



St Anne's
Church of England Academy

The best for everyone
The best from everyone
We have faith in our future

EDUCATIONAL VISITS POLICY

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VISION

The best for everyone, the best from everyone. We have faith in our future.

VALUES

ASPIRATION I believe that having high aspirations can motivate me to work hard and achieve my goals without excuses. I have high expectations in everything I do. Aspiration is valuable because it allows me to look beyond my current experiences and to understand, interpret and change the world for the better. *“For I know the plans I have for you, declares the Lord, plans to prosper and not to harm you, to give you hope and a future.” Jeremiah 29:11*

INTEGRITY I believe that living my life by high moral standards and values is important. I understand how values are grounded in faith and biblical teaching. I commit to doing the right thing in all circumstances, even if this makes things more difficult for me and when no one is watching. I take responsibility for myself and my community to help it improve for everyone. *“Whoever walks in integrity walks securely.” Proverbs 10:9a*

RESPECT I believe that mutual respect is the most important element in a kind and cohesive community. Respect, and self-respect, means that I take things seriously. I care about myself and others and aim to do good as I go. Respect is valuable because it allows me to understand the differences in our community and to know how to behave in the best interests of that community.

“Love your neighbour as you love yourself.” Matthew 22:39

HARD WORK I believe that through hard work I can overcome challenges as I meet them. I am resilient and want to complete every task to the best of my ability. Hard work is valuable because it enables me to be the best I can be and the best I am meant to be. It builds the foundation of experience and learning for my future.

“With God all things are possible.” Matthew 19:26

This policy, and its associated procedures and protocols, are based on these key principles.

1. Rationale

St Anne's Church of England Academy acknowledges the value of off-site visits and related activities to young people, and fully supports and encourages those that are well planned and managed.

2. Aims

The aim of this policy is to provide clear guidance for all those staff proposing to organise an educational visit. Any member of staff who is thinking of organising an educational visit must liaise with the Academy's Educational Visits Coordinator (EVC) to seek advice on appropriate visit dates, costings, staffing ratios, and approval for any educational visit before beginning the documentation process.

This policy should be read in conjunction with the following documentation to be found on the Staff Shared drive under Policies and Procedures:

- Academy Charging and Remissions Policy
- Disadvantaged funding policy
- Academy Behaviour Policy
- Academy Child Protection and Safeguarding Policy
- Academy Emergency Plan
- Academy Vehicle Policy
- Rochdale Borough Council's Policy for Educational Visits and Activities Linking to OEAP National Guidance (available on Evolve website)

3. Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of our learners. The EVC and/or Headteacher will not give approval for an educational visit to take place if it is felt that the proposed visit leader does not have the necessary skills, expertise, or experience to lead the visit.

New staff would not normally be expected to lead a visit offsite without appropriate training, induction, and prior experience.

The visit leader or other member of staff on the visit must be first aid trained where possible

4. Visit Leaders

The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made. All visits must be planned and recorded on the EVOLVE visit management system. Visits must not proceed without prior approval from the Headteacher or EVC – the visit leader must check his/her EVOLVE account to ensure approval has been confirmed.

5. Professional Relations

Staff who accompany learners on residential activities must always maintain their professional standing and not be compromised by informal contact with learners. Staff on such activities have a duty of care to learners at all times and must be able to exercise full responsibility for learners when required. This may be at very short notice in an emergency.

6. Planning an Educational Visit

When planning an off-site educational visit, it is important to ensure that:

- The educational purpose of the visit must be clearly related to the curriculum whether the visit takes place in Academy time or not. In most cases the relationship with the aims of the curriculum will be clear and obvious, e.g., the acquisition of language skills, skills in sport, outdoor and physical activities, field studies, scientific and cultural developments.
- Other key outcomes might include enjoyment, fulfilment, gaining confidence, developing social/environmental awareness, developing, and acquiring a range of skills, developing personal qualities such as perseverance and commitment, healthy lifestyles, increased motivation, and appreciation of learning, broadening horizons and life chances. The visit leader must consider how they are going to evaluate against these outcomes. Pupil voice can be a powerful evaluation tool.
- The visit must be rigorously organised and behavioural expectations on the visit should mirror those in place in Academy. (See Appendix 6 Code of Conduct)
- The visit must be appropriate for the learners concerned, having regard to their age, aptitude, and abilities.
- The visit must not interfere unduly with the work of the staff in the establishment, or the learners not involved in the activity.

7. Inclusion & SEND

Activities should be available to all, irrespective of special educational or medical needs or protected characteristics (disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation). The Equality Act states that an establishment (e.g., a school) must not discriminate against a young person because of one of the protected characteristics. There is a duty to make reasonable adjustments. Establishments must have due regard to equality considerations whenever significant decisions are being made or policies developed. Consideration must be given to the equality implications from the start of the planning process, not as an afterthought.

Any individual risk assessment, behaviour/care plan should inform the planning process. Appropriate levels of supervision and staff with the necessary competences/training should be in place (e.g., intimate care/ feeding; manual handling; team teach/ restraint; administering rescue meds etc.) If a decision is taken to exclude a young person (e.g., if the necessary reasonable adjustment(s) would unduly impinge on the learning outcomes for the rest of the group) then:

- All relevant parties must have been consulted throughout the process
- There must be a clear rationale
- The process should be carefully recorded with a clear audit trail evident

8. Recording and Documenting Educational visits

In the first instance cover arrangements should be requested by contacting the Deputy Headteacher in charge of cover.

With the exception of agreed activities within the Academy's 'local learning area' (see below), all educational visits must be recorded electronically using EVOLVE (www.rochdalevisits.org) This facilitates the efficient planning, management, approval, and evaluation of educational visits and can be easily accessed from anywhere in the world where there is internet access. It is important that all staff new to this online system read and follow the instructions "Staff Starter Guide Manual" which can be found on the EVOLVE homepage.

All staff who lead or accompany visits should have their own EVOLVE account, which is set up by our EVC. EVOLVE also contains search and report facilities, downloadable resources, sample letters to parent/carers, staff visit history information, gateway access for parents/carers, etc.

9. Deadlines for Documentation

Visit Leaders should plan and prepare visits allowing time for internal and external vetting and approval as required. Normally this will mean that visit plans should be submitted to the EVC by the following deadlines:

- 3 to 6 months before departure for Overseas Visits
- 4 weeks before departure for Residentials
- 4 weeks before departure for Adventure Activities

- 2 weeks before departure for other types of visit.

If for any reason these deadlines cannot be met, clarification and approval should be sought from the EVC.

These deadlines will allow for all the necessary documentation, (especially staffing ratios, risk management, itineraries, registers, and medical records) to be checked before the visit. Visit leaders can submit their provisional visit documentation via “Evolve” for checking by the EVC before these deadlines. The visit leader will receive confirmation either that a visit requires further documentation before it is approved, or actual approval via their Academy email account. Unapproved visits must not take place.

Key information (as appropriate) to be documented on the EVOLVE form:

- List of all accompanying staff including identified first aiders, emergency contact persons and their phone numbers, dietary and/or medical needs
- List of all learners
- Room allocation details including individual names of learners per room.
- Copies of all letters to parents/carers
- Itinerary for the visit
- Risk management plan addressing the significant issues and actions
- Evidence of LOTC (Learning Outside the Classroom) award from the providers
- Kit lists
- Code of conduct for learners on the trip

Academy Admin Staff

Admin staff should have ‘read only’ access to EVOLVE, so that they can access the full visit information for any given day. First Aid kits must be picked up from admin as appropriate prior to the visit.

Visit Emergencies

All visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers are carried (see Appendices 4 & 5 – Emergency Card for visit leaders, Emergency Card for home contacts). The Academy should be notified at the earliest opportunity in the event of an emergency.

In the event of an emergency the Academy’s critical incident team will assess and respond to the situation.

A member of SLT or the EVC will act as the 24/7 emergency contact, with support from other senior staff as required. The Emergency Contact(s) will have 24/7 access to all details of the visit, including medical and next-of-kin information regarding staff and young people (via Evolve or hard copies), and the Emergency Card for Home Contacts.

Emergency Cards for Visit Leaders EV7 and EV8 (See Appendices 4&5)

The EV7 card must always remain with the visit leader during the visit due to the sensitive nature of the emergency contact numbers. All staff should have access to a copy of this card. 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 the establishment emergency contact. In the event of an incident that does involve serious injury or fatality and/or is likely to attract media attention then the visit leader should adopt the protocol outlined in the EV7 and the emergency contact will adopt the protocol outlined in the EV8.

10. Charging Policy

What you can charge for and what you cannot is quite straightforward. Education in maintained Academies (including Academies, Foundation and Trust Academy’s) is provided free of charge during Academy hours. So, you cannot make a charge for learning outside the classroom experiences. You also cannot charge if you are planning learning outside the

classroom which is directly related to a statutory aspect of the National Curriculum, religious education, or a syllabus for a prescribed public examination that learners are being prepared for at the Academy. However, you may, in both circumstances, ask parent/carers to make a voluntary contribution.

A voluntary contribution is a sum of money that Academies may ask parent/carers for, and it can be for anything. The contribution must be entirely voluntary and children and young people of parent/carers who do not contribute must not be treated differently. Care must be taken when asking for voluntary contributions, particularly if parent/carers are known to be in receipt of Universal Credit.

It must be made clear to parent/carers that all children and young people in any group participating in an activity that is not an optional extra, will be permitted to participate whether parent/carers make a voluntary contribution. It should also be made clear that if not enough voluntary contributions are given, the activity will have to be cancelled. If unsure, please seek advice from the EVC before beginning the documentation process.

10.1 Costing an Educational Visit

Costings should be outlined and submitted to the finance team. The visit leader should refer to the finance team for support with costing an Academy visit, if required.

11. Transport Arrangements

Transport arrangements must be approved as part of the visit planning process

11.1 Academy and rented minibuses

- Drivers must produce a valid driving licence and access:
[View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Be at least 25 years old and not over 70 years of age
- Be insured to drive the minibus
- Have completed MIDAS training
- Have read and understood the minibus policy
- Have the owner's permission

11.2 Coaches / Minibuses with drivers

Coaches and minibuses with drivers are booked via the Academy finance office to ensure they meet required standards and to obtain best value.

11.3 Taxis

Taxis should be booked through the Academy reception office to ensure they meet required standards of safeguarding and to obtain best value.

12. Risk Management

The risk management plan must be completed before the visit will be approved by the EVC. In some instances (an overnight, overseas residential visit for example), it may be necessary for the visit leader to visit the proposed venue in person. Risk management is at its most effective when the visit leadership team and learners are involved in the process. The risk management must be evidenced through the production of a risk assessment form.

This is an important element of planning for visits. Visit leaders are responsible for assessing and managing the risks of visits they are planning – involving where possible / relevant other staff and the young people involved in the visit. Staff

should follow advice on risk management included in the National Guidance. Advice and support are available from the EVC and other experienced staff.

All everyday activities include inherent risks and St Anne's Academy recognises that experiencing and learning to manage risk within an appropriate framework is an important part of growing up. We aim to have procedures which are effective and proportional to the risks involved in a visit and recognise the important learning opportunities and benefits involved in visits that include inherent risks, for example sports activities and the Duke of Edinburgh's Award. Where activities include inherent risks, the following statement should form part of the information to pupils, parents, and staff:

Generic risk assessments may be available for visits previously run-in which case the visit leader is responsible for reviewing and modifying these as required, to allow for the specific circumstances of the visit. Significant factors (not already recorded on a generic RA form or within this policy) must be recorded via:

- A standard risk assessment form
- A supplementary note on the Evolve visit form
- For routine visits, the lesson plan
- Or another suitable format agreed with EVC

Where external providers are used, they are responsible for risk assessing the activities they provide. Where necessary this should be confirmed on the Provider Form.

Approval of staff to lead activities and visits

All visits require written approval prior to departure – via the Evolve visit management system.

Evaluation of external providers and venues

Visit Leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the group of pupils identified to attend and (where appropriate) they offer reasonable value for money. 'Provider Forms' should be completed by external providers where required (see GOVAA for guidance). These should be checked as part of the planning and safety checks for the visit.

Visit Leaders should not routinely ask for copies of providers' risk assessments, but it is appropriate to ask for any information that they publish specifically aimed at helping Visit Leaders to manage their visit and assess the risks of any Academy led activities.

Preliminary visits

The National Guidance on visits states: "While the wide availability of web sites, ease of communication through electronic mailing and establishment of the LOTC Quality Badge scheme all have an important part to play in information gathering, there can be no substitute for a preliminary visit. This will back up research and enable you to clarify issues face to face. So, wherever reasonably practicable, it is good practice to carry out a preliminary visit. The cost of this can be built into the pricing structure of the visit." Pre-visits should normally be made for new visits or if a venue has not been used in some time. In some cases (for low-risk visits or if for some reason a pre-visit is not reasonably practicable) a preliminary visit may not be required. Staff should contact the EVC for clarification.

If for any reason a pre-visit is not possible the visit leader should research the venue carefully and contact staff who have been to the venue for advice.

13. Parental Consent

St Anne's Academy asks Parents/Guardians to complete annual consent forms covering most visits (see Appendix 2 – St Anne's Academy Annual Consent Form for Academy visits and other off-site activities).

Specific consent forms are required for the following types of visit (see Appendix 3 – St Anne’s Academy Consent Form for residential, overseas & adventurous activities):

- Residentials
- Overseas visits
- Adventure activities (including DofE activities)
- Parents / guardians should be provided with information on visits in one or more of the following formats:
- Information letter to parents via Edulink
- Parents’ evening
- Termly newsletter
- Academy website

Information to parents should remind them of the need to update any details that have changed by including the following statement:

“Consent for this visit is covered by the form you completed at the beginning of the Academy year. Please let us know about any change to contact details (new mobile phone numbers etc) changes to medical information or allergies, or parental arrangements. If you have questions or concerns about any aspect of this educational visit, please contact _____ (Name of Visit Leader).”

‘Checking out’ and ‘checking in’ before, during and after a visit

- 1. Prior to departure the visit leader must provide the Academy Attendance Officer with a list of participants taking part in the visit.
- 2. The visit leader is responsible for ensuring that all participants are returned to Academy safely and either dismissed at the end of the day or continue to subsequent lessons.
- 3. Pupils should not normally be dropped at locations other than Academy unless this has been approved in advance and agreed with parents.
- 4. For overseas and residential visits the visit leader should confirm safe return by phone call or text message to the EVC.

Local Learning Area

Short, simple, and local activities may take place without the need for submission via Evolve. Parental/ carer permission must be sought and obtained before a student is taken off site. The visit leader must log on Edulink all participants on the visit, so that all students are always accounted for.

The activities/locations that this applies to are:

- Cross country runs around the perimeter of the Academy
- Inter-Academy sports fixtures within Rochdale Borough

Staff leading these activities must follow the Academy’s agreed operating procedures, and sign out/in.

On Foot

- Ensure register and headcount before setting off, regular headcounts whilst off site including before return journey to Academy
- Agree route in advance and where staff to be situated, e.g., at front and at rear of group
- Use pelican crossings where possible

Members of the public

- Supervise any communication between students and member[s] of the public, use professional judgement to limit any communication to positive promotion of the Academy and its students and not to deviate from the focus of the trip
- Intervene and curtail communication with member[s] of the public when appropriate
- Take contact details from member[s] of the public for further communication if appropriate, e.g., in the event of incidents or negative comment[s]

Dealing with injury

- A First Aider is to be present on the visit
- A First Aid Kit to be taken on all visits
- The visit leader must advise the Academy and parents/carers if student needs to be collected or requires medical attention
- Staff must complete an Incident Form at venue where appropriate, e.g. First Aid Log; follow up with Academy Incident Log in writing within 24 hours
- Refer to Emergency Plan in the event of serious incidents

Other

- Discuss the itinerary and expectations in terms of trip requirements and behaviour with students before the trip

Parent/Carer meetings for residential and overseas educational visits

These must take place well in advance of any residential and or overseas visits. During this meeting, the visit leader should provide parents/carers and learners with information including:

- Costings and payment arrangements
- Travel arrangements including departure and return times
- Codes of conduct (see Appendix 6)
- Visit itinerary
- Kit list
- Any ppt presentation given at these meeting[s] should be attached to Evolve.

14. Codes of Conduct

All staff and learners are expected to behave in an exemplary manner throughout any educational visit. The Academy's Behaviour Policy for rewards and sanctions applies off site as well as in the Academy.

Staff should apply the same behaviour management principles and pupils must understand that the same expectations apply.

Codes of conduct for both day and overnight residential educational visits are available in appendix 6.

For overnight residential visits both Parents/Carers and the learner must sign the code of conduct to ensure that they understand and fully support the Code of Conduct for that visit. These should be signed at the parent/carers meetings held in advance of the visit.

15. Insurance

St Anne's Academy currently buys into an annual policy through the Department of Education risk protection arrangement, which provides personal insurance for all nonresidential and residential educational visits.

St Anne's Academy currently purchases top up insurance for vehicles through Zurich.

16. Staff Contact Numbers

The visit leader must ensure that they take the Academy mobile telephone with them. This phone number should be shared amongst all staff, students, and parents. Staff may wish to give their mobile phone numbers to their colleagues on the visit, but this number must not be shared with any learners. If a staff mobile number is given out in an emergency, then it must be deleted as soon as the emergency situation has been resolved. All learners on overseas visits must be provided with lanyards with the name and contact details of the hotel where they are staying along with the visit leader's Academy's mobile phone number. The visit leader should ensure that they have a contact number for the identified base contact for the visit, and this number must be secure if it is to maintain the link between the visit leader and base contact in the event of an emergency.

17. Staff Use of Alcohol

The Academy policy is that, at no time, should staff or volunteers consume alcohol, or be under the influence of alcohol, whilst supervising students.

18. Monitoring and Evaluation of Educational Visits

All educational visits must be rigorously monitored and evaluated. The learning from all visits and activities must be evaluated in the same way as classroom learning to evidence impact.

Periodically, educational visits will be monitored by the Headteacher or the EVC. The purpose of this is twofold:

- To recognise and celebrate the excellent opportunities and learning that takes place out of the classroom and to ensure that this is transferred back into the classroom.
- To identify areas for improvement and future CPD.

All visits should be evaluated to develop the quality of provision. This evaluation can be done in a number of ways according to the circumstances.

- For routine, regular visits this might involve a department having a periodic review involving all staff who lead this visit. The Evolve system includes a very quick and easy assessment tool which focusses on the learning outcomes of a visit. This is a simple way of evaluating 'everyday' visits and outcomes can be summarised in a report.
- For new visits and those involving complex arrangements this might require a meeting of all staff involved with the involvement of an SLT link/ HOF

Outcomes from evaluations might include:

- Amendments to risk assessment for future visits
- A decision not to use a venue again
- Cascading good practice to other staff
- Identifying training or support needs for staff
- Passing on issues and concerns to other staff / departments

Appendix 1 – Educational Visit Protocol

1. Visit Leader must follow the Academy policy and seek approval (by e-mail or in person) from the Deputy Headteacher responsible for Cover and the EVC. Visit Leaders should plan and prepare visits allowing time for internal and external vetting and approval as required. Normally this will mean that visit plans should be submitted to the Educational Visits Co-ordinator (EVC) on EVOLVE by the following deadlines:
 - 3 to 6 months before departure for Overseas Visits
 - 4 weeks before departure for Residentials
 - 4 weeks before departure for Adventure Activities
 - 2 weeks before departure for other types of visit
2. Finance. For visits with financial contracts/complex arrangements staff must book this through the Finance team. Do not make any payments or enter any contracts (financial or otherwise) until the trip has been fully approved by the Head/EVC/Finance as appropriate.
3. All trips should be processed using the EVOLVE on-line system at <https://evolve.edufocus.co.uk>. The EVC will provide you with a username and password.
4. Visit Leader completes EVOLVE form with all documents including:
 - an event specific risk assessment
 - the information letter to parents / carer
 - the parental consent form (for residential, overseas & adventurous visits)
 - an itinerary (if appropriate)
 - a list of students attending and
 - any other necessary information

Please note: Provider Forms (for RESIDENTIAL and/or OUTDOOR / ADVENTUROUS ACTIVITIES) must be completed by the provider and made available on EVOLVE for approval.

5. EVC checks visit on EVOLVE and approves or returns to staff for further information.
6. EVC/ Headteacher authorises visit (Overseas, residential, and adventurous visits are forwarded to the LA for final approval).
7. Visit Leader carries out all necessary organisation and preparation and communicates to all parties, including accompanying staff, students, and parents. It is the Visit Leader's responsibility to check on EVOLVE that their visit has been approved before going ahead with the visit.
8. Prior to departure Visit Leader must ensure all necessary contact information is given to the EVC (and agreed SLT member for overseas, weekend, evening and residential activities/trips – see Emergency Cards for Visit Leaders & Home Contacts) and that the register of students attending the visit is completed, uploaded on EVOLVE and mailed / handed in to the Attendance office and to Bernadette Gill for lunch arrangements for PP students, if appropriate (minimum 48 hours' notice - a week's notice for larger visits i.e. a coachload, including the number of Pupil Premium students i.e. free Academy meals).
9. All necessary information, including risk assessments, should be shared with accompanying staff and students prior to departure.
10. Any incidents or accidents to be logged on return.
11. For quality assurance and future planning staff and students should complete Educational Visits Evaluations on EVOLVE.

All forms and documents relating to Educational Visits and the Academy's procedure can be found on the Staff Shared drive in the Educational Visits Folder.

Appendix 2 – Consent Form for Academy Visits and Other Off-Site Activities

St Anne’s Academy provides a wide range of off-site activities to enrich the curriculum. Please sign and date the form below confirming you are happy for your child to:

- a) Take part in Academy visits and other activities that take place off Academy premises.
- b) Be given first aid or urgent medical treatment during any Academy visit or activity.

Please note the following important information before signing this form: Written parental consent will not be requested from you for the majority of off-site activities offered by the Academy as such activities are part of the Academy’s curriculum and usually take place during the normal Academy day.

The trips and activities covered by this consent include:

- Visits which take place during the Academy day, during Academy holidays or weekends - off-site sporting fixtures outside the Academy day.

The academy will provide information about each trip or activity before it takes place.

You can, if you wish, tell the Academy that you do not want your child to take part in any trip or activity.

We will send out specific consent forms for residential visits and visits including adventure activities.

Staff at St Anne’s Academy plan and prepare visits carefully and aim to take good care of all participants. However, parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up. Please support the Academy by making sure your child understands the importance of sensible behaviour on Academy visits.

Name of pupil: _____ Year: _____ Form: _____

Please complete the medical information section below and sign the declaration over:

Medical information about your child:

Any conditions requiring medical treatment, including medication?

YES / NO If YES, please give brief details:

Please outline any special dietary requirements or allergies

Is your son / daughter allergic to any medication?

YES / NO If YES, please specify:

When did your son / daughter last have a tetanus injection?

Your Details

Name:		Home Address:	
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Work Telephone Number:			
Home Telephone Number:			
Mobile Telephone Number:		Relationship to Child:	

Alternative Emergency Contact

Name:		Home Address:	
Work Telephone Number:			
Home Telephone Number:			
Mobile Telephone Number:		Relationship to Child:	

Doctors Details

Name of Family Doctor:		Address:	
Telephone Number:			

Declaration

I give consent for my child to participate in St Anne's Academy's off-site activities.

I agree to my son / daughter receiving medication and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

If the medical details or contact information above change I will notify the academy office.

Signed: _____ Date: _____

Full name (capitals)

Appendix 3 – Consent Form for Residential, Overseas and Adventurous Activities

Name of pupil: _____ Year: _____ Form: _____

Details of visit to: _____

From: _____ Date / Time: _____ to: _____ Date / Time: _____

Staff at St Anne’s Academy plan and prepare visits carefully and aim to take good care of all participants. However, parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up. Please support the Academy by making sure your child understands the importance of sensible behaviour on Academy visits.

Please complete the medical information section below:

Medical information about your child:

a. Any conditions requiring medical treatment, including medication? YES / NO
If YES, please give brief details:

1. Please outline any special dietary requirements or allergies

d. Is your son / daughter allergic to any medication? YES / NO
If YES, please specify:

e. When did your son / daughter last have a tetanus injection?

f. To the best of your knowledge, has your son / daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES / NO

If YES, please give brief details:

Your Details

Name:		Home Address:	
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Work Telephone Number:			
Home Telephone Number:			
Mobile Telephone Number:		Relationship to Child:	

Alternative Emergency Contact

Name:		Home Address:	
Work Telephone Number:			
Home Telephone Number:			
Mobile Telephone Number:		Relationship to Child:	

Doctors Details

Name of Family Doctor:		Address:	
Telephone Number:			

Declaration

I give consent for my child to participate in this visit and have read the information provided. I understand the extent and limitations of the insurance cover provided.

I agree to my son / daughter receiving medication and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

I have received the St Anne’s Academy Code of conduct for residential visits and understand that acceptance of this is a condition of participation in this visit.

If the medical details or contact information above change I will notify the Academy office.

Signed: _____ Date: _____

Full name (capitals) _____

This 'card' must remain with the Visit Leader at all times

In the event of an 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 the school emergency contact(s). This should normally include a member of staff on the Senior Management of the school.

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:

- Assess the situation.
- Safeguard uninjured members of the group (including self).
- Attend to the casualty/ies (if applicable).
- Call emergency services (999 or appropriate number if abroad), if appropriate.

Then:

- Contact the School Emergency Contact. The School Emergency Contact will request the following information: Nature, date, time and location of incident, names of casualties and the nature of their injuries, names of others involved, the action that has been taken so far, and the action yet to be taken and by whom.
- Contact the British Consulate/Embassy if abroad.
- Agree with the School Emergency Contact who will contact the parents/carers of the casualty/ies. This should normally be the School Emergency Contact.
- 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.
- Seek further and full details of the incident, how and why it happened as far as can be established at this stage. Write down all relevant facts, witness details, and preserve any vital evidence. Maintain a detailed written log of all actions taken and conversations held, together with a timescale.
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the Employer/headteacher.
- Refer all press or media enquiries to the Employer's Communications Officer (operates office hours only).
- Keep receipts of any expenses incurred- insurers will require these.

If you are unable to make contact with your School Emergency Contact(s), phone Early Help & Schools on 01706 92 5851/6253 or the Emergency Out of Hours Team on 0300 303 8875 (16.45-08.30) and state:

This is (your name) **from** (your school). **This is an emergency; my phone number is** (give a number that you can immediately be contacted back on). **I require assistance.** Give brief details of the incident.

Name	Tel	Mobile
Headteacher (Chris Heyes)		
Deputy Headteacher (Andrew Chapman)		
Business Manager (Pam Heywood)		
Early Help & Schools (08.30-16.45)	01706 92 5851/6253	
Emergency Call-Out Centre (16:45-08:30)	0300 303 8875	

If during office hours contact cannot be made with Early Help & Schools, use one of the following:

Sharon Hubber	01706 926253	
Jane Sowerby	01706 925464	
Katie Charlton	01706 925215	
Abbie Walker	01706 925161	

Incident Log Sheet

As soon as possible write down the following to inform any investigation:

Time of Incident:

Date:

Location:

Witnesses:

Brief Description:

Information to provide to emergency services (and later to Academy/ service):

Names of those involved:

Number of people injured:

Total number in group:

Details of injuries as known:

Action taken so far:

Contact Point:

Appendix 5 – Emergency Card (School Contacts)

This 'card' must be available to the school emergency contact(s) at all times

The School Emergency Contact(s) should have access to all visit information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc.

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

- Confirm telephone numbers for future calls, providing alternatives to mobile phones where possible.
- Note their location and the location of incident.
- Determine nature, date, time of incident.
- Note names of casualties and nature of injuries.
- Note the names of any others involved in order to be able to reassure parents.
- Determine action taken so far.
- Agree with the School Emergency Contact who will contact the parents/carers of the casualty/ies. This should normally be the School Emergency Contact.
- Determine action yet to be taken-and by whom.

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 school contacts who may be able to assist.

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

- Establish whether emergency services have been informed.
- Establish if any assistance is required from the school base.
- Establish that the rest of the group is being adequately supervised and cared for.
- You should contact the headteacher (if this is not you).
- Contact parents. You may need to make school facilities available.

Contact the LA Early Help & Schools on 01706 92 5851/6253 (daytime) 0300 303 8875 (out of hours). State your name and your school, and that you require immediate assistance. Give brief details of the incident.

- Liaise with LA and school Governors.
- Notify the Provider or Tour Operator if appropriate.
- Notify your insurers, especially if medical assistance is required.
- The LA will make personnel available to assist, as necessary.
- All media enquiries should be referred to the Communications Officer.

Name	Tel	Mobile
Headteacher (Chris Heyes)		
Deputy Headteacher (Andrew Chapman)		
Business Manager (Pam Heywood)		
Communications Officer (Alexis Beaumont)		
Chair of Governing Body (Lorna Jones)		
Early Help & Schools (08.30-16.45)	01706 92 5851/6253	
Emergency Call-Out Centre (16:45-08:30)	0300 303 8875	

If during office hours contact cannot be made with Early Help & Schools, use one of the following:

Sharon Hubber	01706 926253	
Jane Sowerby	01706 925851	
Katie Charlton	01706 925215	
Abbie Walker	01706 925161	
Dave Scourfield	01706 926760	

Appendix 6 - Code of Conduct for Educational Visits (including Residential and Overseas Educational Visits)

1. At St Anne's Academy we aim to create a stimulating, safe, caring, and positive learning environment where everyone can be happy and successful and where effective learning and teaching can take place. To this end, good behaviour, mutual respect and ultimately self-discipline in all aspects of academy life, including Educational Visits is central
2. Academy rules, policies, rewards, and consequences apply throughout the duration of the trip
3. Students are to follow all instructions by St Anne's Academy Staff or External Provider Staff at all times
4. Students must not behave in a way that places either themselves or others in danger/at risk
5. Students may not enter accommodation occupied by other groups or areas designated as private
6. Students are to remain in their allocated rooms for fire safety
7. General conduct should be considerate of other guests
8. Excessive noise or unruly behaviour during whilst in transit or within the accommodation is not permitted
9. Abusive or anti-social behaviour whilst in transit or within the accommodation is not permitted
10. All furniture and equipment within the accommodation is to be treated with due care and attention
11. Students should report any damage/existing damage to their room as soon as possible
12. Students will be liable and charged for any willful damage caused to property belonging to the accommodation or transport providers
13. Alcohol and smoking are strictly prohibited
14. Students are responsible for the safety of any electrical appliances that they bring with them
15. Mobile phones/money are taken at the students' own risk
16. Deodorant sprays/Hair sprays are not permitted due to the sensitivity of the fire alarms
17. St Anne's Academy and any External Providers reserve the right to send any students home for persistent or gross misconduct e.g., possession/use of illicit substances. In such cases, the cost of repatriation will be borne in total by the parents / carers of the student in question

Appendix 7 - Charging Policy

Academy Trips

1. Day Trips. No charge, other than voluntary contributions (see below), will be levied in respect of day trips that take place during academy hours or are part of the curriculum. (Academy hours are defined as being those during which the academy is in session but excluding breaks).
2. Residential Trips –For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodgings only. Voluntary contributions may be requested to cover transport, course fees, and other administrative charges. (See below).
3. Non-Essential Residential Trips –If the experience is taking place largely outside school hours it can be considered to be an ‘optional extra’. This is the case if it is not directly related to the national curriculum, religious education, or a syllabus for a prescribed public examination which pupils are being prepared for at the school. These would be social or recreational visits, such as skiing or sightseeing in London, taking place at weekends or during holidays. When the experience is defined as an optional extra, the parents and carers who consent to young people taking part can be charged the full cost of the experience including accommodation costs. What they must not be charged is any additional element to subsidise other young people
4. Where charges are made the cost may not exceed the actual cost to the pupil and cannot subsidise any other pupils participating. The cost of those pupils omitted from charging will be met by funds available to the academy.
5. The costs incurred by teachers providing/supporting the activity/residential may be included in the costs to pupils.
6. A pupil’s participation in such an activity will be a matter for parental choice and on the basis of a willingness to meet any charges applicable. Thus, such an agreement is a pre-requisite to a pupil’s inclusion.

Voluntary Contributions

1. Voluntary contributions will be sought from parents for activities which supplement the normal academy curriculum, e.g., outings and visits which take place wholly or mainly during Academy hours; visits to the academy by theatre groups and other organisations providing an educational service.
2. Any such contributions must be genuinely voluntary, and it will be made clear to parents/carers if contributions are requested that: i. there is no obligation to contribute ii. pupils will not be treated differently according to whether their parents have made a contribution iii. the proposed activity may not take place unless a substantial majority of parents contribute.
3. If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating i. the nature of the proposed activity and its education value; ii. the contribution per pupil which would be required if the activity were to take place; iii. the activity would not take place if insufficient contribution were forthcoming.
4. A suggested amount for a contribution to cover costs will be provided in advance of the trip.

Remissions Policy

1. To remove financial barriers from disadvantaged pupils, some activities, and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.
2. The parent/carer of the pupil must be in receipt of Free Academy Meals and receive any of the following: i. Income Support (IS) ii. Income-based Jobseekers Allowance (IBJA) iii. An income-related employment and support allowance iv. Support under part VI of the Immigration and Asylum Act 1999 v. Child Tax Credit (provided you are not entitled to Working

Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed the current year's level vi. The guaranteed element of State Pension Credit vii. Working Tax Credit during the four-week period immediately after your employment finished, or after you start to work less than 16 hours per week.

3. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the academy will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher and Finance Manager in consultation with the Finance Committee or Chair of Governors.

4. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

5. The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

6. The Headteacher, in consultation with the Chair of Governors will make authorisation of all remission requests from parents/carers.