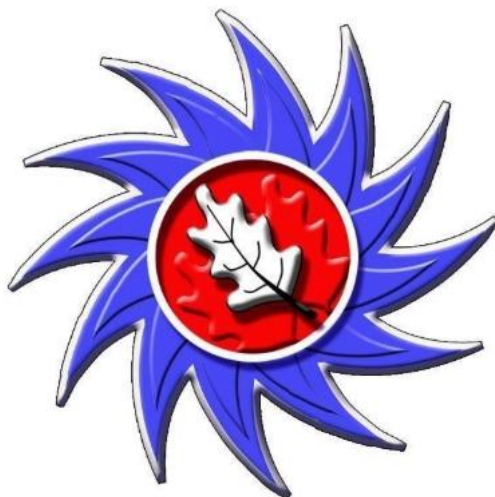


# ACKLAM GRANGE SCHOOL



## Education Visit Policy

|                                 | Term          | Year      |
|---------------------------------|---------------|-----------|
| Last Review Date/Policy Adopted | Summer Term   | 2025-2026 |
| Next Review Date                | Summer Term   | 2026-2027 |
| Lead                            | Mr G Whatmore |           |

This school is an academy within The Legacy Learning Trust.



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| Page number | Change made        |
|-------------|--------------------|
|             | Changes throughout |

## 1. Aims and scope

Every student at Acklam Grange School has entitlement to a wide range of educational experiences. As part of this entitlement the Staff and Governing Body recognise the significant value of visits and activities which take place away from the school.

Programmes of work which include visits and off-site activities:

- Support, enrich and extend the curriculum in many subject areas;
- Encourage learning;
- Encourage the development of co-operation, team work and problem solving skills;
- Help develop independence and self-confidence.

Educational visits are activities arranged by, or on behalf of, our school, which require Students to leave the school premises, having been authorised to do so by the Head of School or other designated member of staff.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our Students and staff, and to make sure that our visits are available to all Students. It sets out the roles and responsibilities of staff, Students and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- › Visits to places of interest in the local area
- › Day visits to places such as museums and other cultural and educational institutions

- › Sporting activities
- › Adventurous and recreational activities
- › Residential visits organised by the school
- › Visits abroad organised by the school

## 2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- › [Equality Act 2010](#)
- › [SEND Code of Practice](#)
- › [Keeping Children Safe in Education 2025](#)

This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Head of School

The head of school is responsible for:

- › Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- › Making sure staff, including the educational visits co-ordinator, have received any necessary training
- › Working with the governing board to approve residential visits of more than 24 hours

### 1.2 The educational visits co-ordinator (EVC) Guy Whatmore is the appointed EVC at our school.

Their role is to:

- › Oversee and guide other staff to arrange and organise educational visits
- › Assess the ability of other staff to lead visits and designate a suitable visit lead for each visit
- › Assess outside activity providers
- › Advise the head of school and governing board when they're approving visits
- › Access any necessary training, advice and guidance
- › Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### 3.2 Visit lead

Every educational visit will have 1 member of staff designated as the visit lead. The visit lead will:

- › Plan the proposed visit, taking into account the health and safety risks to Students, staff and volunteers
- › Assign staff and volunteer roles, as needed
- › Make sure the school has accurate and up-to-date information about the visit destination, to be used in risk assessments

- › Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- › Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- › Communicate key details about the visit and all locations to staff, Students and parents/carers, including roles, responsibilities and expected behaviour
- › Make sure staff are capable and able to fulfil their roles at all times while responsible for Students and others

### **3.3 Staff**

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

- › Seek and obtain approval for all educational visits from the head of school and relevant staff
- › Carry out any required risk assessments and work with the visit lead
- › Communicate with parents and carers and make sure visits are inclusive of all Students' needs
- › Look out for the health and safety of themselves and those around them
- › Help manage student behaviour and discipline as required while on the visit
- › Share any concerns or worries with the visit lead and others, as appropriate

### **3.4 Parents and carers**

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

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

### **3.5 Volunteers**

Volunteers attending school visits, including parent/carers volunteers, agree to:

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

### **3.6 Students**

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

- › Follow instructions given to them while on the visit
- › Dress and behave as expected for the length of the visit
- › Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or visit supervisor

Students will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

## 4. Planning and preparation

The head of school will approve all higher risk visits including adventure activities, residential experience and foreign travel (Categories B and C)\* All Category B visits must be completed and uploaded onto Evolve with 4 weeks notice and all Category C require uploading with 6 weeks notice - see **appendix 1**

When planning a trip, trip leaders will be provided with a 'Go to' pack. Pack to include step by step flow chart associated with the type of visit – see appendix 2

**PE Local Visit – Blue**

**Local within an hour – Green**

**Over an Hour GB – Red**

**Residential GB – Orange**

**International – Purple**

EVOLVE Team, via North Yorkshire Education Visits Advisory Service will provide a framework of guidance within which the school operates.

### **The Role of EVOLVE North Yorkshire Education Advisory Service**

The service will:

- Provide written guidelines for Governors, Head of School and Teachers, including advice on risk assessment.
- Help assess proposals for certain types of visit.
- Provide access to named staff for advice.
- Provide emergency telephone contact for the duration of visits.
- Have in place procedures to help schools to monitor and review safety.

The decision on whether or not a visit will take place will be made by the visit leader with advice from the EVC and based on factors including:

- › Cost (including any potential cost to parents/carers)
- › Timing in the school year and any potential clashes
- › Educational purpose and value
- › Disruption to the normal running of the school
- › Health and safety considerations
- › Staff-to-student ratio
- › Inclusion and accessibility
- › Students in KS4 will be at the discretion of the Head Teacher

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

- › Location and travel distance
- › Travel plans or options
- › Full cost breakdown, including multiple options where available
- › Resources, including staffing, volunteers, and physical supplies

- › Accommodation options, where needed
- › Insurance needed, where relevant
- › Risk assessment plans and first aid provision
- › What safety measures can be put in place in order to reduce any risks

See **appendix 3** for our visit information form for the finance, planning and approval of a visit.

In cases where a visit involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Head of School will seek the approval of the governing board.

Once the risk assessment has been approved by the Head of School, and the governing board where relevant, staff will communicate with parents/carers and provide visit information.

MS Form parental consent will be required for visits that take place outside of normal school hours, and for any visits requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

## 4.1. Inclusion

All Students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

### Special educational needs (SEND)

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the visit programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and Students.

### Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a visit in order to protect their safety and the safety of the other Students attending.

We will consider all reasonable options to help the pupil go on the visit safely, such as adapting the visit itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

## 5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all visits.

This will be completed by a staff member with suitable skills, status and competence, and using the school's risk assessment template and approved by Head Teacher. Existing risk assessments can be found within the Evolve Portal and available upon request from Admin Support or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and Students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

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

Visit leads will raise any concerns or questions about potential risks and safety measures with the Head of School and, where appropriate, third-party vendors.

Every risk assessment will be approved by the Head of School. One copy taken on the visit and another copy will be left with the EVC and stored in the Evolve Portal.

## 5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- › At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- › At least 1 supervising adult able to be responsible for first aid is present on all visits
- › Appropriate first aid equipment will be taken on all visits, in accordance with the school's first aid and health and safety policies. These can be found in main office and stored in Red Bags
- › All supervising adults will be made aware of any medical issues or allergies at the start of the visit. This information will be carried with the visit leads and the group leaders within a visit
- › Adults without a DBS check will not be left alone with Students at any time
- › The visit lead will take regular headcounts and/or rollcalls. Registers will be taken if a visit includes changing of location

## 5.2 Transport

Transportation for visits will be organised by the school, in line with our safety procedures. We will make sure Students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site. Any variations are to be logged.

## 5.3 Use of external organisations

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

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use. For Adventurous activities a Provider Statement will be required from the venue if the activity is not being led by school staff.

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

## 6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise Students alongside staff members on visits. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, while taking into consideration:

- › The needs of the Students going on the visit
- › The setting and circumstances of the visit
- › Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree to fulfil the expected behaviours for this role.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities and expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the visit.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with Students without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with Students or given sole responsibility for the care of any pupil.

## **7. Communication and consent**

We will contact the parents and carers of Students invited to take part in an educational visit at least 2 weeks before the proposed date of the visit. Communication will be via letter for larger visits or text for smaller visits and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- › Times and details of travel, including drop-off and pick-up times and location
- › Pupil-to-staff ratios and staff qualifications, where relevant
- › Clothing and equipment required, and whether this is provided by the school
- › Expected behaviour and consequences of Students' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas visits, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **8. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- › Serious and unexpected risk
- › Serious and life-threatening injury
- › Individuals going missing
- › A serious breach of safeguarding expectations

The visit leader will be familiar with these plans for each visit.

In the case of an emergency, the visit leader or other supervising adult will contact the school office or if outside of hours the designated emergency contact. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of visits and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a student seeking medical treatment.

In the case of a student being unaccounted for, the visit leader will search the area while another member of staff remains in charge of other Students. In the unlikely event that a pupil cannot be found within 30 minutes,

the visit leader will contact the school office who will notify the parents/carers. The visit leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the Students.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and visits once they have been concluded, from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## 9. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect Students' ability to take part fully in the visit.

We will make sure adequate insurance is in place for all visits, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 10. Residential visits

The Head of School, together with the governing board, will approve all residential visits longer than 24 hours.

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

- › Staff have received any necessary training
- › All necessary permissions and medical forms are obtained at least 2 weeks before the start of the visit
- › All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with Students – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents/carers will include:

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

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

## 11. Review

This policy will be reviewed annually by the EVC. At every review, the policy will be shared with the full governing board.

## 12. Links with other policies

This policy links with the following policies and procedures:

- › Health and safety policy
- › Charging and remissions policy
- › Behaviour policy
- › Child protection policy
- › First aid policy
- › Supporting Students with medical conditions policy
- › Special educational needs (SEN) policy
- › Equality information and objectives
- › Accessibility plan

## Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the EVC

### Proposed visit information

Name of staff member proposing the visit:

Date of request:

Response required by (date):



ACKLAM GRANGE SCHOOL



### EDUCATIONAL VISIT FORM (June 2026)

*(Staff should read or attach accompanying notes following this form)*

NAME OF GROUP LEADER:

Signature:

Date:

|                              |  |                       |  |
|------------------------------|--|-----------------------|--|
| Residential / Day Visit      |  | Type of accommodation |  |
| Date of Visit (from – to)    |  | Address:              |  |
| Time: Departure/Arrival back |  | Telephone No:         |  |

Have you checked with possible calendar clashes? \_\_\_\_\_

Educational Purpose of Visit: (Please list all activities and venues to be used:

|                                          |
|------------------------------------------|
| <br><br><br><br><br><br><br><br><br><br> |
|------------------------------------------|

### FACULTY LEADER APPROVAL

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ Date: \_\_\_\_\_

EVC Approval: \_\_\_\_\_ Date: \_\_\_\_\_

|                                                                                   |                          |                          |                          |
|-----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Are any activities to be undertaken classed as Adventurous? Yes                   | <input type="checkbox"/> | (See n                   | <input type="checkbox"/> |
| Do they require an adventure licence? Yes                                         | No                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Has appropriate <u>Risk Assessments</u> been carried out by the Group Leader? Yes | No                       | <input type="checkbox"/> | <input type="checkbox"/> |

Means of Transport: \_\_\_\_\_

|                                                              |                          |
|--------------------------------------------------------------|--------------------------|
| School Minibus Driver must hold a Full Clean Driving Licence | <input type="checkbox"/> |
| Completed AGS minibus training                               | <input type="checkbox"/> |

|                |                          |       |                          |     |                          |
|----------------|--------------------------|-------|--------------------------|-----|--------------------------|
| Number of Boys | <input type="checkbox"/> | Girls | <input type="checkbox"/> | Age | <input type="checkbox"/> |
|----------------|--------------------------|-------|--------------------------|-----|--------------------------|

Date Parents Informed (**See Notes 3 and 4**) \_\_\_\_\_

Name of other accompanying adults (**See Notes 5, 6 and 7**)

(Please ensure line management approval has been given and a cover form for all staff is submitted to Human Resources two weeks before the visit))

| Male                 | Female               | Ratio Staff to Students |
|----------------------|----------------------|-------------------------|
| <br><br><br><br><br> | <br><br><br><br><br> | <br><br><br><br><br>    |

**KS3 SLT Link Authorisation** - Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**KS4 SLT Link Authorisation** - Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Have you consulted with Human Resource/SLT Designated Member of Staff? In planning the trip to minimise requirements and disruption?

Signature: \_\_\_\_\_ SLT Designated Member of Staff

**Yes** **No**

|                                                                                                          |                          |                          |
|----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Have the activity leaders' qualifications been checked as appropriate to activity? ( <b>See Note 8</b> ) | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

|                                                            |                          |                          |
|------------------------------------------------------------|--------------------------|--------------------------|
| Has the appropriate insurance cover, where necessary, been | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------------------------------------|--------------------------|--------------------------|

provided or made available?

Have the venue/provider got Public Liability? **(See notes 9, 10 and 11)**

Has student medical / allergies and photographic consent  
been checked

☐☐

Has Finance been informed to agree costs and set up a  
payment schedule via Parent Pay

☐☐

(compulsory, 1.5% per transaction)?

(Finance Payment Plan form MUST be to be completed and agreed)

School Mobile Telephone Number: \_\_\_\_\_ to be recorded in EVOLVE

(See G Whatmore)

***We strongly encourage all staff to make use of the school visits mobile telephones therefore removing the need to give your personal mobile telephone to students.***

EMERGENCY CONTACT: (This contact is NOT the visit leader it should be a member of school staff that is not attending the visit and can be contactable throughout the visit)

NAME: \_\_\_\_\_

TEL NO: SCHOOL \_\_\_\_\_ MOBILE \_\_\_\_\_

I am satisfied that this activity/visit is in line with Middlesbrough Council Guidelines and have checked that this information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Head of School)

**NB: Once completed and signed by the Head of School could the Group Leader please ensure a copy is given to Guy Whatmore (EVC) and ensure that the visit is uploaded to EVOLVE**

|                                                                                     |
|-------------------------------------------------------------------------------------|
| <b>All Non-Adventurous Activities (Category A)</b>                                  |
| School sporting events - fixtures                                                   |
| Local parks                                                                         |
| Museums/Educational sites                                                           |
|                                                                                     |
| <b>All Adventurous Activities (Category B &amp; C)</b>                              |
| Multi Activities – led by External Provider                                         |
| Camping                                                                             |
| Canoeing and kayaking                                                               |
| Caving                                                                              |
| Climbing or abseiling (including climbing walls)                                    |
| Coasteering/coastal scrambling/sea level traversing                                 |
| Diving, sub-aqua or snorkeling                                                      |
| Fell running                                                                        |
| Fieldwork in coastal, moorland or mountain environments                             |
| Flying light aircraft, helicopters, hot air balloons (excluding commercial flights) |
| Foreign travel - all                                                                |
| Forest school, beach school, bushcraft or woodland activities                       |
| High ropes courses                                                                  |
| Hill walking, mountaineering and via ferrata                                        |
| Horse riding                                                                        |
| Motor sport – all forms                                                             |
| Mountain biking                                                                     |
| Orienteering                                                                        |
| Rafting or improvised rafting                                                       |
| River/gorge walking or scrambling                                                   |

|                                                         |
|---------------------------------------------------------|
| Sailing, windsurfing or kite surfing                    |
| Snowsports – skiing, snowboarding and sledging stand up |
| Stand up paddle boarding                                |
| Surf sport (Surfing, bodyboarding and skimmming)        |
| Swimming all forms                                      |
| Target sports – shooting or archery                     |
| Water skiing                                            |

## Appendix 2: Education Visits flowcharts

# PE visits local

Title of visit:

Process start date:

Visit date:

Responsible:

Tick when complete

Visit requests sent to agsvisits@acklamgrange.org.uk

Visit Lead

☐

Staff Training

Visit Lead

☐

EVOLVE Sheet sent to admin

Visit Lead

☐

Complete EVOLVE for Visit - (1 week before)

Admin

☐

Add attendees

Admin

☐

Inform First Aid & Welfare Officer

Admin

☐

Book minibus  
Description box  
Local  
Attendees  
Event name

Admin

☐

Request text to parents  
(2 days before visit)

Visit Lead

☐

EVC to authorise visit  
Check with EVC for Adventurous Activity

EVC

☐

Collect Red Bag from Medical Room

Visit Lead

☐

Register students on EVOLVE

Visit Lead

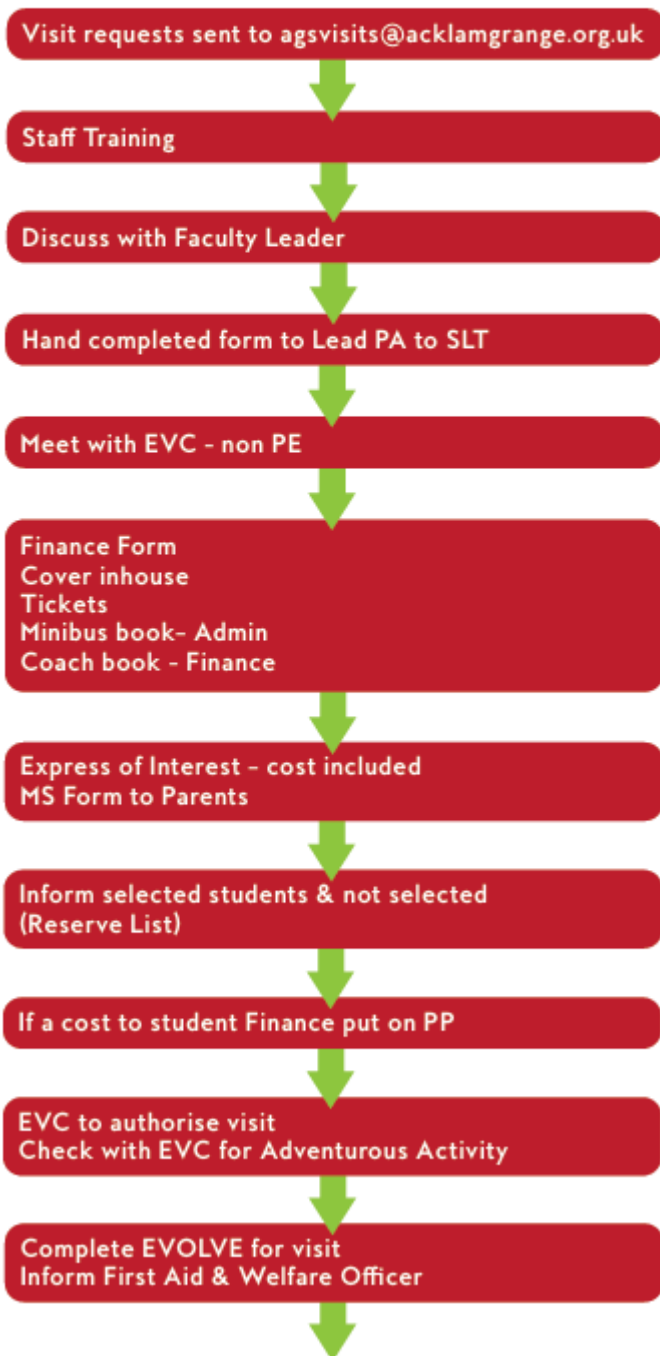
☐

Return Red Bag and Keys

Visit Lead

☐


# Local visits within an hour



Title of visit:

Process start date:

Visit date:

Responsible:

Tick when complete

Visit Lead

☐

Visit Lead

☐

Visit Lead

☐

Visit Lead

☐

Visit Lead

☐

Visit Lead

☐

VL - Admin

☐

VL - Admin

☐

VL - Finance

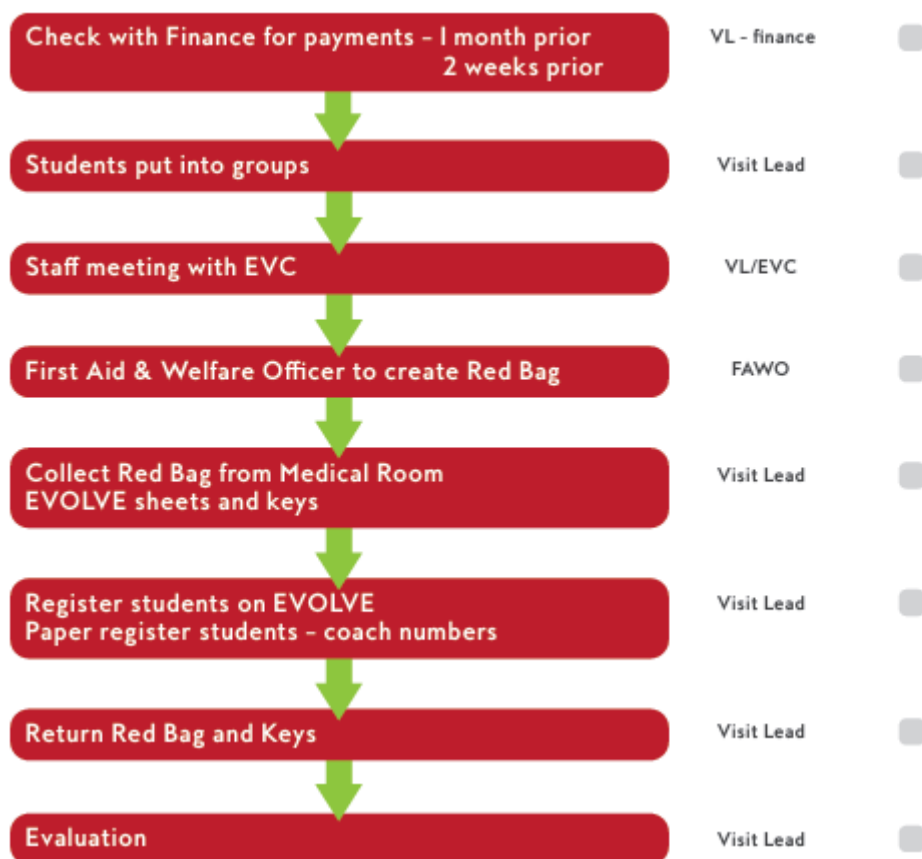
☐

EVC

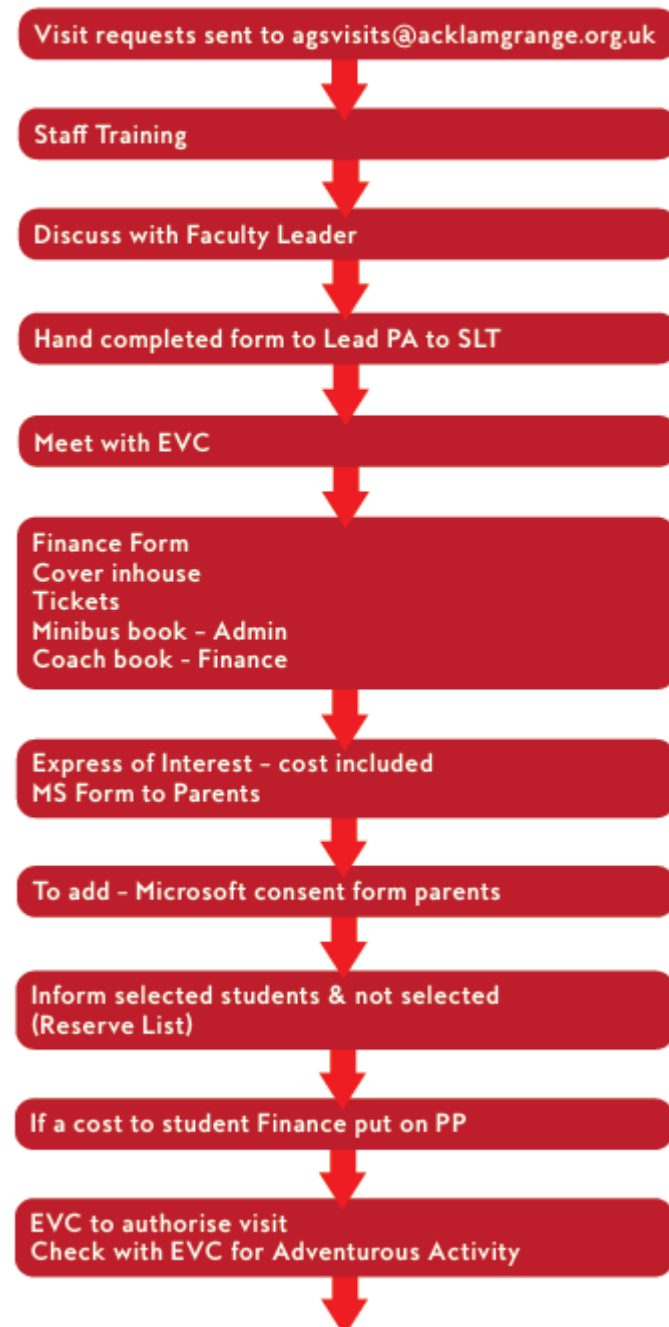
☐

EVC

☐

# Over an hour visits within GB



Title of visit:

Process start date:

Visit date:

Responsible: Tick when complete

Visit Lead ☐

Visit Lead ☐

Visit Lead ☐

Visit Lead ☐

Visit Lead ☐

Visit Lead ☐

VL - admin ☐

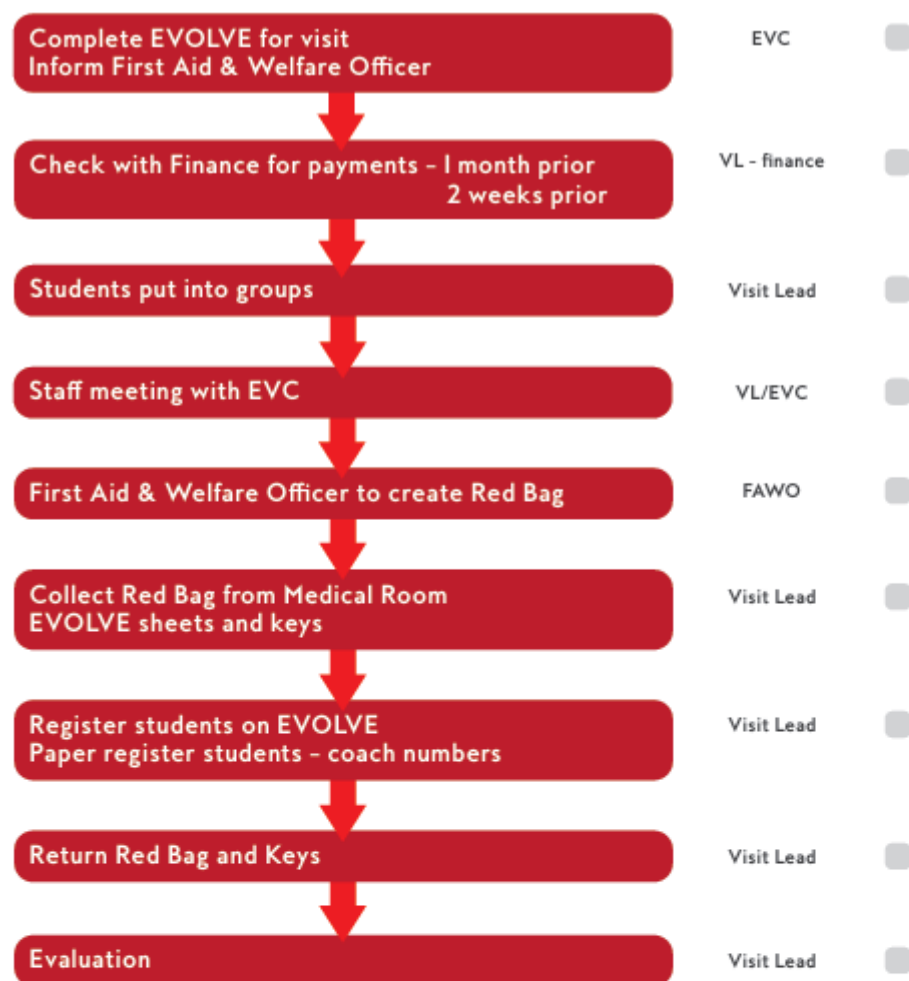
VL - admin ☐

VL - admin ☐

VL - finance ☐

EVC ☐





# GB Residential Visits

Title of visit:

Process start date:

Visit date:

Responsible: Tick when complete

Visit requests sent to [agsvisits@acklamgrange.org.uk](mailto:agsvisits@acklamgrange.org.uk)

Visit Lead

☐

Discuss with Faculty Leader & EVC

Visit Lead

☐

3 quotes - send to School Business Manager

Visit Lead - HT

☐

Discuss with Head Teacher

Visit Lead

☐

Complete Education Visits Form EVC and select quote  
EVC to authorise visit  
Check with EVC for Adventurous Activity

Visit Lead

☐

EVC

☐

Finance Form  
Cover inhouse  
Tickets  
Hoodies  
Minibus book - Admin  
Coach book - Finance

Visit Lead

☐

Promote to students  
Forms  
Assemblies  
Targeted

Visit Lead

☐

EVC Check in

Visit Lead

☐

Inform selected & non-selected students  
Reserve list  
Confirmation/Payment plan letter MS form

Visit Lead

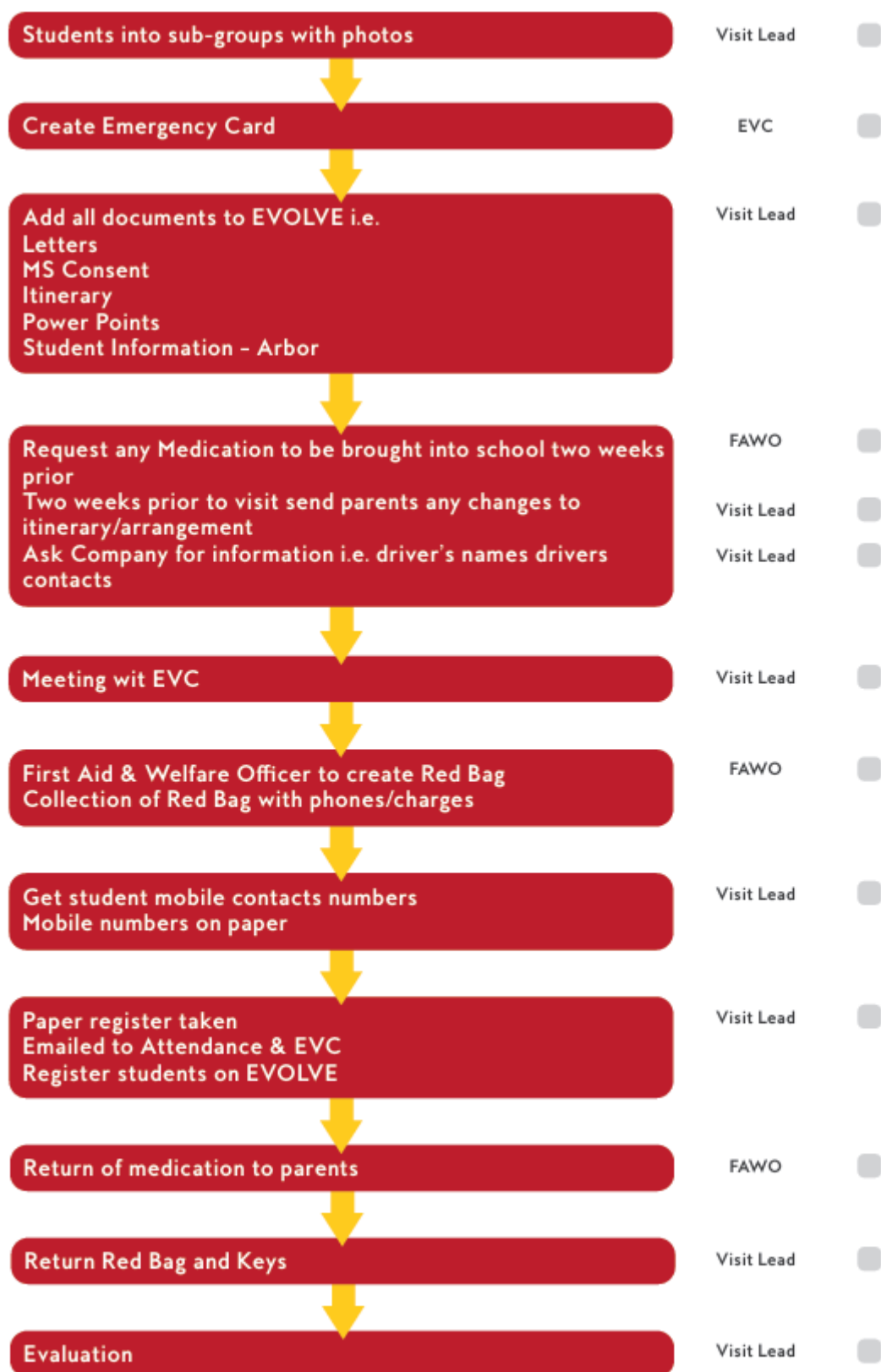
☐

EVC Check in

Visit Lead

☐



# International Visits

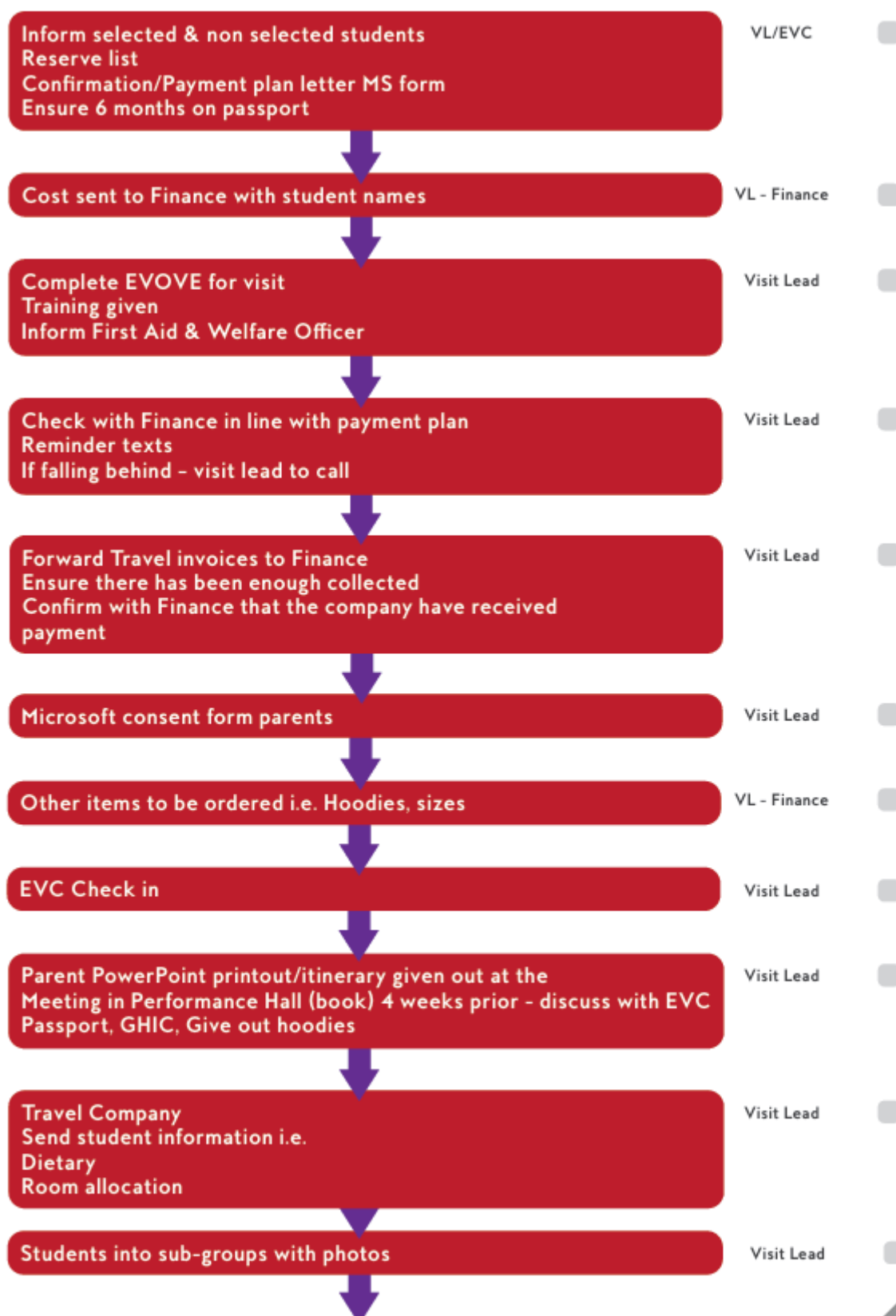
Title of visit:

Process start date:

Visit date:

|                                                                                                                                                                                              | Responsible:      | Tick when complete                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------|
| Visit requests sent to <a href="mailto:agsvisits@acklamgrange.org.uk">agsvisits@acklamgrange.org.uk</a>                                                                                      | Visit Lead        | <input type="checkbox"/>                             |
| Discuss with Faculty Leader & EVC                                                                                                                                                            | Visit Lead        | <input type="checkbox"/>                             |
| 3 quotes                                                                                                                                                                                     | Visit Lead        | <input type="checkbox"/>                             |
| Discuss with Head Teacher                                                                                                                                                                    | Visit Lead        | <input type="checkbox"/>                             |
| Complete Education Visits Form<br>EVC to authorise visit<br>Check with EVC for Adventurous Activity                                                                                          | Visit Lead<br>EVC | <input type="checkbox"/><br><input type="checkbox"/> |
| Finance Form<br>Cover inhouse<br>Tickets<br>Hoodies<br>Coach book - Finance                                                                                                                  | Visit Lead        | <input type="checkbox"/>                             |
| Promote to students<br>Forms<br>Assemblies<br>Targeted                                                                                                                                       | Visit Lead        | <input type="checkbox"/>                             |
| Express of Interest - cost included<br>MS Form to Parents of targeted students<br>Behaviour<br>Attendance<br>Punctuality<br>Welfare Officer - LAC - letter of consent from LA<br>Year Leader | Visit Lead        | <input type="checkbox"/>                             |
| EVC Check in                                                                                                                                                                                 | Visit Lead        | <input type="checkbox"/>                             |







## Appendix 3: Emergency guidance for Visit Leaders

### Acklam Grange School Education Visits – Emergency guidance for Visit Leaders

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

In the event of a signification 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 designated emergency contact.

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)
5. Contact AGS Emergency contact and seek further advice.

|                                       |                                                 |
|---------------------------------------|-------------------------------------------------|
| Guy Whatmore (Education Visits Coord) | EVC, School Emergency Contact                   |
| Natasha Pearson (Safeguarding)        | Safeguarding Lead                               |
| Athena Gika / (Safeguarding)          | Safeguarding Lead                               |
| Lucy Gowlard (Safeguarding)           |                                                 |
| Acklam Grange School                  | Main School Reception                           |
| Acklam Grange School                  | Acorn Centre                                    |
| Acklam Grange School                  | HR Direct Line                                  |
|                                       |                                                 |
| LA EVOLVE EVA                         | Simon Willis, Education Visits Advisor, support |
|                                       |                                                 |
| DfE RPA Trip Insurance                | Insurance 24 hour contact                       |

- If practical, delegate part leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate and necessary actions
- A member of SLT will contact you with a dedicated number to refer all press, media, parental, or other enquiries to and for continuing contact with during the incident.
- Where possible prevent group members/students from using mobile telephones, or going on social media until such time that is agreed by SLT
- Do not allow any member of the group discuss liability with any other party

When the incident is under control:

1. Seek further and full details of the incident, how and why it happened so far as can be established at this stage
2. Maintain a detailed written log of all actions taken and conversations held, together with a timescale – delegate this if needed
3. Overseas visits – Contact the British Consulate/British Embassy