropriately trained and competent.
- Have oversight as to the impact offsite educational visits have on pupil progress, experiences and personal development
- To take the role as EVC (Educational Visits Co-Ordinator) in the absence of the allocated school EVC.

Educational Visits Coordinator:

The allocated Educational Visits Co-Ordinator for the school is **Mr Ben Taylor** (Deputy Headteacher)

- Assess the competence of leaders and other adults proposed for a visit and change accordingly if required.
- Put systems and processes in place that can be followed by staff in order for visits to be effectively planned in a timely manner.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- Ensure that paperwork has been thoroughly completed and risks have been managed appropriately
- Feedback to staff as to where changes may be required to paperwork or organization of the visit.
- Ensure that Visit Leaders have up to date information when organizing visits
- Communicate any issues or concerns raised by the Local Authority
- Chair weekly offsite educational visits meetings to support the oversight of planned visits
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Visit Leader:

- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Ensure that the offsite visit is in line with the curriculum guidance set out by Area of Learning leads and if not outline the rationale as to why this is the case (i.e. leavers' celebration visits)
- Ensure the ratio of supervisors to participants is appropriate for the needs of the group.

The Westminster School

- Ensure that a pre visit has been completed and this is reflected in the risk assessment
- Ensure that the appropriate documentation is uploaded onto the Evolve system in a timely manner (see documentation below), and within the timescales set out in this policy, so that information remains accurate and reflects pupils' current medical, behavioural and support needs.
- Ensure that consent from parents (where appropriate) has been sought. See section Parental consent.
- For ongoing visits ensure that any dynamic risk assessments or amendments to current risk assessments are reflected on Evolve and communicated to staff
- Where the visit includes delivery from an external company or agency ensure that these agencies have relevant risk assessments in place prior to the visit
- Manage staff effectively when on a visit and raise any concerns with pathway leads if there are any concerns with staff competency
- Ensure that individual risk assessments are completed and shared with staff and parents.
- To ensure that any changes to the visit are documented using **notes** on the EVOLVE Application.
- Ensure that any significant behaviour, safeguarding or welfare incident arising on a visit is reported to the EVC and recorded in line with school procedures, including on CPOMS where appropriate.

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate
- Always conduct themselves professionally whilst on a visit
- Ensure that they have read all relevant risk assessments and paperwork that is relevant to them for the visit.
- Support the evaluation process of the visit
- Staff who are supervising children on a trip will also need to dress appropriately for the task and activities that have been planned. If the students are asked to be in school uniform, then staff should dress as they would for a usual school day.

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

The Westminster School

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Support the evaluation process of the visit by feeding back to staff if they are asked.

3. Planning and Preparation of Educational Visits

Staff who would like to plan and deliver a visit should seek initial approval from the appropriate TLRs for the Area of Learning the visit would be appropriate for. Staff should consider the curriculum guidance when planning a visit and this should be considered by the appropriate TLR when they are approving the visit. Once initial approval is given by the TLR then outline approval should be sought through the SLT meeting process. Outline approval will need to be completed on Evolve. Once this initial outline approval is given through the SLT meeting then the rest of the Evolve application and necessary paperwork and administration can be completed.

Once this has been approved documentation must be completed and shared with the relevant pathway leader. Once this has been approved then the documents can be shared on Evolve and submitted to the EVC. Staff should be familiar with Evolve and the processes of the school – for example how to transfer evolve applications.

Visit Leaders should be the member of staff that completes the Evolve application. In the event that this is not going to be the case (i.e. staff absence) then approval from the EVC should be sought.

EVC will approve or decline the application. If this is denied then feedback will be given to the visit leader in order to resubmit.

The school recognises that, due to the complexity of pupils' needs, submitting final paperwork too far in advance of a visit can reduce its value and accuracy. Medical information, presentation, behaviour, staffing arrangements and transport needs may alter over time. For this reason, visits should be planned in good time but final documentation should be completed and checked within the appropriate submission window so that approvals are based on the most current information available.

*all visit leaders should use the 'Visit Form' function of the Evolve system. If a visit leader wanted to use the 'Local Area Visit' function of the Evolve system then approval should be sought by the EVC and a clear rationale as to why this function is to be used should be outlined.

The following should be considered prior to the above process being completed:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes

The Westminster School

- Educational purpose and value
- Disruption to the normal running of the school (i.e. staff cover)
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

➤ Location and travel distance

➤ Travel plans or options

- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit which includes a checklist before, during and after the visit.

An Evolve application for an off-site visit must be submitted to the EVC two weeks prior to the visit. If it is an out of hours, adventurous activity, residential or overseas trip then an application must be submitted at least 8 weeks before the departure date, or earlier where required by the Local Authority or external provider. Visit leaders must follow the current employer approval process through Evolve and must not proceed with any visit requiring Local Authority approval until that approval has been confirmed. Visits should not normally be fully submitted substantially in advance of these timescales unless there is a clear operational reason to do so, because pupils' medical, behavioural and support needs may change. Visit paperwork should therefore be completed close enough to the visit to ensure that risk assessments, medical information, staffing arrangements and individual support plans are current, accurate and meaningful at the point of approval.

The following visits will need to have the final approval by the Local Authority:

- A residential visit
- A visit that is classed as Adventurous Activities
- A visit abroad

Where the school is visiting a centre where this is run by the Local Authority (i.e. Malthouse Stables, Plas Gwynant, Ingestre Hall and Frank Chapman) then final approval will be with the Executive Headteacher.

If Local Authority approval is required for a visit, the visit must not proceed until the relevant approval has been obtained through the employer's agreed process. Any exceptional circumstances must be referred to the Headteacher, EVC and Local Authority in line with current Sandwell procedures.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board. At the start of the academic year the Governing Board will be given an overview of the Offsite activities that have been planned, these will be linked to the class timetables (i.e. Baggeridge, Duke of Edinburgh, Swimming)

The Westminster School

Executive Head Teacher approval

Final approval and sign off for Evolve applications may be delegated to the EVC (Ben Taylor, Deputy Head) where appropriate however the final responsibility still lies with the Executive Head Teacher.

Supervision – Staff Ratios

The law expects “effective supervision” for off-site and out of hours activities so therefore it is the schools’ responsibility to ensure the correct level of supervision is provided. Due to the nature of the school we recognize that supervision for each visit will depend on the nature of the activity, the needs of the student(s) attending and the competency and experience of staff leading the visit.

Visit lead staff should seek guidance from SLT in regard to appropriate supervision for each visit. This can be done through completing the outline approval section of the Evolve system and consideration at the SLT meeting.

Key Stage 4/5 – Natalie Brenton

Key Stage 2/3 – Chloe Jones

Complex Needs – Joanne Flowers

It is important to remember that these ratios are a minimum requirement. Some activities, for example adventurous activities, will require a higher ratio.

It may be deemed that further down the approval process that ratios are amended further (i.e. number of students absent on the day of the visit)

Any changes to staffing due to cover implications will need to be recorded as a note on the visit form, ideally before the visit takes place

Visit Leaders and trip staff are not required to attend whole school briefings on the morning of their visit so they have adequate time to communicate any changes and the plan of the visit. It will be up to the visit lead to co-ordinate this.

First Aid

It is a minimum requirement that for all visits a member of staff who has a knowledge of first aid attends the visit. In the unlikely event that a qualified first aider may not be in attendance then guidance from the relevant key stage/pathway lead will be sought. For example, if the group are attending a venue where there are qualified first aid staff then it may not be appropriate for a qualified first aider to attend.

Visit leaders must ensure that they have a good understanding of the medical needs of the students attending the visit and this should be reflected in the documentation they submit through Evolve. Visit leaders should pay careful attention when grouping students as a first aid qualified member of staff may need to be assigned to a particular student or group based on the medical needs of the student(s)

Visit leaders and attending staff can seek the support of **Marie Harewood** (HLTA) for any medical implications/complications linked to their planned visits.

Administration of Medication on Educational Visits

The administration of medication during educational visits must be conducted in line with the school's **Supporting Pupils with Medical Conditions Policy**.

Planning and Preparation

The Westminster School

Prior to any visit:

- The Visit Leader must ensure all relevant medical information is obtained and reviewed, including Individual Healthcare Plans (IHCPs) where applicable.
- Appropriate risk assessments must include consideration of pupils' medical needs and access to medication.
- Sufficient, in-date medication must be obtained and securely transported for the duration of the visit.
- At least one appropriately trained member of staff must be identified to administer medication where required.

Storage and Access

- Medication must be stored securely but remain readily accessible to authorised staff at all times.
- Emergency medication (e.g. inhalers, adrenaline auto-injectors) must never be locked away and must be immediately accessible.
- Medication must be clearly labelled with the pupil's name, dosage, and instructions.

Administration of Medication

Medication must only be administered in accordance with:

- Written parental consent
- Prescribed instructions or healthcare plans

A record must be made each time medication is administered.

Recording Procedures

Recording of medication administration must follow the school's agreed systems:

Where internet access is available:

Staff must record all medication administered using the school's Medical Tracker system.

Where internet access is not available:

Staff must complete a Record of Medication Use (RMU) form at the time of administration.

The RMU form must include:

- Pupil name
- Date and time of administration
- Medication name and dosage
- Reason for administration
- Name and signature of the staff member administering

Post-Visit Procedures

- All RMU forms must be returned to school promptly following the visit.
- Information recorded on RMU forms must be transferred to the Medical Tracker system to ensure records remain complete and consistent.
- Any concerns, errors, or incidents relating to medication must be reported in line with school procedures.

Staff Responsibilities

- Staff administering medication must be authorised and, where appropriate, trained.
- Staff must follow all relevant school policies and procedures at all times.
- Any refusal or inability to administer medication must be recorded and escalated immediately.

The Westminster School

For residential visits (abroad or in the UK) a Visit Leader cannot act as the designated first aid member of staff for the visit.

4. Risk Management

Planning and risk management must be proportionate to the nature of the visit and focused on significant, foreseeable risks. Routine visits that are covered by the school's existing policies and normal operating procedures will require only the level of planning appropriate to those arrangements. Visits that are not covered by existing procedures, or which involve higher-risk activities, residential elements, travel abroad, unusual environments or the need for specialist staff, will require a written risk assessment and additional planning. Where a visit leader is not able to complete the relevant risk documentation, the EVC must be notified.

- Method of transport used
- The group attending (staff and students)
- The activities being completed
- The use of external agencies and companies

The Sandwell Local Authority risk assessment template should be used and this template can be found in the resources tab on the Evolve system.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be reviewed by the relevant key stage/pathway lead and then approved by the EVC. Once this has been completed the final authorisation of the risk assessment will be completed by the Headteacher as the visits is signed off and approved.

It is the responsibility of the visit leader of the visit to ensure that all risk assessments (including Individual Risk Assessments) are signed and understood by all staff attending. If there are last minute changes to staffing due to illness etc then copies of risk assessments should be made available for the new member of staff to read prior to the visit.

When using an external provider, the school will check that the provider or facility is suitable for the group and activity. This will include, where relevant, safety management arrangements, staff competence and qualifications, safeguarding arrangements, emergency procedures, transport arrangements, accommodation, public liability insurance, and clarity about which responsibilities sit with the provider and which remain with the school. Where the provider holds the Learning Outside the Classroom Quality Badge this will normally be taken into account as part of the assurance process. For residential, overseas or package-type visits, the school will also consider contracts, cancellation terms and appropriate financial protection.

5. Emergency Procedures

In the event of an emergency the trip visit leader must adhere to the following:

- Contact the emergency services, if appropriate.
- Ensure the safety of all the group and obtaining medical attention if required.
- Contact the emergency contacts outlined on the EVOLVE application. When completing this section of EVOLVE there must be the following information:

The Westminster School

- Name of contact
 - Landline number – school number
 - Mobile number
 - Address
-
- Details of the emergency should be given along with a contact number of the organiser.
 - Staff should give the head teacher and EVC up to date information regarding the emergency, details of injuries, names and addresses of the hospitals and location of the incident.
 - Staff must ensure that they have sufficient battery on their phone and can be contacted at all times during the visit.
 - In the case of an emergency staff **must** ensure that they contact the emergency contact on EVOLVE rather than the school as this can slow down the process.

The Executive Head Teacher – EVC Coordinator (Deputy Head) will then:

- When appropriate contact the local authority:
- **In Office Hours:**
+44(0)121 569 3983 or
+44(0)7810 155445 or
+44(0)7817 162186 or +44(0)7831 639449.

Outside of Office Hours please call +44(0)121 569 6800 and ask for the Duty Emergency Officer. If this number is not answered please call +44(0)121 569 6802 or 6804 or 6817.

- Contact the chair of governors, the local authority, parents and insurers.
- Write down details of the incident accurately and as soon as possible after the incident, including details of any witnesses.
- Completion of a health and safety report form.
- In the event of trauma, organise support for staff, parents or children.

In the case of a major incident, on no account should staff discuss the situation with any other person.

In addition to emergency procedures, any incident arising on a visit that relates to behaviour, safeguarding, pupil welfare, use of physical intervention, missing child concerns, allegations, or any other significant event must be recorded in line with school procedures as soon as possible after the incident. Where appropriate, this must include a record on CPOMS and notification to **Ben Taylor** in his role as Educational Visits Co-ordinator (EVC). This ensures there is clear oversight of incidents occurring off site, supports safeguarding and behaviour monitoring, enables timely follow-up with parents/carers and relevant staff, and helps the school review risk assessments, staffing and future visit planning.

When completing an EVOLVE application and you are travelling to a major city then this must be named with capital letters (for example BIRMINGHAM). This will enable the Local Authority to support the school appropriately in the event of a serious incident (i.e. terrorist attack)

Use of External Organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Residential Visits

The headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 1 month before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits

Ideally a parent/carers meeting will take place prior to the residential visit.

Where a residential, exchange or overseas visit includes homestay or host family arrangements, these will be planned and managed in line with current safeguarding guidance. The school will ensure that appropriate checks, assurances and information-sharing arrangements are in place for the type and length of homestay, and that pupils, parents and staff are clear about reporting arrangements and safeguarding expectations during the visit.

7. Monitoring

Monitoring of educational visits will take place on a regular basis. This is so that the headteacher is confident in knowing that pupils are safe at all times and that proposed outcomes are met. Monitoring will be the responsibility of the Headteacher, EVC and Area of Learning leads where the curriculum intent is being implemented.

The following areas will be monitored:

- The planning and approval process.
- Evaluations of visits.
- Observation of visit leaders in action (field monitoring)
- Accidents/incidents

It may be throughout the academic year that visit leaders' feedback to the senior leadership team or the Governing Board in order to demonstrate the impact of their educational visits.

The Westminster School

Progress of students should be documented in line with the procedures in school and this being through the use of Evidence for Learning where appropriate.

TLR's for the Areas of Learning will monitor the impact of these visits on pupil progress and outcomes. Learning walks and lesson observations are calendared yearly and circulated to all staff.

8. Record Keeping

Records relating to educational visits need to be kept for 14 years after a visit. If there is an incident on a trip it needs to be kept for 25 years. However, as The Westminster School has adopted the Sandwell policy and therefore Evolve all records will be stored electronically. The only hard copy that needs to be kept is one sample consent form. Risk assessments for trips that occur on a regular/yearly basis can be used again, however they will need to be updated and amended accordingly and annually.

9. Mandatory forms

When carrying out an educational visit/activity it is the responsibility of the visit leader to complete the following forms and upload to EVOLVE:

- Emergency Consent form
- Parental consent form – Specific consent is required if the visit is residential, overseas or has an element of adventurous activity.
- Risk assessment (including individual risk assessments where appropriate)
- Group list
- Transport list – if students will be travelling in separate sources of transport
- Itinerary
- Medical information for students
- Individual care plans
- Draft letter to parents

All of the above forms are available on Evolve under the pink resources tab.

10. Communication and Consent

We will ideally contact the parents and carers of pupils invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. Communication will be via letter or text message and information provided will include the date, travel times, destination and the purpose of the visit.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school. Written consent will always be obtained for nursery-age children. For pupils over nursery age, written consent is not normally required for routine curriculum visits that take place during the school day, but parents/carers will still be informed and given the opportunity to withdraw their child. The school may also use an annual consent process for routine visits, alongside visit-specific communication.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers about off-site visits and give them the opportunity to withdraw their child. Due to the needs of our pupils, we recognise that important information, such as medical needs, may change frequently; therefore, we will ask for an annual consent and information form to be

The Westminster School

completed by parents or carers each academic year. Visit leaders will ensure that letters and notes are sent to parents or carers when a visit is taking place that does not require specific written consent. Additional written consent will usually be sought where a visit involves a higher level of risk assessment, takes place outside normal school hours, includes a residential stay, involves adventurous activities, travel abroad, or where the school considers that specific consent is needed for safeguarding or medical reasons.

- A residential visit
- A visit that is classed as Adventurous
- A visit abroad

For visits that require additional consent it is the role of the visit leader to ensure that consent has been sought before the visit takes place. Any student that is taken offsite without consent may result in disciplinary action.

11. Charging for Activities

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute, and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost for additional transportation.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

12. Review

This policy will be reviewed every two years by the headteacher/EVC and the governing board.

At every review, the policy will be shared with the full governing board and to staff for consultation

Links with other policies/documents:

This policy links with the following policies and procedures:

- Health and Safety policy
- Behaviour (Wellbeing and Engagement) Policy
- Safeguarding and Child Protection Policy
- Missing Child Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Staff Professional Code of Conduct

Appendix 1

Staff checklist

The following outlines what the visit leader is responsible for and what should happen before, during and after a visit.

Before the visit	
What	Tick
Identify the need for a trip and the possible outcomes. Liaise with TLR for the relevant Area of Learning. If not approved by TLR visit to not go ahead. If approved by TLR then complete outline approval and submit it for consideration at an SLT meeting.	
Discuss the trip with the relevant member of staff where appropriate to discuss viability of the trip, its purpose and the necessary pupil: staff ratio.	
Carry out Pre –Visit to the venue to see if the visit is still viable and appropriate	
Complete outline approval submitting it to the relevant staff (outlined above-2.0).	
If approved through the SLT meeting then complete internal school google form – can be found on form central and submit to the administration team who will complete necessary admin work (i.e. complete books)	
Ensure that all bookings have been completed by liaising with admin	
Ensure all medical information is up to date, liaise with Marie Harewood if appropriate – pupil medical information can be accessed via SharePoint.	
Complete the paperwork below and submit it through the agreed process for consideration at an SLT meeting. Staff should be mindful of timescales outlined in this policy. Paperwork should include Risk Assessment Individual Risk Assessments Medical Information Group List Itinerary Relevant Care plans for students Letter to parents and carers	
Await feedback following the SLT meeting – if approved then this form will be submitted to the EVC. If there is feedback from the SLT meeting then this form will be transferred back to the Visit Leader. Visit Leader to act upon the feedback and resubmit through the agreed process for further SLT consideration if required.	
Form submitted to EVC EVC to review and feedback if deemed appropriate. EVC may make changes and submit to head. If this is the case then Visit leaders should check the notes section of the visit form and act accordingly prior to the visit taking place,	
Visit processed by the Head Teacher	

The Westminster School

Ensure all paperwork is ready (Visit summary sheet, RA, Emergency contact, original consent forms (a copy left at school), staff medical forms, staff contact numbers). Ensure all staff have signed to say they have read and understood the paperwork	
Meet staff on the morning of the visit and brief staff	
If appropriate ensure that phones are fully charged	
Ensure first aid staff are aware of medical information and have planned any administration of medication	
Arrang to meet relevant staff attending to discuss the visit. Reminder that staff who are attending the visit that day are permitted to miss whole school briefing.	
During the visit	
What	Tick
Liaise with SLT if there are any staff changes due to staff being absent	
If there are new staff have copies of paperwork available for them to read prior or on the transport	
Review weather conditions and liaise with SLT if have any concerns	
Complete staff briefing prior to the visit (during whole staff briefing time)	
Monitor any student anxieties prior to the visit and any concerns liaise with SLT	
Ensure lunches and first aid are ready and packed	
Complete initial registers and identify if any students are running late. Chase any final consents with admin if appropriate	
Oversee the loading of the coach on the day, including lunches for children.	
Ensure children are appropriately seated (in line with risk assessment)	
Complete a double head count before departure.	
Meet the appropriate person at the venue and organise children. (if appropriate)	
Confirm lunch arrangements on arrival.	
Ensure groups are in the appropriate place at the appropriate time.	
Ensure double head counts occur throughout the day.	
Ensure children are back on the coach ready for the departure time.	
Contact the headteacher/EVC to notify when the coach departs. Discuss arrival time.	
If the coach will be arriving late notify the school again.	
Supervise the children disembarking the transport. Ensure all valuables are collected.	
Ensure all children are distributed onto the relevant taxi groups	
Ensure any incidents are reported to the headteacher/EVC and correct paperwork completed.	

After the visit (to be completed within 1 week of arrival)	
What	Tick
Liaise with First Aid leader to ensure stock is replenished and put away.	
Ensure PPE Packs are updated if equipment has been used	
Complete evaluation forms on Evolve.	
Complete any incident forms if deemed appropriate	
Feedback to EVC/Executive Headteacher/children and parents (where necessary) on any successes/problems.	

The Westminster School

If appropriate write as a class, or individually, a letter of gratitude to the venue/coach company.	
Liaise with the relevant TLR regarding the visit and experience	