

Richard Lander School



Educational Visits and School Trips Policy

Policy Effective from: September 2025

Responsibility: Educational Visits Coordinator/Head/Deputy Head/Governing Body

Reviewed and monitored by: Educational Visits Coordinator/Head/Deputy Head/Governing Body

Review Date: September 2026

Please read in conjunction with Cornwall Council's Emergency Procedures for Educational Visits.

Procedures for approval, planning and organisation

This policy applies to all students at Richard Lander School.

Introduction

Educational visits out of school, provide a valuable opportunity for learning, curriculum enrichment and self-development. However, there is a need for very careful planning and management to ensure the safety and well-being of students and staff at all times.

All visits off the school premises must be approved by the Deputy Headteacher and the Educational Visits Co-coordinator, hereafter referred to as the EVC. They will assess the request for any educational visit prior to approval, in light of the latest legislation and current guidelines provided by Cornwall Council, the DFE or other statutory bodies. They will, if necessary, discuss the proposal with the Headteacher or other members of the school as necessary including the School Business Manager, with regards to finance.

At Richard Lander School we believe that educational visits are essential in enhancing the educational opportunities available to our students. We are very grateful to those who organise, lead and supervise such visits.

Objectives

The objectives of this policy are:

- To ensure that visits are worthwhile and educationally valid.

- To outline the legal requirements and responsibilities for visits.
- To provide a mechanism for the approval of all visits.
- To provide a planning outline for all visits.
- To cover Health and Safety issues that may arise.

Responsibilities:

Legal Responsibilities

Under the Health and Safety at Work Act 1974 the Governors of Richard Lander School are responsible for the health, safety and welfare at work of their employees. They are under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities.

The responsibility of the EVC/Deputy Head:

- Ensure educational visits meet the School's requirements.
- Support the Headteacher with approval and other decisions.
- Assess competence of prospective leaders and staff.
- Ensure risk assessments meet requirements.
- Ensure accreditation of external providers.
- Ensure there is a contingency plan in place.
- Ensure emergency procedures are in place.
- Organise training and induction as appropriate.
- Ensure parents are informed and give consent for trips.
- Organise emergency arrangements.
- Keep records of visits, accidents or incident reports.
- Review systems and monitor practice.
- Keep records of Trip Evaluation emails for residential trips.
- Ensure county forms are completed online adequately

These duties apply to **all** school visits and any occasions when students of Richard Lander School are off-site and in our care. This policy is also applicable to all students, teachers and other staff. Those in charge of students have a common law duty to act in loco parentis as any reasonably prudent parent would do in the same circumstances.

Our Educational Visits policy takes into account the requirements of 'Health and Safety on Educational Visits' as published by the DfE, guidelines of Cornwall County Council, Group Safety at Water Margins, BS8848 and any supplements issued by the Council of Learning Outside the Classroom.

The responsibility of the Headteacher:

- Appoint an Educational Visits Co-ordinator (EVC).
- Ensure that visits comply with the regulations and guidelines provided in this policy.
- Agree approval of all visits.
- Allocate time and resources for staff training.
- Ensure that the governors are informed about less routine visits well in advance

The responsibility of the Trip Leader:

- Ensure that all the paperwork and planning is in place at the correct time.
- Have overall responsibility for the budget and finances. See Appendix 4 for costing sheet.
- Obtain prior agreement before any visit takes place from Deputy Headteacher/EVC
- Follow School policy.
- Appoint a deputy.
- Be approved to carry out the visit, suitably competent and knowledgeable about the school's visits policy.
- Plan and prepare for the visit and assess the risks.
- Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do.
- Communicate with parents.
- Be aware of Safeguarding responsibilities.
- Be aware of and have provision for any student or staff medical conditions
- Ensure that adequate first aid provision will be available including a designated first aider.
- Undertake the planning and preparation of overnight visits including the briefing of group members and parents.
- Undertake and complete a comprehensive electronic risk assessment and submit to shared are or online portal.
- Liaise with the School Business Manager regarding the budget and financial matters.
- Evaluate the trip via email and advise the EVC where adjustments may be necessary.
- Ensure that teachers and other adult supervisors are fully aware of what the proposed visit involves.
- Have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed. Advice should be taken from SLT/DSL/SENCO as appropriate.
- Ensure that the ratio of supervisors to students is appropriate to the needs of the group.
- Consider stopping the visit if the risk to the health and safety of students is unacceptable and have in place procedures for such an eventuality.
- Ensure that the group supervisors have details of the school contacts.
- Ensure that the group supervisors and school contact are familiar with and have a copy of the emergency procedures.
- Ensure that all adult supervisors have the details of students' medical needs which will be necessary for them to carry out their tasks effectively.
- Let the trip contact know that they have arrived safely and returned safely.

- Ensure that parents are given sufficient information in writing and are invited to any briefing sessions.
- Inform parents how they can help prepare their child for the visit by, for example, reinforcing the School's code of conduct.
- Ensure that a medical kit is carried at all times during the visit.

The responsibility of the Trip Supervisors:

- Do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.
- Follow the instructions of the group leader and help with control and discipline.
- Consider stopping the visit or activity, and notify the group leader, if they think the risk to the health and safety of students in their charge is unacceptable.

The responsibility of the designated First Aider:

- Have looked at the medical information that is supplied by the school's medical officer.
- Be familiar with the First Aid Kit contents.
- Administer any medication during the trip and maintain a record.
- Return any paperwork and the First Aid Kit to medical officer on return of trip.

The responsibility of the adult volunteers:

- Liaise with the School Business Manager with regards to their DBS checks/requirements.
- Be clear about their roles and responsibilities on the visit.
- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of students except where it has previously been agreed as part of the risk assessment.
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline.
- Speak to the group leader or teacher supervisors if concerned about the health or safety of students at any time on the visit.

The responsibility of Students:

- The group leader must make it clear to students that they must not take unnecessary risks.
- Follow the instructions of the leader and other supervisors including those at the venue of the visit.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten themselves or anyone in the group and report it to the group leader or supervisor immediately.

The responsibility of Parents/Carers:

- Make an informed decision on whether or not their child should go on the visit.
- Ensure that all trip fees are paid on time.
- Give further medical updates or emergency contact numbers as and when necessary
- Agree the arrangements for having to send a student home early from a residential trip for misbehaviour (parents/carers will be liable for any costs incurred as a result).

Responsibilities for Off-Site Visits

One teacher, the Group Leader, is responsible overall for the supervision and conduct of the visit and should be approved by the EVC. The group leader should appoint a deputy.

The group leader should update information to parents, students, Deputy Headteacher and staff regularly and notify all those concerned of any changes to arrangements or cancellation.

Planning Off-Site Activities

A risk assessment must take place and be handed in for approval by the EVC before setting off on ANY off-site visit. This will usually be carried out by the group leader. **See Appendix 1 (Help in carrying out risk assessments is available from EVC).**

Wherever possible the group leader should carry out an exploratory visit. If this is not possible, seek assurance that the venue is appropriate for the visiting group.

An evaluation of the trip, to include transport, accommodation, field centre facilities and services etc might be useful for following years. A form for this purpose is attached – **see Appendix 9.**

All overnight visits should be arranged well in advance. Overnight visits during term time must, wherever possible, be arranged one year in advance. The school does not expect visits to be organised during key academic points, particularly for Year 11.

General Instructions

- Decide on the destination, method of travel, staffing, activities etc to be undertaken on your trip. Complete a **Trips Email** form (Appendix 2), and arrange a meeting with Deputy Headteacher and EVC who will consider the whole school context, including the calendar, other whole school activities and examination timetables. Approval for a trip will be based on the suitability of the proposed visit, the staffing implications and the impact on the teaching and learning of the students involved.
- When initial approval has been given, send the form to the EVC who will consider the trip in terms of its educational value, and the safety and well-being of the students and staff.
- Please do not book tickets or make appointments until approval has been given for your trip. All financial aspects of the trip must be discussed with School Business Manager

before any bookings are made.

- Check insurance requirements. School insurance does cover staff in the course of their school duties but does not cover loss of possessions or medical problems for staff or students. The School Business Manager can arrange additional insurance cover. Parents should be notified of the level of insurance cover available in case they wish to take out additional cover, e.g. in case a student is unable to go on trip due to illness.
- Draft an appropriate Trip Letter, complete all necessary details and give to the Deputy Headteacher to check before sending to parents in plenty of time. Obtain all relevant details from students i.e. consent for the trip, emergency telephone numbers (i.e. where parents/carers can be contacted on the day), authorisation for emergency medical treatments, medical conditions etc.
- **NB Students may only be taken on a school trip if parental consent is given.**
- Run a Trips Report to export student data from SIMS and check against the details collected.
- Ensure GDPR/Image Consent forms are collected.
- Give a copy of letter(s) with trip details to School Reception so that they may answer telephone enquiries, and send to the EVC. This should also be filed in your folder in the Trips and Visits area of the Staff Shared Files.
- Mention the visit at the earliest appropriate staff briefing and/or email staff to give colleagues adequate notice of disruption to lessons.
- Staffing and the appropriate ratios for the trip should be discussed with the EVC and should be assessed on the basis of RISK. The total number of staff required will depend on the age and ability level of students and the activities they will be undertaking.
- The number must **NEVER** fall below the following minimum levels for students aged 11 – 18:
 - For day trips involving little foreseeable risk – 1 staff: 15 students
 - For all foreign trips and any trips involving some foreseeable risk (e.g. activity fieldtrips and visits) – 1 staff: 10 students.
- There should be a minimum of two staff members for all trips except those previously discussed and approved with the Deputy Headteacher.
- A risk assessment of all activities at all stages of the proposed trip **MUST** be undertaken. See EVC if help in carrying out a risk assessment is required. Any trip that is more than 50 miles from the school base, of an adventurous nature or has a residential element, must also include the completion of a Cornwall County online form, within the given notice period - See appendix 7.
- All accompanying staff should be forwarded the link for risk assessments and instructed to read in full.
- All staff accompanying the trip should ensure that cover is in place for all forms and duties: please inform the Personnel Administrator of cover needed well in advance, using the appropriate absence request form.
- Book transport and accommodation etc.
- If possible school minibuses should be used in the first instance. Please discuss this and requirements for drivers with the SLT Administrator. If coaches are required they should

be booked through the SLT Administrator as appropriate.

- One week before travel, confirm all bookings – coach/minibus, accommodation etc.
- Brief staff on duties and students on domestic arrangements, activities, behaviour etc.
- Provide each member of accompanying staff (and other adults) with a list of students attending and retain a list of all persons attending (both students, staff and other adults) and their emergency contact numbers; ensure that the EVC, Deputy Headteacher, the Headteacher and the main School Reception has a copy of these details also.
- Inform the canteen of the date and the number of FSM students on trips, at least a week in advance, so that they may if appropriate, provide those students with a packed lunch.
- Ensure work is set for classes in school. It is the responsibility of the trip organiser to ensure that sufficient work of comparable educational standard is set for any student(s) not participating in the visit.
- Inform Interserve of any cars left on school premises outside normal working hours.
- Any items for the school bulletin should be sent to the School Publicity Officer for inclusion.

FURTHER INSTRUCTIONS - Follow advice and procedures in GENERAL INSTRUCTIONS then:

Day Trips

- Arrange to take a school mobile phone

Overnight Trips and Trips Abroad

- For overseas visits make passport arrangements. Check nationalities and places of birth and visa requirements.
- Liaise with the school Publicity Officer should passport photographs need to be taken.
- Ensure Staff Emergency Contact details are given to parents together with any final instructions shortly before the trip.

Supervision

It is essential that students are effectively supervised when on trips:

- Students should be divided into groups with a member of staff in charge of each group.
- All staff and other accompanying adults should be aware of the aims and objectives of the trip in order to direct students and assist with learning and understanding.
- Frequent head counts should be undertaken if the trip involves travelling over a wide area where individual students can become separated or lost.
- If students are allowed or required to move around an area unsupervised, they **MUST** stay in groups, the size of which should be determined by the age of the students and the activities to be undertaken. Students should not be alone and unsupervised at any point.
- Each member of staff on the trip should have a list of all students attending, their emergency contacts and the emergency contact details for other staff.

- The group leader remains responsible for students even when not in direct contact with them and should ensure that students are adequately equipped to be on their own in a group.
- Students should be provided with the following information and guidance before they set out:
 - Where they are/aren't allowed to go
 - Rendezvous times and details
 - Instructions on what to wear and how to behave
 - School mobile phone number and emergency contacts
 - How to call for help if in trouble

Adventure Activities

- If leading an adventure activity, the group leader and other supervisors must be suitably qualified. If planning to use commercial adventure activity facilities the group leader should check whether the provider is licensable under law and, if so, whether the provider holds a license. This should be done via the EVC and Cornwall County Council.
- As far as possible, staff should seek evidence that supervisors and others working with children are DBS checked and are aware of any safeguarding issues.
- School staff are still responsible for students at all times even when the group is under instruction by a member of the provider's staff and should intervene if concerned that student safety or wellbeing may be at risk.

Insurance

- The group leader should ensure that the group has comprehensive travel insurance particularly for overseas visits. This should be confirmed by the School Business Manager.

Communicating with Parents

- A briefing meeting with parents before residential visits or when students are to travel abroad is essential. (Extra provision may need to be made for parents who have difficulty communicating in English).
- Parents will need to be informed of all details concerning the visit (usually by means of letter/email and trip slips) before being asked to consent to it.

Preparing Students

- The group leader should make it clear to students that they must follow an agreed Code of Behaviour.
- Students should be told about any potential dangers and how they should act to ensure their own and others' safety.
- Information to students may include:
 - the aims and objectives of the visit or activity
 - background information about the visit site

- key foreign words where appropriate
- relevant foreign customs and culture
- necessary or suitable clothing and equipment
- what safety precautions are in place and why
- the standard of behaviour expected from students
- who is responsible for the group; what to do if separated from the group
- emergency procedures
- rendezvous procedures
- The group leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time. (NB Some countries require proof of vaccination).

Transport

Coaches

All coaches must have seat belts fitted; students are required to wear them by law.

Minibus

The driver is responsible for the minibus including its roadworthiness at the time of the visit. All drivers of the minibuses must have passed the required minibus driving assessment and be approved as a driver by the school.

The minibus driver should:

- Observe the school minibus procedures
- Not drive when taking medication or undergoing treatment which might affect their ability or judgement
- Know what to do in an emergency
- Know how to use fire and first aid equipment
- Not normally be responsible for supervision of students

In compliance with the transport risk assessment, all luggage must be stowed appropriately and secured.

Private Cars

Although teachers are discouraged from using their own cars to transport students, it may be the best way to transport a small group of students on a local trip. Please discuss any such proposal with the deputy head before planning a trip. Parents will need to be informed about, and agree to, such travel arrangements. A volunteer driver form (**See appendix 8**) should be completed and copies of a valid insurance policy will be needed. Please give to School Business Manager for copying and saving to file.

Mobile Phone

School mobile phones are available from the Personnel Administrator and should be taken on all trips.

Accommodation

The group leader should give thought to the layout and security of residential accommodation as well as its safety.

GENERAL RULES – Wherever possible:

- Staff rooms should be evenly distributed amongst students.
- All be on the same floor
- Not have any student rooms near to the main exit/entrances
- All student rooms MUST HAVE internal locking doors and internal bathrooms
- Student rooms should not have balconies

CHECKLIST

To ensure that all school trips are well organised and safe, please ensure that you follow the instructions carefully. A checklist is available for your use – **see appendix 4.**

INFORMATION TO SCHOOL RECEPTION AND/OR EMERGENCY CONTACT

Group leaders may wish to use the form provided to inform Main School Reception and/or the Emergency Contact of essential information, particularly if residential or overseas visits are involved. **See Appendix 5.**

EMERGENCIES

- This guidance should be read in conjunction with the Cornwall Council Emergency Procedures for Educational Visits document which can be found in the policies folder. Please print out the Visit Leader Emergency Action Card and take on all visits.
- A small first aid kit (available from the School medical office) should be taken on trips using coaches.
- A record must be kept of all accidents and incidents on return to school, or immediately via contact with the emergency contact should this be of a serious nature or concern.
- Usually (dependent on an assessment of risk and in liaison with the EVC/Deputy Headteacher) one member of staff on any more hazardous visit, and on all overseas visits, should be a First Aider. This may include activity or field centre staff who may be first aiders.
- The group leader and all accompanying staff should be aware of students' special medical needs and treatment; this information should be placed in the possession of each member of staff on the trip. Any student receiving medication should have filled in a parental permission form. Students without such a form may not go on the trip, although verbal permission from a parent is permissible in an emergency. At least one member of staff should be trained to deal with the condition. If necessary, staff may ask for and receive training in how to deal with specific conditions.

Emergency procedures:

- All those involved in a school visit including supervisors, parents and students should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

If an emergency occurs on a school visit:

- Inform Emergency school contact and School Main Reception (this number should be available at all times while on visit)
- Establish the nature and extent of the emergency
- Ensure all the group are safe and looked after
- Establish the name(s) of any injured and get immediate medical attention for victim(s) if

necessary

- Ensure that the rest of the group follow all other procedures
- Ensure that a teacher accompanies any casualty to hospital and that the rest of the group are adequately supervised
- Notify the police if necessary
- Notify the British Embassy if an emergency occurs abroad

Use the prompt sheet (Appendix 6) to help you convey all the necessary information:

- Use all available means of communication, such as email and mobile phones, particularly on overseas visits
- Write down as quickly as possible all relevant facts, and witness details, and preserve any vital evidence
- Keep a written account of all events and contacts after the incident
- Complete an accident report form as soon as possible. Reportable incidents should be reported to HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (see First Aid Policy). HSE and Local Authority officers may be contacted for further advice if required.
- Do not speak to the media without seeking advice from the school. Do not divulge the name of any casualty to the media.
- It is not advisable to discuss legal liability. Any media queries should be addressed to the Head.

EQUAL OPPORTUNITIES

- Every effort should be made to ensure that school visits are accessible to all who wish to participate, irrespective of special educational or medical needs, financial position, ethnic origin, religion etc. If in doubt of school contribution for Pupil Premium Students, please speak to the SENDCO.

Appendix 1: Risk Assessments.

- Relevant exemplar risk assessments for all trips can be found [here](#) or by following staff shared area, Staff Resources, Staff, School Visits, Risk Assessments, Risk Assessments 2021-2022, AA – Exemplar Risk Assessments.
- The correct and relevant risk assessment must be selected and then saved to a folder titles with your trip name in the Risk Assessment 2021-2022 folder.
- Once the relevant risk assessments have been selected the trip leader/deputy must read the risk assessment. A discussion of the particular risks of any visit should be undertaken between trip leaders and the EVC/Deputy Headteacher and the outcome of this should be input into the final column with a rating of either low/medium or high according to the likelihood of the risk. If the trip leader/deputy feel there is something else that needs to be considered, then an extra row should be added and the risk inserted here. Once this has been completed the trip leader and deputy must sign the risk assessment and forward to EVC.
- All staff accompanying the trip must read the risk assessments within the trip folder.

Appendix 2: Trips and Visits Planning Sheet

Proposed Trip:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> <div style="text-align: right; font-size: small;">(attach itinerary)</div>	Date of Trip:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Trip Leader:	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>	Other Staff Involved:	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>
Students Involved:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> <div style="text-align: right; font-size: small;">(attach list if necessary)</div>		
Periods Affected:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
Contact on Trip:	<div style="border: 1px solid black; height: 30px; width: 45%;"></div>	Telephone Number on Trip:	<div style="border: 1px solid black; height: 30px; width: 50%;"></div>
Name of emergency contact at school for the duration of visit:		<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
Cover Required:	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>		
Method of Funding Trip:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> <div style="text-align: right; font-size: small;">(parental contributions / department budget / other)</div>		
Purpose of Visit:	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

	Signed:	Signed:	
<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> Obtain approval from the Jenny Griffiths	<div style="border: 1px solid black; width: 150px; height: 40px; display: flex; align-items: center; justify-content: center;"> </div>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> Notify the EVC (LTo)	<div style="border: 1px solid black; width: 150px; height: 40px; display: flex; align-items: center; justify-content: center;"> </div>
<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> Complete county approval form (if required) and inform LTo that this has been done.			

Prior to the trip:

	Complete a Bus Booking Form and pass to Finance Office
	Complete Trip Costing Sheet (attached) and discuss with School Business Manager (MRi)
	Read and sign generic risk assessments – save in the trip folder - email LTo to check
	Complete and sign the trip specific risk assessment – save in trip folder – email LTo to check
	Complete any risk assessments for SEN students if necessary – save in trip folder – email LTo to check
	Send information / consent letter to parents – including GDPR photo consent form (to be checked by JGr prior to sending)

	(Include in the letter places to be visited, method of travel, activities, cost/donations, supervision, clothing & food, departure and return times)
	Prepare kit list
	Arrange a parents meeting (for residential trips)
	Complete record of staff going on the trip and pass to Personnel Office
	Run SIMS trip report and amend as appropriate
	All adults briefed on risks identified in the risk assessments

On the day:

	Ensure you have all consent forms and SIMS report including medical details and photo permissions		
	Allocate a first aider for the visit		Brief Students on how to keep safe
	Make sure you have the Emergency Action Card and County Procedures Document		Mobile phone (inform students of school mobile number if any unaccompanied time)
	Sick bucket/bags		Packed Lunches (FSM)
	First Aid Kits (including first aid emergency plan)		Epi-pen or other medication
	Register of children & adults / groups		Give a register of all students on the trip to Student Reception.

Appendix 3: School Trip Costing Sheet

Number of students on trip:		Number of adults on trip:	
Cost of coach: (fixed cost)	£		
Cost of venue: (variable cost)	£		
Cost of accommodation: (variable cost)	£		
Other expenses on trip (food, hoodies, etc.): (variable cost)	£		
Supply costs: (Number of staff to be covered x number of days x £165) (fixed cost)	£		
Photocopying for trip: (variable cost)	£		
Total Cost	£		
ParentPay (add 2%)	£		
Cost per student:	£		

To calculate the per student cost:

Fixed Costs: Divide by $\frac{3}{4}$ of the maximum number of students to ensure that these costs are met even if not all students go on the trip.

Variable Costs: Divide by maximum number of students. These costs should vary with the number of children who are going on the trip, so if fewer students attend the trip these costs will be lower to reflect that.

Details of Accommodation / Venue (including Telephone Number):

Travel Arrangements / Coach Operator

Please state how shortfalls of insufficient donations should be / will be covered:

How surpluses will be distributed:

To be completed after the visit has taken place:

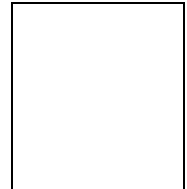
Actual Income Received:	£
Total Expenditure:	£
Surplus / Deficit	£

**Reviewed and approved (EVC/Deputy
Headteacher)**

Signed:

A large empty rectangular box for a signature.

Dated:

A large empty rectangular box for a date.

Appendix 4: Checklist for Trip Leader

	IN HAND	COMPLETED (DATE)
PLANNING		
Have you decided on the destination and method of travel and checked that these are available?		
Have you costed the trip?		
Have you decided on the aims and objectives of the trip and the activities to be undertaken?		
Have you carried out a risk assessment of all activities (including travel) to be undertaken by students and staff?		
Have you checked for centre staff have CRB clearance (where relevant)?		
Has JGr/SMe approved the trip?		
Have you checked insurance cover available?		
Have you checked passport and visa requirements?		
Have you checked that any volunteers/parents have been CRB checked?		
ORGANISATION		
Have you booked transport and accommodation?		
Have you informed parents of all trip, insurance cover etc using the appropriate trip letter?		
Have all parents returned the completed consent form and medical details?		
Are there any medical conditions of students or staff for which staff will need to be trained?		
Have non-trip members of teaching staff been informed of details of trip?		
Have you informed main reception of trip details so that they may answer enquiries?		
Have you sent copies of all correspondence to JGr prior to distribution?		
Have you checked the staff:student ratio with LTo/JGr?		
Have you informed Vicky Harrison for cover?		
Have you arranged for duty cover where necessary?		

Have you insured participants/included the insurance charge?		
Have you confirmed all bookings?		
Have you booked the minibus (if appropriate)?		
Have you arranged a licensed minibus driver to drive?		
Have you prepared your itinerary, worksheets and equipment?		
Have you divided the students into groups with a member of staff in charge?		
Have you briefed staff on their duties and the aims and objectives of the trip?		
Have you briefed students on arrangements, activities and code of behaviour?		
Have you informed the school Catering Manager of the date(s) and number of FSM students on the trip?		
Has EVC/JGr/Head/main office been given a list of all students and staff attending, together with their emergency contact numbers?		
Have you set work for classes to be covered?		
Have you completed all financial procedures?		
Have you notified Interserve of cars to be left on premises?		
Have you informed staff, students and parents of final arrangements?		
Have you informed the office of final arrangements?		
EMERGENCY PROCEDURES		
Do you have a first aid kit?		
Do you have a school mobile phone?		
Do you have a school credit card if necessary?		
Are you familiar with procedures in case of emergency?		
Do you have a list of useful emergency contact numbers?		
Does each member of staff attending have a list of all students participating and their emergency contact numbers?		
Has a 'home' emergency contact number been circulated to parents?		
Has the office been informed of 'home' emergency contact name and telephone number?		

ON YOUR RETURN		
Have you made arrangements for your return?		

Appendix 5:

Information for Main Reception and/or Emergency Contact (a copy of this form may be useful to you on your trip)

TRIP VENUE:		
Name of Group Leader:		Home Tel No:
Trip departure date:	Time:	Location:
Return Information: Date:	Time:	Location:
Group: Total Number:	Staff (adults):	Students:
Do you have an Emergency Contact list for EVERYONE in the group YES/NO If no please obtain one, if yes please attach to this sheet		
Please fill in the following details – if appropriate to your trip		
Travel Company: Name:		Tel No:
Address:		Email:
Company Travel Rep: Name:		Tel:
		Email:
Insurance/Emergency Assistance:		Tel:
		Email:
Hotel/Centre: Name Address:		Tel:
		Email:
Hotel/Centre Contact: Rep/Manager: Name:		
Other Emergency Names/Numbers:		

If this form is given to Emergency Contacts please fill in details below (to be used in case of emergency)

Richard Lander School	Tel: 01872 273750
Educational Visits Coordinator – Simon Merrick	
Head Teacher – Steve Mulcahy	Tel:

Deputy – Jenny Griffiths	Tel:
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Appendix 6: Emergency Procedures.

Information to be supplied to Emergency Contact at base:

Who is calling?
If your group is from more than one establishment, which one are you from?
What is your role in the group? (Visit Leader, Assistant Leader, Volunteer?)
What number can you be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are you are staying where you are or moving? If you are moving where to?
What help do you require?
What time did the incident happen?
What time is it now? If the group is outside the UK what is the time difference?

Emergency Numbers

Name	Telephone	Mobile
My telephone number		
School/Establishment		
Nominated base contact		
Head/Manager		

Employer (eg LA) (24 hour number)	01209 722860	
Emergency Services (if travelling abroad)		
Foreign Office Consular Assistance	+44 20 7008 1500	
Communications Office	01872 322186	

Appendix 7: Given notice periods for trips and visits

Notice periods required by Cornwall Outdoors are as follows:

- Expeditions to remote area: 12 months
- Foreign/residential visit: 3 months
- Adventure activity/day visits out of county (Any visit further than 50 miles from the school base): 1 month
- All other in school/out of school day trips/activities and visits should be given to the EVC with at least 3-4 weeks' notice.

Appendix 8: Volunteer Driver Form

VOLUNTEER DRIVERS – DECLARATION FORM

All volunteer drivers should be approved by LTo/JGr prior to travel. This form should be completed by all volunteer drivers who will be transporting young people in private vehicles for the purposes of visits and journeys and is valid for one year from the date of signing.

School: Richard Lander School

Make of Vehicle/CC

Registration No.

DECLARATION

1. I confirm that my vehicle is in a roadworthy condition and has a valid MOT certificate, if appropriate.
2. I am in possession of a current valid driving license, free from any of the following endorsements;
 - Failing to stop after an accident
 - Failing to give particulars or to report an accident within 24 hours
 - Driving while disqualified by order of court
 - Driving without due care and attention
 - Driving without reasonable consideration for other road users
 - Driving without due care and attention or without reasonable consideration for other road users
 - Reckless driving
 - Driving while under the influence of drink or drugs
3. I confirm that I have a current policy of insurance in respect of my vehicle which covers the carriage of young people and have attached a copy of my insurance.
4. I confirm that I have no medical problem and I am not taking any medication which might make the transporting of children an unacceptable risk.
5. I agree to produce the above-mentioned documents if requested to do so by the school.
6. I undertake to ensure that seat belts will be worn, and booster seats used when applicable.
7. I undertake to inform the school if the circumstances referred to in this form change. (including any medication issues).
8. I have received a copy of, and have read and understood and signed the Safe Working Procedures for Volunteer Drivers & Vehicles. (reverse of this form)

Signature of volunteer driver

Name.....

Address

Tel No Date.....

Volunteer Drivers

Safe Working Procedures

1. In the event of a road traffic accident, or breakdown call the school office as soon as possible.
2. Ensure that the number of passengers carried does not exceed the vehicles seating capacity.
3. Ensure that booster cushions are always used for children under 135cm. The school has a number of these available to borrow.
4. Ensure that no child will sit in the front of the car, with or without a booster seat.
5. Ensure you have received clear guidance from the school regarding dropping off/pickup points and parking arrangements.
6. Ensure that the school office has a list of children traveling with you.
7. Ensure you are not left alone with a child unless your own child.
8. Ensure any luggage or equipment is secured in the car boot.
9. You will remain responsible for the children until the teacher/staff member arrives and contact is made.
10. If you are instructed by the school to take the child home, the child must be handed to the parents.
11. Do not drive if taking medication which may cause drowsiness, or is likely to affect reactions.
12. Do not drive if you have consumed alcohol.
13. Do not drive if your volunteer driver forms are not up to date.
14. Do not use vehicles without using seat belts.
15. Do not drive feeling tired.
16. Do not drive whilst using a mobile phone.
17. Do not drive continuously for more than 2.5 hours without a break for at least 15 minutes.

Signature of volunteer driver

Name

Date

Appendix 9: Evaluation of all off site activities

Group Leader:		
Accompanying Staff:		
Number in party:	Year Group:	
Date of visit:	Purpose of visit	
Venue:		
Commercial Organisation? Yes/No (Please circle as appropriate)		
If YES – Name of Organisation:		
Please comment on the following features:		
	Rating out of 10	Comment
The Centre's pre-visit organisation and contact		
Travel arrangements		
Accommodation		
Food		
Instruction		
Equipment		
Suitability of environment		
Content of education programme provided		

Further comments: