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|  <b>Woodford County</b><br>High School for Girls<br><br><b>SCHOOL POLICY</b><br><br><b>Educational Visits</b> | Effective Date: 24 <sup>th</sup> June 2025   |                               |
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# WOODFORD COUNTY HIGH SCHOOL

## Educational Visits Policy

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## 1. Aims

The Governing Body recognises the value of off-site visits and other activities to Woodford students and fully supports the running of well- planned and carefully managed visits. Learning outside the classroom brings the curriculum to life. It also helps students develop risk awareness and supports their personal development. In its management of school visits Woodford aims to strike a balance between protecting students from risk and allowing them to develop through experiences outside school.

This policy is designed to ensure that all staff involved in the running of educational visits are clear about the school's requirements and are familiar with their own responsibilities. The procedures specified here been formalised to ensure that participation in off-site visits is safe, educationally beneficial and enjoyable for all concerned.

## 2. Statutory Requirements

As a Community School, Woodford County High School, must adhere to the requirements of the London Borough of Redbridge as defined in "*London Borough of Redbridge Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE (2018)*". (The Borough has adopted the Outdoor Education Advisers' Panel National Guidance ([www.oepng.info](http://www.oepng.info))).


Redbridge uses the secure web-based system 'EVOLVE' to facilitate the planning, management, approval and evaluation of visits. The Headteacher, EVC and Visit Leaders will be trained in appropriate aspects of this system's use. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by the EVC. [www.redbridgevisits.org.uk](http://www.redbridgevisits.org.uk)

Policy and procedures at Woodford meet in full the requirements of the Redbridge Guidance for off-site visits and related activities.

### Other reference documents:

Department for Education: *Health and safety on educational visits*. (26 November 2018)

Health and Safety Executive (HSE): School Trips and Outdoor Learning Activities "*Tackling the Health and Safety Myths*". (June 2011)

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### 3. Principles


The activities covered by this policy include:

1. Residential visits including overseas visits
2. Day or part-day visits including overseas visits
3. After school sporting activities off-site

Procedures for off-site visits at activities at Woodford are designed:

- I. To prioritise the safety and welfare of all participants
- II. To strike a balance between the educational value of the visits offered and their impact on timetabled learning in school
- III. To comply with both the letter and the spirit of equal opportunities legislation
- IV. Strive to provide value for money
- V. To support staff in the running of successful off-site visits and activities

Note: There are specific procedures for Off-Site sporting activities. See Appendices 1 and 2.

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## 4. Roles and Responsibilities

Employers (under the Health and Safety at Work act 1974) are responsible for the health, safety and welfare of all their employees and all those who use their premises. This extends to employees working off-site. The London Borough of Redbridge is the employer of staff at Woodford.


It is the responsibility of every adult involved in the organisation or running of a visit to familiarise themselves with procedures outlined in this document and with their own specific responsibilities prior to the visit taking place.

### The Governing Body is responsible for:

- Establishing, in consultation with the Headteacher and with staff, the policy for off-site visits and activities and keeping it under regular review
- Monitoring that policy and procedure for educational visits is communicated to employees, is non-discriminatory and transparent
- Considering each request for visits of a residential nature, visits abroad and visits involving adventurous or hazardous activities. They grant final approval for such visits subject to being satisfied that the requirements of this policy and LBR Guidance have been satisfied
- Setting a charging and remissions policy and reviewing that policy annually


### The Headteacher is responsible for:

- Ensuring the school visits policy is properly implemented for every school visit
- Appointing an appropriately skilled and experienced Educational Visits Co-ordinator to manage the planning and implementation of school visits
- Informing and gaining the approval of the Governing Body for all residential and overseas visits and for those involving hazardous activities, as required by this policy
- Establishing that emergency procedures are in place in case of a major incident during a school visit
- Considering applications (or delegating responsibility to a member of SLT) from parents for assistance with the financing of school visits
- Signing off the closing balance for the educational visit

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**The Educational Visits Co-ordinator (EVC) is responsible for:**

- Ensuring that all off-site visits and activities are fully compliant with the school's expectations and with London Borough of Redbridge requirements.
- Checking with the cover coordinator to ensure the trip is viable in terms of cover
- Maintaining up-to-date and effective procedures and communicating these clearly to all staff.
- Making an assessment of all proposed visits in terms of:
  - The appropriateness and educational value of the visit
  - The manageability of any associated risks
  - Supervisions ratios and the experience and competence of accompanying staff
  - The impact on the delivery of the curriculum and the running of the school
  - Cost and value for money
- Monitoring the progress of the organisation and administration of each school visit
- Ensuring that for overseas, residential or adventurous visits, where an external provider is used, that the Redbridge procedures have been followed to ensure that the appropriate checks have been made.
- Working with the visit leader to provide full details of the visit beforehand in order that parents can consent or refuse consent on a fully informed basis
- Checking with the visit leaders that the visit is inclusive to all (Equality Impact Assessment).
- Working with the School Accounts Assistant and Visit Leader to ensure that the payment schedule for visits is such that funds are always available to cover costs at the time that they are due
- Ensuring that event specific notes have been completed for every visit in accordance with LA guidelines
- Working with the Visit Leader to ensure adequate insurance is in place e.g. the need to take out additional insurance or declare pre-existing medical conditions.
- Work with the School Accounts Assistant to ensure that funds to cover the schools off site insurance are collected.
- Confirming that adequate first aid arrangements are in place
- Checking that visit leaders are familiar with emergency procedures and that emergency contacts have full information about residential, overseas or adventurous visits
- Keeping full records of individual visits & monitoring income and expenditure
- Investigating accidents or reported incidents on visits
- Signing off the closing balance for the educational visit

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**Visit Leaders are responsible for:**

- Liaising directly with the Schools Accounts Assistant and the Visits administrator to ensure efficient managing of all practical and financial arrangements executing the visit within budget except in unforeseen or mitigating circumstances.
- Ensuring the safe implementation of the visit in line with the requirements of this policy
- Maintaining appropriate levels of supervision throughout the visit
- Liaising with the EVC to ensure that all arrangements have been made appropriately, all necessary permissions obtained and all documentation completed
- Ensuring that provisions are made so that all eligible participants are catered for (Equality Impact Assessment) this includes consideration of student's medical needs (physical and mental health).
- Ensuring diversity within the selection of eligible participants Working with EVC, HoYs, DSL, SENDCo and medical staff to ensure that student welfare (medical – mental health and physical ability) does not affect the safety of the visit to create individual Risk Assessments where necessary (use Risk Assessment proforma).
- Ensuring that any overseas trips are ABTA protected
- Ensuring that all participants are aware of their roles
- Ensuring all staff are aware of their responsibilities and the allocations during residential visits of “on-duty” and “off-duty” staff.
- Completing an Event Specific Notes form for the visit with particular attention to transport, location, activities, experience of staff, supervision, equipment and weather
- Ensuring that they are familiar with the Emergency Procedures, a copy of which should be carried at all times.
- Establishing clear expectations of behaviour with students involved in the visit.
- Seeking the support and guidance of the assigned emergency contact promptly in the case of difficulty
- Evaluating the impact and success of the Educational visit using EVOLVE
- Checking the closing balance for the educational visit

**Accompanying staff are responsible for:**

- Ensuring they understand and follow the visit leader's instructions
- Assisting with discipline and ensuring the health and safety of everyone in the group
- Immediately informing the visit leader of any risk to health and safety
- Their own professional conduct on the visit (See Staff Code of Conduct Policy).

**HoY are responsible for:**

- Identifying students who are vulnerable and working with visit leaders, EVC, DSL, SENDCo and medical staff to ensure that student welfare (medical – mental health and physical ability) does not affect the safety of the visit.

**Administrative staff are responsible for:**


- Providing visit leaders with relevant medical information (care plans) about participating students and with any necessary medication (Health & Welfare Administrator)
- Compiling full contact lists for visit leaders and accompanying staff (Visits Administrator)
- Informing the catering manager of any visit likely to have a major impact on catering requirements (Visits Administrator)
- Sending out approved letters via ParentMail (Visits Administrator)
- Setting up and administering Parent Pay for approved visits (Visits Administrator) with School Accounts Assistant)
- Managing the income and expenditure of the visit (School Accounts Assistant)

**Parents are responsible for:**

- Providing details of any recent illness or medical condition affecting their child
- Alerting visit leaders of any wellbeing concerns (mental health / physical) upon accepting a place on a residential or overseas visit.
- Providing any medication that may be necessary during the course of the visit with clear instructions for its use
- Ensuring that the school has up-to-date emergency contact numbers, especially if they are planning to go away while their child is on the visit
- Arranging any extra insurance cover that they want or may require
- The cost of reparation of any damage caused by their child or, in extreme circumstances, the cost of returning her home early (accompanied) as a result of gross misbehaviour
- Ensuring that full payment is made in order for the trip to be viable.
- To apply for financial support when necessary.

**Students are responsible for:**

- Following any instructions they are given and ensuring their behaviour at no point endangers their safety or that of others and doesn't interfere with the group's enjoyment of the visit.
- Normal school expectations of behaviour apply: smoking, vaping and drinking alcohol are not permitted.

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## 5. Procedures

### Proposing a Visit

- The Visit Leader should discuss the visit with their HoD (where relevant.)
- The Visit Leader must discuss with the EVC the feasibility of the trip (including the consideration of cover requirements). The visit leader should then submit a **visit proposal form** (On EVOLVE) (educational aims /activity/year group/ accompanying staff / travel arrangements / dates and times) **(See Appendix 3)**
- **In addition to this a Supplementary Visits Form** giving a breakdown of the expected costs, insurance and provider information, planned payment schedule and the required cover (See Appendix 4) must be submitted to the EVC.

### Approval

All visits must be approved by the EVC. No visit should be organised or discussed with students until approval by the EVC is obtained.

Residential visits are usually proposed by the end of the June in the academic year prior to the visit taking place.


The approval of the Governing Body (or a Governing Body Committee) must be obtained for any visit involving adventurous or hazardous activities, all residential visits and all overseas visits. The Governing Body grants approval at the initial proposal stage.

All adventurous, overseas or residential visits must be approved by the London Borough of Redbridge. This approval will be automatically sought through EVOLVE.

For all overseas or residential visits, student lists must be passed on to the relevant HoY as soon as names are finalised. HoY / DSL with support of other medical professionals will then screen the names and where necessary. Visit leaders will create individual risk assessment for each vulnerable student. Where a student is considered high risk, they will be withdrawn from the visit. Withdrawal is at the schools discretion and can take place within up to the point of departure.

The EVOLVE form must be submitted at least THREE weeks prior to the first date of the trip to allow the EVC, Head and LA to process all necessary paperwork.



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### Further Documentation

Once the visit has been approved the following documentation should be completed:

- Letters to parents must be agreed with the EVC (See wording in Appendix 5)
- Event Specific Notes (including all aspects of risk assessment, Plan B, Medical Information, student rules) must be agreed with the EVC (See Appendix 6)
- Emergency contact details of participants if out of school hours
- Visit Leaders checklist (Appendix 8)
- Itinerary

These can all be found on the Resources Section of EVOLVE.

### Supervision ratios:

Student to staff ratios for school visits are not prescribed in law but appropriate supervision for each visit, taking into account the activity to be undertaken and the age of the students is essential. Ratios are therefore dictated by risk assessment. As a general guide, the ratio for local visits in normal circumstances might be 1 member of staff to 15 students. For overseas visits a ratio of 1 member of staff to 10 students is more usual. Ratios should be adapted to suit circumstance and must be agreed by the EVC before approval is given for the visit. Some organisations may have minimum staff to student ratios which may need to be taken into account. Sufficient numbers of supervising female members of staff are required for residential visits. Family members do not usually accompany visits.

### Remote supervision:

Students will be supervised throughout all visits, however, at times they may be unaccompanied by a member of staff or other responsible adult e.g. fieldwork. This is known as 'remote supervision'.

In addition to considering the benefits of the activity, staff should also ensure that all necessary safety precautions are taken. Students must be given clear guidelines (such as where and when to meet staff) and usually be in groups of no less than four.

The decision to allow remote supervision should be based on professional judgement taking into account such factors as: prior knowledge of the individuals (including their maturity and levels of responsibility); venue and conditions; the activity taking place; preparatory training; the competence of the supervising staff; the emergency systems in place.

In some circumstances and with parental permission, Sixth Formers may be unaccompanied on visits.



#### **Catering of residential trips**

- As a general rule full catering for the party should be negotiated as part of the package. This enables good budgeting, ensures appropriate catering and removes the need for large sums of cash to be carried or for expenditure to be claimed retrospectively after the visit.
- Where on occasion it is necessary or desirable that the group purchase a meal in a restaurant or from a food outlet, this should be researched in advance and fully costed. The costs incurred for accompanying staff should be in line with the costs for students and discussed with the EVC before the visit is authorised. Where possible, a single receipt accounting for all staff (per meal) should be submitted to the school accounts assistant. If staff choose to make alternative or additional arrangements for themselves, the costs are to be met out of their own funds. The school does not pay a per diem or provide for staff expenses beyond integrated accommodation, travel, food and excursion costs.
- No member of staff should be claiming for alcoholic beverages at any time.
- Any claims for reimbursement subsequent to a trip (for example, for the purchase of a one-off meal for the party as described above and as budgeted for in advance) must be accompanied by appropriate receipts of purchase **within 14 days of return to school or 14 days in to the next academic term if the visit returns after the end of the last academic term.**
- Gratuities for tipping and service must not be taken from funds and will not be refunded back to staff.


#### **Information to parents:**

- The visit leader will ensure parents have sufficient information to give informed consent (or otherwise) about participation
- The parents of students participating in residential visits will be invited to an information meeting prior to the visit. Parents should be briefed about behaviour expectations and communication systems should travel plans change or an incident occur. The EVC and the Visits Administrator must be informed of the time, date and location of such parental meetings.

#### **Visit Management:**

The visit leader will

- Ensure all supervising adults are familiar with the Event Specific Notes in advance.
- For Residential Visits Report the safe arrival of the group (outgoing and home coming journeys) to the designated emergency contact
- Follow or adapt plans from the event specific notes including ensuring, through roll calls and head counts at transition points, that no students have become segregated from the party
- Ensure centre staff / guides etc. are conversant with and supportive of our expectations regarding student management and behaviour

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#### Follow-up:

The visit leader will:

- Report and follow up any final account issues with the visit (e.g. refunds)
- Report and follow up any incidents, accidents or possible insurance claims
- Evaluate the visit and record possible improvements
- Supply a brief report for the School Newsletter (written by staff or students)

## 6. Training

The Governing Body will monitor that appropriate training on School visits is provided to all relevant staff.

The EVC will attend initial EVC training and periodic updates as required by the London Borough of Redbridge.


All new staff will be briefed on visits procedures as part of the Induction Programme.

Visit leaders will be offered any specialist training deemed appropriate by the EVC.

## 7. Other policies & documents

School Visits policy and procedure is underpinned by the following policies and documents:

- Redbridge Guidance for Off-Site Visits and Related Activities
- EVOLVE
- Supplementary Visits Form
- Event Specific Notes
- Suggested wording to parents
- Visit Leaders Checklist
- Emergency Procedures Cards
- Equalities Statement
- Data Protection

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## 8. Monitoring and review

When monitoring this policy, through its committee work, the Governing Body will:

- require the Headteacher to report to the governors on the way the policy is being implemented
- Receive each term a copy of the school visits list
- Receive feedback, through the School Newsletter, on the students' experience of off-site visits and activities

**This policy will be reviewed by the Governing Body every 2 years, or earlier if considered necessary**

## 9. Administration Costs

An admin charge will be added to the cost of trips or other items, to ensure that the school breaks even and does not run any of its trips, visits or services at a loss. The level of admin charge will be based on the cost of the visit. **In the 2023/24 academic year the admin charge will be capped at 3% unless external agencies raise costs further. The admin charge will be reviewed on an annual basis.**

## 10. Contingency


For residential visits, or visits abroad, an additional sum may be requested to create a contingency fund in case of emergency. This will always be specified in the letter to parents, along with arrangements for refunds. In the event that funds remain at the end of any trip in the contingency fund then they will be refunded directly in the event that they exceed £5.00 per pupil. Where they do not exceed this amount then the surplus will be treated as a donation and a contribution to school funds.

## 11. Approval/amendment

This policy is approved by the Governing Body of Woodford County High School. Any amendments to this Policy require approval by the Governing Body of Woodford County High School.

## 12. Questions

If you have any questions about this policy, please contact the Headteacher, Woodford County High School, High Road, Woodford Green, Essex, IG8 9LA.

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### 13. Appendix 1 – PE department events

#### Teams and matches

A copy of the team sheet should be emailed to either the KS3 or KS4 Co-ordinator in the student support office. This will allow them to answer any queries that may arise. A **local area** Evolve form should also be created.


Before leaving for a fixture contact the relevant key stage secretary and let them know of any changes to the team sheet. On return (if before 5pm), contact the main school office and let them know you are back.

When returning from away fixtures students can return the equipment to the store cupboards.

Pick-up times must be clearly indicated to parents and any time slippage communicated by any means to the school office. The fixture leader must ensure that students are not left unattended on site after a game, seeking the assistance of senior colleagues where necessary.

Be careful to ensure that students do not return to the changing rooms as these may be in use for evening lets with the blue changing room being in used as a male changing facility. Also be alert to students being locked in the building.

The first aid bag should be taken to all fixtures. Individual student medication and mini bus keys must be returned to the School Office and signed back in as soon as possible. First aid stock used must be reported to the Health and Welfare Assistant so supplies can be replaced immediately.

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## 14. Appendix 2 - Sporting Fixtures Parental Letter

Academic year 2023-2024

Dear Parents / Guardians,

### Sports Activities

During your child's time at Woodford she may be asked to represent Woodford County High School in a variety of sports activities. In order to compete against other schools your child will travel to and from the fixture by one of the following methods of transport: pre-booked bus/ coach, walking, school mini-bus, staff car, taxi or another parent's car. Transport and event will be fully risk assessed.

Your child will be informed in advance about the date and time of individual fixtures but you will not receive a separate letter.

We would be grateful if you could sign the permission slip below and return it to their form tutor by

\_\_\_\_\_

Yours sincerely,

Head of Physical Education

✂.....

### Sports Activities


Child's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

I give permission for my child to attend the relevant school sport fixture and to travel to these events by pre-booked bus/ coach, walking, school mini-bus, staff car, taxi or another parent's car.

Signed parent / guardian: .....

Please return to their form tutor by

|  |  |                                |
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## 15. Appendix 3 - Information Recorded on EVOLVE

EVOLVE is accessed by staff via their own password protected accounts.

### Visit Type and Date

|  |
|--|
| Indicate if the visit is overseas / adventurous / residential (These visits will need to have governors and LBR approval.) |
| Visit Date(s)  |

### Staffing and Participants

|   |
|---|
| Visit Leader                            |
| Contact Phone Number while on the visit |
| Key Stage of Participants               |
| No. of Participants                     |
| Names of Accompanying Staff             |

### External Provider and Destination

|  |
|--|
| External Provider  |
| Destination  |
| Venue / Accommodation Address  |
| Does the Provider have a LoTC Quality Badge?                             |
| If no are you in possession of a completed and unmodified provider form? |

### Travel Arrangements

|                   |
|-------------------|
| Methods of Travel |
| Main Purpose      |
| Secondary Purpose |
| Intended Outcomes |

**All associated documents can be attached to the visits form on EVOLVE.**  
**The approval chain is also recorded on EVOLVE.**



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## 16. Appendix 4 - Supplementary Visits Form

The finances for the visits will be completed by the Visit leader in conjunction with the Schools Accounts Assistant and the Visits administrator to ensure efficient managing of all practical and financial arrangements

|    |  |   |  |  |  |  |
|----|--|---|--|--|--|--|
| 1  | Name of trip                             |   |  |  |  |  |
| 2  | Date of trip                             |   |  |  |  |  |
| 3  | Time                                     |   |  |  |  |  |
| 4  | Year group/form                          |   |  |  |  |  |
| 5  | Number of students                       |   |  |  |  |  |
| 6  | Staff Member running                     |   |  |  |  |  |
| 7  |  |   |  |  |  |  |
| 8  | Date letter sent to Parents              |   |  |  |  |  |
| 9  | Deadline for permission & deposit        |   |  |  |  |  |
| 10 | Parent Pay set up                        |   |  |  |  |  |
| 11 | Parent Pay name                          |   |  |  |  |  |
| 12 | FMS Cost Centre name (optional drop)     |   |  |  |  |  |
| 13 |  |   |  |  |  |  |
| 14 | <b>Outgoings</b>                         |   |  |  |  |  |
| 15 | <b>Item</b>                              |   |  |  |  |  |
| 16 | Travel Company                           |   |  |  |  |  |
| 17 | Costs                                    |   |  |  |  |  |
| 18 | Costs                                    |   |  |  |  |  |
| 19 | Costs                                    |   |  |  |  |  |
| 20 | Costs                                    |   |  |  |  |  |
| 21 | Travel                                   |   |  |  |  |  |
| 22 | Coaches                                  |   |  |  |  |  |
| 23 | Trains                                   |   |  |  |  |  |
| 24 | Minibus                                  |   |  |  |  |  |
| 25 | Shuttle                                  |   |  |  |  |  |
| 26 | Airport                                  |   |  |  |  |  |
| 27 | Staff travel (taxi, pupil transport etc) |   |  |  |  |  |
| 28 | Other travel                             |   |  |  |  |  |
| 29 | <b>Attractions</b>                       |   |  |  |  |  |
| 30 | Tickets/ Entrance fee                    |   |  |  |  |  |
| 31 | Tickets/ Entrance fee                    |   |  |  |  |  |
| 32 | Other Costs                              |   |  |  |  |  |
| 33 | <b>Food &amp; drinks</b>                 |   |  |  |  |  |
| 34 | Student meals                            |   |  |  |  |  |
| 35 | Staff meals                              |   |  |  |  |  |
| 36 | Other food & drinks                      |   |  |  |  |  |
| 37 | <b>Accommodation</b>                     |   |  |  |  |  |
| 38 | Student accommodation                    |   |  |  |  |  |
| 39 | Staff accommodation                      |   |  |  |  |  |
| 40 | Other accommodation                      |   |  |  |  |  |
| 41 | <b>Misc Costs</b>                        |   |  |  |  |  |
| 42 | Foreign Currency - post office           |   |  |  |  |  |
| 43 | Emergency contingency                    | Residential & visits abroad only - Amount exceeding £5 per student will be refunded if not used |  |  |  |  |



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|    |                                 |  |              |              |             |                       |
|----|---------------------------------|--|--------------|--------------|-------------|-----------------------|
| 44 | Other Costs                     |  |              |              |             |                       |
| 45 | Other Costs                     |  |              |              |             |                       |
| 46 | <b>SUBTOTAL</b>                 |  | <b>£0.00</b> | <b>£0.00</b> |             |                       |
| 47 |                                 |  |              |              |             |                       |
| 48 | <b>Predicted</b>                |  |              |              |             |                       |
| 49 | Administrative costs            | 8%   | £0.00        |              | Agreed by : | Cassim Ashraff        |
| 50 | Administrative Contingency Fund | 1.0%                                       | £0.00        |              |             | Assistant Headteacher |
| 51 | Insurance                       | 0.5%                                       | £0.00        |              |             |                       |
| 52 | Hardship fund                   | 0.5%                                       | £0.00        |              |             |                       |
| 53 | Admin Charges                   | 4.45%                                      | £0.00        |              | Signed :    |                       |
| 54 | Parent Pay Charges              | Cost of 1.55% of all transactions          | £0.00        |              |             |                       |
| 55 |                                 | <b>Estimated admin costs subtotal</b>      | <b>£0.00</b> |              | Date:       |                       |
| 56 |                                 | <b>TOTAL</b>                               | <b>£0.00</b> |              |             |                       |
| 57 |                                 | <b>Charge Per Student</b>                  |              |              |             |                       |
| 58 |                                 |  |              |              |             |                       |
| 59 | <b>In</b>                       | <b>Actual Income</b>                       |              |              | Seen by :   | Jo Pomeroy            |
| 60 |                                 | <b>Income from ParentPay</b>               |              |              |             | Headteacher           |
| 61 |                                 | School Fund                                |              |              |             |                       |
| 62 |                                 | Hardship Fund                              |              |              |             |                       |
| 63 |                                 | Looked After Children                      |              |              | Signed :    |                       |
| 64 |                                 | Pupil Premium                              |              |              |             |                       |
| 65 |                                 | <b>Total In</b>                            | <b>£0.00</b> |              | Date:       |                       |
| 66 |                                 |  |              |              |             |                       |
| 67 | <b>Out</b>                      | <b>Actual Outgoing</b>                     |              |              |             |                       |
| 68 |                                 | Visit Cost                                 | £0.00        |              |             |                       |
| 69 |                                 | Administrative Contingency Fund            |              |              |             |                       |
| 70 |                                 | Insurance                                  |              |              |             |                       |
| 71 |                                 | Hardship fund                              |              |              |             |                       |
| 72 |                                 | Admin Charges                              |              |              |             |                       |
| 73 |                                 | Parent Pay                                 |              |              |             |                       |
| 74 |                                 | <b>Total Out</b>                           | <b>£0.00</b> |              |             |                       |
| 75 |                                 |  |              |              |             |                       |
| 76 | <b>Profit/Loss</b>              | <b>Profit/Loss</b>                         | <b>£0.00</b> |              |             |                       |
| 77 |                                 | Profit - to contingency                    |              |              |             |                       |
| 78 |                                 | Profit - refund to parents                 |              |              |             |                       |
| 79 |                                 | Loss - Contribution from Admin contingency |              |              |             |                       |

|  |  |                                |
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## 17. Appendix 5 - Suggested wording for letters

### Parent Pay Wording

#### To be included on letter

- 1) Please note that in the unlikely event that this trip has to be cancelled or curtailed for any reason, the school will not be in a position to pay any refunds or compensation. Visits are covered by insurance but where underwriters will not cover the claim, the school will not be liable. Once students have committed to the visit and a payment has been made, it is not possible to refund students who withdraw.
- 2) It is School Policy that teaching staff do not accept payments for visits/equipment from pupils or parents and all payments must be made through Parent Pay. An alternative payment method will **only** be agreed with due consideration of personal circumstances and must have been personally agreed by either the School Accounts Assistant–or Senior Administrative Officer


If you wish to use the ‘consent’ option through Parent Pay in place of a reply slip YOU MUST MAKE WHOEVER IS PUTTING THE EVENT ON PARENTPAY AWARE THAT THEY MUST MAKE THE CONSENT OPTION ACTIVE and include the following paragraph in your letter:

- 3) When using Parent Pay you will be required to tick a consent box indicating that you have read this letter and agree to the arrangements stated.
- Or*
- 4) When using Parent Pay you will be required to tick a consent box indicating that you give permission for your child to make her own way home from the venue and agree to the arrangements stated.

If you have a limited number of places and pupils will be selected at random you should include the following paragraph in your letter

- 5) If the visit is oversubscribed and your child is not selected for this visit, we will return the payment to you in full via Parent Pay.

**If you need to have an ‘either / or’ answer from parents, you will need a reply slip to be returned to you.**

|  |  |                                |
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### **Wording for visits running in school hours.**

As this visit is taking place during the school day, you cannot be charged for the cost of the visit. However, I am authorised to request a voluntary contribution of \_\_\_\_\_ to cover the cost of \_\_\_\_\_. If there are extenuating circumstances (e.g. if the parent or guardian of a pupil taking part in this visit is in receipt of income support, family credit, jobseekers allowance or disability working allowances) please write to the Headteacher giving details before \_\_\_\_\_.

### **Wording for visits where students are dismissed before returning to school.**

#### *For Sixth Form students*


- My daughter will be accompanied to xxxxxxxx by a member of staff, but will make her own way home from xxxxxxxx.

#### *For students in Yr 7 -11*

- I give permission for my child to make her own way from home Leystonstone/Snaresbrook/South Woodford/Woodford station (please circle as appropriate).

### **Wording for overseas / residential visits for vulnerable students**

In the unlikely event that the attendance of any individual student on a visit is assessed to raise the risk to their own safety or that of others to an unacceptable level then the school will require that student to be withdrawn from the visit.

|  |  |                                |
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## 18. Appendix 6 - Event Specific Notes (Risk Assessment)


| EVENT SPECIFIC NOTES  |                  |                      |       |              |
|---|------------------|----------------------|-------|--------------|
| What are the really important things we need to do to keep ourselves safe?                          |                  |                      |       |              |
| Visit details.....  |                  | Carried out by ..... |       | Date .....   |
| ISSUE<br><small>Consider STAGED:<br/>Staff, Timings, Activity, Group, Environment, Distance</small> | HOW TO MANAGE IT | WHO TO BE INFORMED   |       |              |
|   |                  | PARENTS              | STAFF | PARTICIPANTS |
|   |                  |                      |       |              |
|   |                  |                      |       |              |
|   |                  |                      |       |              |
|   |                  |                      |       |              |
|   |                  |                      |       |              |
|   |                  |                      |       |              |
|   |                  |                      |       |              |

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here

ESN

All Event Specific Notes must detail how children and adults have been briefed in response to an emergency evacuation or a terrorist incident (Run Tell Hide).

The ESN can also be completed directly on Evolve using the Blue + key in the online form.

|  |  |                                |
|--|--|--------------------------------|
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## 19. Appendix 7 - Emergency Card (Visit Leader)

**This 'card' must remain with the Visit Leader at all times on a visit**

**EMERGENCY CARD**

**(VISIT LEADER)**

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** and request the help of the Emergency Response Team.

### **London Borough of Redbridge Emergency Contact: 020 8708 5897**

(Primary Number, use first) or **020 8553 5825** (Back-up number)

Ask for the Emergency Response Team

Be prepared to give:

- Your name and Establishment/Group
- Phone number & back up phone numbers
- Exact Location
- Nature of Incident
- Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made.  
You will be given advice and asked what the LA can do to support you.

Then:

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- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.


When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

| Name  | Home  | Mobile |
|---|---|--------|
| Woodford County High School   | 02085040611                                     |        |
| LB Redbridge Emergency Call Centre<br>(for <b>initial</b> contact during an emergency only) | <b>020 8708 5897</b><br>or <b>020 8553 5825</b> | -      |

If the visit will be outside normal establishment hours:

|   |                                |                                |
|---|--------------------------------|--------------------------------|
| Gemma Van Praagh (Headteacher)  | To be completed prior to visit | To be completed prior to visit |
| Colin Jenkins (Deputy Headteacher)<br>Rachna Carron (DHT From 01/09/25) | To be completed prior to visit | To be completed prior to visit |
| Cassim Ashraff (Assistant Headteacher - EVC)                            | To be completed prior to visit | To be completed prior to visit |

|  |  |                                |
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## 20. Appendix 8 - Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

**EMERGENCY CARD**

**(HOME CONTACTS)**

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

**It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact London Borough of Redbridge 020 8708 5897 (Primary Number, use first) or 020 8553 5825 (back up number) and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.**

- Your details will be taken and you will be phoned back within 30 minutes;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;

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- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

| Name  | Home  | Mobile                         |
|---|---|--------------------------------|
| Gemma Van Praagh (Headteacher)  | To be completed prior to visit                      | To be completed prior to visit |
| Colin Jenkins (Deputy Headteacher)  | To be completed prior to visit                      | To be completed prior to visit |
| Rachna Carron (DHT From 01/09/25)   |   |                                |
| LB Redbridge Emergency Call Centre<br>(for <b>initial</b> contact during an emergency only) | <b>020 8708 5897</b><br><br>or <b>020 8553 5825</b> | -                              |

|  |                                |                                |
|--|--------------------------------|--------------------------------|
| Mrs Patsy Whiteside (Chair of Governing Board) | To be completed prior to visit | To be completed prior to visit |
| Cassim Ashraff (Assistant Headteacher – EVC)   | To be completed prior to visit | To be completed prior to visit |



|  |  |                                |
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## 21. Appendix 8 - Woodford County High School Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

|     | In advance of the visit:  |                              |                              |
|-----|---|------------------------------|------------------------------|
| 1.  | Has the visit leader read and understood the terms of the visits policy?  | <input type="checkbox"/> yes |                              |
| 2.  | Have the intended outcomes of the visit been clearly identified?  | <input type="checkbox"/> yes |                              |
| 3.  | Is the visit appropriate to the age, ability and aptitude of the group?   | <input type="checkbox"/> yes |                              |
| 4.  | Has there been suitable progression/preparation for participants prior to the visit?  | <input type="checkbox"/> yes |                              |
| 5.  | Does the visit comply with any guidelines specific to your Establishment?   | <input type="checkbox"/> yes |                              |
| 6.  | Does the visit comply with any specific LA guidelines? (see relevant sections)  | <input type="checkbox"/> yes |                              |
| 7.  | If a member of staff is going to <u>lead</u> an adventurous activity, have they been 'approved' by the LA? (Verify on Evolve)   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 8.  | If using an external provider or tour operator, does the provider hold an LOTC Quality Badge (see <a href="http://www.lotcqualitybadge.org.uk">www.lotcqualitybadge.org.uk</a> ) or have they satisfactorily completed and returned a 'Provider Form'? (Verify on Evolve) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 9.  | Are transport arrangements suitable and satisfactory? (Verify on Evolve)  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 10. | If residential, have appropriate measure been taken to ensure the suitability of accommodation? (Verify on Evolve)  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 11. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (Verify on Evolve)  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 12. | If the visit is overseas, is it ABTA verified? (Verify on Evolve)   | <input type="checkbox"/> yes |                              |
| 13. | Has a pre-visit taken place? (normal procedure for most visits within the UK).<br>If not, have appropriate additional checks been made?   | <input type="checkbox"/> yes |                              |
| 14. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).  | <input type="checkbox"/> yes |                              |
| 15. | Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability?   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |



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|     |   |                              |                              |
|-----|---|------------------------------|------------------------------|
| 16. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?   | <input type="checkbox"/> yes |                              |
| 17. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?  | <input type="checkbox"/> yes |                              |
| 18. | Are all support staff aware of and comfortable with their roles?  | <input type="checkbox"/> yes |                              |
| 19. | Are all helpers aware of and comfortable with their roles?  | <input type="checkbox"/> yes |                              |
| 20. | If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (Verify on Evolve)  | <input type="checkbox"/> yes |                              |
| 21. | Is insurance cover adequate?  | <input type="checkbox"/> yes |                              |
| 22. | Does at least one member of staff know the participants that are being taken away, including any behavioural traits?  | <input type="checkbox"/> yes |                              |
| 23. | <b>Have participants been advised in advance about expectations for their behaviour?</b><br>If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff?  | <input type="checkbox"/> yes |                              |
| 24. | Are participants aware of the nature and purpose of the visit?  | <input type="checkbox"/> yes |                              |
| 25. | Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (Verify on Evolve)  | <input type="checkbox"/> yes |                              |
| 26. | Have all relevant details been issued? (e.g.. itinerary, kit lists, etc.?)  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 27. | Are staff aware of any medical needs and/or other relevant details of participants?   | <input type="checkbox"/> yes |                              |
| 28. | Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 29. | Are staff aware of any relevant medical conditions of other staff/helpers within the group?   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 30. | Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment?  | <input type="checkbox"/> yes |                              |
| 31. | Is a first aid kit (appropriate to the visit) available?  | <input type="checkbox"/> yes |                              |
| 32. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g.. 'Plan B', and have these plans been risk assessed and parental consent been obtained? | <input type="checkbox"/> yes |                              |
| 33. | For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts?   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 34. | Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)?   | <input type="checkbox"/> yes |                              |

## SCHOOL POLICY

### Educational Visits

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Approved:

Curriculum and Pupil  
Welfare Committee

24<sup>th</sup> June 2025

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|     |  |                              |                              |
|-----|--|------------------------------|------------------------------|
| 35. | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (Verify on Evolve)  | <input type="checkbox"/> yes |                              |
| 36. | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary?                      | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 37. | If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (Verify on Evolve) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 38. | A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 39. | Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?                                   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 40. | Does any specialist equipment conform to the standards recommended by responsible agencies?  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 41. | Have all financial matters been dealt with appropriately?  | <input type="checkbox"/> yes |                              |
| 42. | Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 3)                                  | <input type="checkbox"/> yes |                              |
| 43. | If residential, overseas or involving adventurous activities, has the visit been approved by the LA? (Verify on Evolve)  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |



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|     | During the visit  |                              |                              |
|-----|---|------------------------------|------------------------------|
| 44. | Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours?   | <input type="checkbox"/> yes |                              |
| 45. | Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)?                     | <input type="checkbox"/> yes |                              |
| 46. | Do staff have sufficient funds to allow for any contingencies?  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 47. | Do staff have any relevant literature, work sheets, clipboards, etc.?   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 48. | Do staff have other items, e.g.. first aid kit, + sick bags, litter sack, etc., if needed?  | <input type="checkbox"/> yes |                              |
| 49. | Are participant numbers being checked at appropriate times?   | <input type="checkbox"/> yes |                              |
| 50. | Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 51. | Are participants aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 52. | Has a clear recall system been arranged if the group is working away from you?<br>Do participants understand this and will they be able to respond effectively?   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 53. | If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet?  | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 54. | Do participants know what action they should take if they become separated from the group?  | <input type="checkbox"/> yes |                              |
| 55. | Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)?   | <input type="checkbox"/> yes |                              |
|     | <b>At the end of the visit</b>  |                              |                              |
|     | Are appropriate arrangements in force for the dismissal of participants?  | <input type="checkbox"/> yes |                              |
| 56. | Has the Visit Leader reported back to the Educational Visits Coordinator?   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 57. | Has the group been debriefed and any relevant follow-up work completed?   | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 58. | Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc.?   | <input type="checkbox"/> yes |                              |
| 59. | Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?   | <input type="checkbox"/> yes |                              |
| 60. | Have all staff and helpers involved in the visit been thanked for their input?  | <input type="checkbox"/> yes |                              |

