Cliff Federation Policy
Educational Visits Policy

Policy Information			
Status:	Recommended	**Reviewed by:**	Full Governors
Cycle of Review:	Annual	**Policy Ratified:**	January 2026
Signed as accepted:			

Introduction
The Cliff Federation has a strong commitment to the added value of a carefully planned and progressive programme of Educational visits.

This is part of the school's required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year The Cliff Federation will arrange a number of visits that take place off the school site, which support the aims of the school/setting. The range of visits is outlined in Section 5.2.
The Cliff Federation continues to use the forms from the LA and EVOLVE.

Key principles
Young people should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage the risks that are a normal part of life.

Commonsense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

The school has therefore formally adopted, through its Governing Body, the Lincolnshire Educational Visits Employer Policy and Guidance. Additional localised detail has been agreed by the Governing Body and outlined in this policy. EVOLVE should be used at all times for a trip.

Other Key Policies and Documents
This policy MUST be read in conjunction with other key policy documents.
For Example: (*This list is not exhaustive*)

- Safeguarding/Child Protection
- Critical Incident Management Plan
- Supporting children with Medical Condition
- Charges and Remissions
- Health and Safety
- Teaching and Learning

Also subject specific policies e.g. PE (including swimming), Geography, History, Religious Education

And the relevant sections of the Lincolnshire County Council Administrative Handbook

Legal Framework

The main legislation covering Educational Visits is the Health and Safety at Work etc Act 1974 and regulations made under that Act.

The employer is responsible for health and safety, though tasks are delegated to staff. It is essential that roles and responsibilities are shared and clearly understood by all stakeholders.

Management and Planning

Roles and Responsibilities *See Appendix A for approved roles and responsibilities.*

The Cliff Federation recognises the importance of clearly defined roles.

Stakeholders should contact the EVC if they are unclear about their roles and responsibilities. Communicating roles and responsibilities form an important part of the School's Induction process.

Roles and responsibilities are reviewed on an annual basis or immediately after a serious incident/near miss or a change in law, policy or guidance.

The Use of Parents/Carers

Competent Parents/Carers are encouraged to support educational visits by assisting with small groups if needed by the school.

Approval Procedures

It is essential in the early stages of planning for the visit leader to determine the appropriate category of visit. In determining the appropriate category in which to place a particular visit or activity, the Visit Leader and EVC will utilise the Lincolnshire Educational Visits Policy and Guidance document.

Planning checklists for Visits

The visit leader will use the checklist in Appendix B to ensure that all reasonable and practicable steps have been taken to:

- Manage the health, safety and welfare of young people and staff;
- Maximise the educational benefits for young people;
- Maintain effective organisational and administrative records.
- Ensure trip has been approved on EVOLVE

The satisfactory completion of the checklist could become, therefore, the basis upon which final approval for the visit is given at school level.

CATEGORIES, VISITS AND APPROVAL PROCEDURES

Category	Description of visit / activity	Existing Visits at The Cliff Federation	Specific Criteria for Participation if Applicable (and any other information)	Approval Procedure for Community Schools	
A	Visits and journeys with risks similar to that of everyday life, e.g.: historic sites, museums, local walk, theatre, and fieldwork in the locality.	Willoughton Church The Village hall Huntcliff School for PE Local walks around the Village of Willoughton as part of the curriculum Sports matches at local schools (Football, cricket) Yearly trip to the theatre – Lincoln Theatre Royal Gainsborough Trinity Arts Centre Visits to local farms Visits to Lincoln Castle, Cathedral and Collection Museum		Headteacher	x
				EVC approval	x
				Governors notified of visit	x
				Visit leader approved by head only.	x
				LA advice required	
B	Outdoor / Adventure Activities in more remote areas having an element of risk, e.g. Walks below 600m altitude. Activities in countryside environments. Any visit with a residential element within the UK, e.g. Activity Centre. Specialised activities require NGB Qualification for leaders/instructors.	PGL Rand Farm		Headteacher	**x**
				EVC – approval	**x**
				Governors – notification for day visit, approval if residential.	**x**
				LA notification if residential.	**x**
				LA advice if required **– NB forms must be forwarded to EVSupport@cfbt.com at least 2 months before intended date of visit (UK) or 3 months abroad.**	**x**
C	All activities in, on, close to water. All visits abroad.	Swimming	*Individual risk assessment for swimming yearly* *Identifying NON Swimmers/ Early level swimmers and competent swimmers* *Staff Ratios*	Headteacher	**x**
	All recognised hazardous activities.			EVC - approval.	**x**
	Any school-led activity within the scope of AALA. Activities with significant Health and Safety concerns. Activity leaders require NGB qualifications.			Governors- approval	**x**
				LA-approval x	
				Forms to be forwarded to evsupport@cfbt.com at least 2 months before intended date of visit (UK) or 3 months if abroad.	

Organisation

Supervision

Visit leaders and other stakeholders must read, understand and follow **Section 7.1** in the Lincolnshire Educational Visits Policy and Guidance Document.

For every visit, there should be a visit leader who manages the whole visit. For individual activities within the visit, small groups each with a supervisor, is an effective way of ensuring safe supervision.

Supervision Ratios

There are many variables that may govern the appropriate staffing ratio for a particular visit or activity.

The following ratios are put forward therefore as minimum guidelines (the EVC must be consulted):

Category	Stage	Ratio	Minimum Staffing
A	Early Years Foundation Stage	SEE Section 7.1.4 of Education Visits Lincolnshire Employer Guidance	SEE Section 7.1.4 of Education Visits Lincolnshire Employer Guidance
	Key Stage 1	2:15 - 1:8 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
	Key Stage 2	2:24 - 1:10 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
	Key Stage 3+	2:35 - 1:15 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
B	Early Years Foundation Stage	SEE Section 7.1.4 of Education Visits Lincolnshire Employer Guidance	SEE Section 7.1.4 of Education Visits Lincolnshire Employer Guidance
	Key Stage 1	2:12 - 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 2	2:20 - 1:10 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 3+	2:25 - 1:12 thereafter	1QT + 1 other competent member of school/setting staff.
C *See below	Early Years Foundation Stage	SEE Section 7.1.4 of Education Visits Lincolnshire Employer Guidance	SEE Section 7.1.4 of Education Visits Lincolnshire Employer Guidance
	Key Stage 1	2:10 - 1:5 thereafter*	2QTs*
	Key Stage 2	2:15 – 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 3+	2:20 – 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
All Visits Abroad	Key Stage 2+	2:15 – 1:8 thereafter	2QTs

*Early Years Foundation Stage and Key Stage 1 children will not normally engage in Category C activities. Exceptions might include a carefully planned visit to the beach/coastline or a shallow and narrow local stream. Ratios must be assessed. LCC will expect to see before approval clear control measures, a suitable location and experienced adults accompanying the visit.

QT = Qualified Teacher

CE = Competent Employee (see below)

IMPORTANT: MINIMUM RATIOS ARE JUST ONE PART OF EFFECTIVE SUPERVISION. THE QUALITY OF ADULTS IS CRUCIALLY IMPORTANT. SCHOOLS MUST CONSIDER IMPROVING RATIOS IF THERE IS A PARTICUALR NEED.

Children with specific needs will have a 1:1 teaching assistant on school visits.

Important Policy Statements Linked to Supervision

Visit Leaders - small groups of young people on LOW RISK LOCAL CATEGORY A VISITS
Competent employees/non-teachers, including Higher Level Teaching Assistants, are permitted to lead small groups of young people on LOW RISK LOCAL CATEGORY A VISITS.

The Headteacher will judge an employee's competency and decide as to whether certain individuals can lead such visits.
Teachers will lead whole-class visits.

As a small schools (in consultation with the Lincolnshire Educational Visits Team) – 1 QT + CE may be approved for certain B visits. This will support the effective deployment of staff. Safety will never be compromised.

Supervision – Early Years Foundation Stage
Please refer to Section 7.1.4 of the Education visits Lincolnshire Employer Guidance

Supervision and Special Needs
The School is committed to inclusion. Parents/carers will be consulted and kept informed at all stages of the planning process.

Where a pupil requires 'one to one' support, such supervisors will not be counted in the overall supervision ratio.

Organisation
OTHER IMPORTANT POLICY DECISIONS

Key area	Relevant section in the Lincolnshire Educational Visits Policy and Guidance Document	Important Policy Decision – To agree different types of trips
First Aid	7.2	The level of first aid cover will be decided at the planning stage. All school staff to be first trained.
Child Protection Safeguarding	7.3	All members of staff and volunteer helpers having unsupervised contact with children and young people must be subject to Disclosure and Barring Service checks (DBS) as per the LA and school guidelines. Any adult accompanying a residential visit must have undergone a fully enhanced DBS check. This will be recorded.
Insurance	7.4	The Governing Body will ensure adequate insurance is in place for educational visits. The school buys into the Lincolnshire County Council scheme This covers a comprehensive range of visits. The Governing Body, Headteacher and EVC should understand any exclusion.
Transport – COACH	7.5	The School will normally use a Lincolnshire County Council approved operator of PCVs for visits. LEV 13 should be used to gain written assurances, particularly when not using an LCC approved company (can occur if you use specific/specialist travel firms who organise visits for you). This form should be adapted by the EVC/Visit Leader to meet any specific requirements. This is completed on an annual basis for 'commonly used companies' in order to reduce workload and

		bureaucracy.
Transport - MINIBUS	7.5	If The Cliff Federation intends to use a minibus, it will consult with the Educational Visits Team to ensure all requirements will be met. The Educational Visits Team might put the School in contact with the Transport Services Group (TSG) (for expert advice and guidance.
Transport – USE OF PRIVATE VEHICLES	7.5	***Unless such prior arrangements have been made, LCC does not insure the driving of private motor vehicles by members of staff on school business. HT to ensure documents are checked and staff have the appropriate insurance before transporting children.***
Transport – Public Transport	7.5.4	Coaches will normally be used. The Governing Body, however, approves the use of public transport where appropriate (e.g. to reduce costs, to support specific educational outcomes). The visit leader must follow the Lincolnshire Educational Visits Policy and Guidance. The EVC, Headteacher and Governing Body must approve the use of public transport and safety must not be compromised.
Finance – charging		The Education Reform Act of 1988 set out which aspects of education may or may not be subject to charging. See School's Charges and Remissions Policy. All letters regarding school visits should explain which principles apply and that for visits wholly or mainly in school time, contributions are voluntary. Arrangements for remission of charges should also be explained, (See Appendix C for approved templates).
Emergency Procedures	7.8	The Visit Leader and other accompanying adults must be familiar with the school's Critical Incident Plan. This includes arrangements for educational visits. All visit leaders have access to emergency numbers, a mobile phone, emergency funds and a senior member of the school.

Consent

Stakeholders must read Section 7.7 of the Lincolnshire Educational Visits Policy and Guidance.

Cat	Example of visit / activity	Recommended Method of Obtaining Written Consent	Notes
A	Visits and journeys with risks similar to that of everyday life, e.g.: historic sites, museums, local walk, theatre, and fieldwork in the locality. Can also include sport fixtures and regular trips to another local school (as long as the activity/activities do not fall into Category B)	Local: Annual Consent Form. Distant: Individual Consent Form specific to each visit.	The school creates one annual form for updating consent relating to educational visits, photographs and medication, capturing emergency phone numbers and up to date medical information. It is good practice to define the visit type by giving examples. Parents/carers must still be informed of where their young person will be at all times. **Consent for travelling in cars should always be obtained.** Visits further away from the school may require an individual consent form.

B	Outdoor / Adventure Activities in more remote areas having an element of risk, e.g.: Walks below 600m altitude. Activities in countryside environments. Any visit with a residential element within the UK, e.g.: Activity Centre. Specialised activities require NGB Qualification for leaders/instructors.	Day or residential: Individual Consent Form specific to each visit.	This ensures all parents/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school with any new medical information.
C	All activities in, on, close to water. All visits abroad. All recognised hazardous activities. Any school-led activity within the scope of AALA. Activities with significant Health and Safety concerns. Activity leaders require NGB qualifications.	Day or residential: Individual Consent Form specific to each visit.	This ensures all parents/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school with any new medical information

Parents/carers will be told where their child will be at all times and of any extra safety measures required.
Written consent is always required for nursery age children.

Environments and Activities

IMPORTANT POLICY DECISIONS

Key area	**Relevant section in the Lincolnshire Educational Visits Policy and Guidance Document**	**Important Policy Decision**
Leadership and Training	8.1 and 8.2	The Educational Visit Coordinator will undertake initial LA EVC training as part of their induction. This will be renewed every 3 years. New visit leaders will undertake Visit Leader Training. Newly Qualified Teachers will undertake Visit Leader Training.
Quality Assurance	Various	The Cliff Federation will look for the LOtC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. It is normal practice to locate suitable providers to deliver category B and C visits. **A provider with a current AALA licence must deliver all AALA activities.** The Cliff Federation will support **'school/setting self-led'** Category B visits if the visit leader (and other staff) are judged to be competent, the visit has been planned in detail, recommendations from the Lincolnshire Educational Visits Service have been followed and the Lincolnshire Education Visits Policy and Guidance document has been adhered to. The Cliff Federation will require a new provider to complete LEV11 in order to gain written assurances about the quality and safety of the provision provided. This form should be adapted by the EVC/Visit Leader to meet any specific requirements.

Travelling Abroad - GENERAL	8.9	Specialist travel firms will **normally** be used to organise and plan visits abroad. The school/setting will utilise the LOtC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. Other firms will be considered with care and appropriate checks. Self-led visits will be carefully evaluated before being approved. Particular attention will be made to the location, leader and accompanying staff competency and the nature of the group.
Travelling Abroad – EXCHANGE VISITS	8.9	The visit leader is required to complete LEV 14 as part of the planning stage.
Accommodation – BALCONIES AND/OR LARGE OPENING WINDOWS	8.10	Hotels or rooms with balconies and/or large opening windows should be avoided.

Other Important Policy Decisions

Key area	Important Policy Decision
Mobile phones (children and young people).	Children are not permitted to take mobile phones on school visits or residentials
Small electrical handheld games/computers.	Children are not permitted to take small electrical handheld games/computers on school visits/computers on school visits.
Clothing	School visits that take place during the school day and require the children to wear their school uniform If children need specific clothing for an activity or visit parents will be notified through a school letter
Identity Labels	NOT PUPIL NAMES BUT CAN INCLUDE SCHOOL NAME AND EMERGENCY CONTACT DETAILS
The use of approved volunteers	ANY VOLUNTEER ON A SCHOOL VISIT MUST BE DBS CLEARED AND MUST NOT BE LEFT SOLEY RESPONSIBLE FOR CHILDREN

Forms

The Cliff Federation **will utilise the following Visit Forms (LEVs)**

These first four forms should be regarded as the minimum requirement for all visits that require specific parental consent and for which generic or specific risk assessments are not yet in place. Such visits will fall mainly within the 'A' and 'B' categories.

Form	Description	Notes	Interactive Website Links
LEV 1B	Visit Proposal / Notification/Approval	Category A and B Day Visits retained in school/setting. Send to LA (evsupport@cfbt.com) for Category B Residential and Category C Visits.	Electronic versions available via http://lincolnshire.cfbt.com/en-GB/Behaviour-and-Safety/Advisory-Services/Education-Visits-Service
LEV 2a/b	Risk Assessment Matrix	<Alternative templates can be used> EVOLVE to be used	
LEV 3	Parental Consent		
LEV 4	Evaluation form (for the school visit log)	Retained by the school/setting. Send to evsupport@cfbt.com if there has been a significant issue including an accident/near miss	
LEV 5	Application for EVC Registration	Required for all Community, VC schools/settings. Optional for Academies, Foundation and VA schools/settings.	
LEV 6	No longer required		
Useful additional forms for residential visits			
LEV 7	EVC Planning Checklist		Electronic versions available via http://lincolnshire.cfbt.com/en-GB/Behaviour-and-Safety/Advisory-Services/Education-Visits-Service
LEV 8	Visit Leader Planning Checklist		
LEV 9	Group Summary Details	Recommended: Adjust to meet specific needs	
LEV 10	Young People Personal Checklist		

Recommended when using such facilities and services			
LEV 11	Educational Use of Commercial, Charitable, and Private Facilities	Optional: Adjust to meet specific needs. LEV 13 can be also be used as an annual check for coach companies.	Electronic versions available via http://lincolnshire.cfbt.com/en-GB/Behaviour-and-Safety/Advisory-Services/Education-Visits-Service
LEV 12	Volunteer Driver		
LEV 13	Agreement with PCV Operators		
LEV14	NEW: Exchange Visits Checklist (Abroad)	Send to evsupport@cfbt.com for comment during the planning stage. Submit with Approval LEV1B Form.	
PO3	Report of incident/accident	Use to report near misses and accidents. Use as part of the school/setting's Accident Reporting System.	

Monitoring Educational Visit

The Cliff Federation Governing Body will monitor the quality of educational visits using the following tools:

- Examining forms including LEV 1B, risk assessments and other documentation;
- Written and verbal feedback on the planning of visits (including LEV1B) by the Local Authority;
- Attending a sample number of visits and providing feedback;
- A short annual written evaluation report from the EVC identifying the number and types of visits, key areas of strength and development points;
- Feedback from parents, pupils and staff. The LEV 4 Evaluation form can be used for this purpose;
- All accidents and near misses must be recorded as outlined in the school's Health and Safety Policy.

Appendix A
The Cliff Federation Roles and Responsibilities

Lincolnshire County Council will:

- Make the Lincolnshire Policy and Guidance document available to all Children's Services establishments,
- Assess proposals for specified types of visit;
- Provide access to staff for advice;
- Establish points of contact for staff in the case of emergency;
- Ensure training needs have been addressed;
- Maintain specified insurance cover;
- Maintain procedures for the monitoring and review of safety procedures during off-site activities and visits.

The headteacher must ensure that:

- All off-site activities comply with the LA policy and guidance and local school procedures;
- The visit leader and additional staff are suitably experienced and competent to manage all aspects of the visit;
- Approval procedures are followed;
- The planning checklist has been followed;
- Risks have been assessed, recorded and safety measures are in place to manage those risks;
- Child Protection procedures are understood;
- Visits are inclusive and take account of pupils with special needs and disabilities.
- All risk assessments are put on EVOLVE for approval

Additionally, headteachers should introduce procedures that enable the Governing Body to ask questions about the organisation of visits generally as well as those for which governor approval is required.

The Educational Visits Co-ordinator (EVC)

Through the agreement of governors, sufficient time and resources should be identified so that EVCs can fulfil their role efficiently and the induction and training of staff and volunteers can be carried out.

It is good practice for schools to have an Educational Visits Co-ordinator (EVC) this may be the headteacher or it could equally be a teacher or other member of school staff. In this case the EVC will be appointed by, and act on behalf of, the headteacher.

The formal recognition of the EVC function will help the school carry out its health and safety obligations for off-site visits.

The EVC will be involved in the planning and management of all school visits though not necessarily in the actual visit itself. Even though the tasks associated with the role of EVC have been delegated to that person, ultimate responsibility for health and safety remains with the employer.

Community schools should complete form LEV 5 to enable the EVC to be registered with Lincolnshire County Council and thus able to authorise at school level all category 'A' and 'B' visits. Category 'C' visits will be supported by the EVC but approved at LA level.

Registration will help the processes of communication between the Outdoor Education Adviser and EVC in these schools.

The member of school staff designated as the EVC should be specifically competent. The level of competence required will relate directly to the size of the school and the types of visits undertaken by the school.

Functions of the EVC

- Ensure visits meet the employer and school's requirements;
- Support the head and governors with approval and other decisions;
- Assess the competence of prospective leaders and staff;
- Ensure risk assessments are suitable for the purpose;
- Organise training and induction;
- Ensure parents are informed and give consent;
- Co-ordinate emergency arrangements;
- Keep records of visits, accident or incident reports;
- Review systems and monitor practice;
- Liaise with the Outdoor Education Adviser.
- All risk assessments are put on EVOLVE for approval

The Visit Leader

The visit leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare whilst off site.

The visit leader must:

- Be approved to carry out the visit and obtain the permission of the headteacher before any off-site activity takes place;
- Ensure parental consent for the visit is obtained;
- Be suitably competent and knowledgeable about school and LA procedures;
- Plan and prepare for the visit and assess the risks;
- Plan emergency arrangements;
- Define roles and responsibilities of other staff and pupils and ensure effective supervision of what they do;
- Liaise with the EVC and/or Outdoor Education Adviser over any matters where advice is required;
- Evaluate the visit on return to school and record/report any accident, incident or near miss;
- Utilise the planning checklist to ensure all procedures have been followed.
- Ensure that all trips are approved on EVOLVE

The Governing Body of all types of school should:

- Agree a policy for the management of off-site activities, which may be addressed by endorsing the LA policy and should include additional information and reference to:
- How off-site activities are approved;
- How training and information is provided;
- Emergency action procedures;
- The reporting of accidents and incidents including 'near misses';
- Monitoring and reviewing policy and practice;
- The assessing of proposals for certain types of visit, which should include overnight stays and visits outside the UK;

- Ensuring that less routine and hazardous activities are planned well in advance and that proposals are submitted to the LA where appropriate;
- The management of any significant provision particular to the school, e.g. Minibus.
- Check that the school is using EVOLVE to record trips and check that have been approved correctly;

Appendix B

The Cliff Federation Planning Checklist

	Recommended Stages	**Schools/settings should adapt their own planning checklist to reflect local circumstances.**		**Visit Leader Initials**	**EVC Initials**
1	Party Leader	Is there a clearly identified and competent Visit Leader who has overall responsibility for planning and organisation? Is a deputy leader identified?			
2	Purpose	Has the visit a clearly defined educational purpose related to the aims and needs of the school or the personal and social development of the young people?			
3	Age, aptitude, experience	Is the visit suited to the age, aptitude and experience of the young people?			
4	Location	Is the location of the visit appropriate to the activity to be undertaken?			
5	Information Gathering	Has the visit leader made a preliminary visit to check arrangements and suitability?			
6	Advice and initial approval	Has the visit leader discussed plans with any other suitably qualified and experienced staff? Which Category of visit does this fall within? Has the party leader consulted the LA for Category C visits? If using Commercial, Charitable or Private facilities, is use being made of form LEV 11? Has the visit been initially approved by the School?			
7	Staff/Volunteers	Are members of staff suitably qualified and experienced for leading the proposed activities within the visit? Are all adult roles clearly defined? Is the adult / pupil ratio within the guidelines for the proposed activities? Will this include male and female supervision? If residential, will all accompanying adults be DBS checked?			
8	Consent	Has parental consent been obtained for all young people under 18? (form LEV 3)			
9	The Programme	Will all young people and staff have appropriate clothing and equipment? Will another provider be offering additional clothing or equipment? Are alternative activities available, planned and risk assessed?			
10	Finance and Insurance	Have adequate arrangements been made for finance? Is there a contingency fund where necessary? Have parents/carers in receipt of certain benefits been informed of arrangements for claiming partial reimbursement? (No LA funds are held for this purpose) Has additional insurance been arranged?			
11	General Organisation	Is there an adult with appropriate First Aid qualifications assisting with supervision? Is the party leader aware of any dietary, medical or other special needs? Is appropriate transport available? Has use been made of the form for agreements with PCV Operators? (Form LEV 13) What use will be made of mobile telephones? (Staff and young people)			
12	Pre-Visit Briefings Will briefings be held for?	**Young people:** Code of Behaviour ID card What to do if lost	**Parents/carers:** Location and times Supervision arrangements Code of Conduct		

		Emergency re-call and action Groupings Relevance to prior and future learning.	Activities to be undertaken Transport arrangements Equipment list including prohibited items		
12	Communication	Has all relevant information been retained at the establishment? Has a named point of contact been identified at base in the event of an emergency? Is there an emergency telephone number known to all adults at base and at the site? A 24-hour contact number is needed for residential visits in the UK or abroad. Has a system of communicating with parents/carers been arranged for notifying events such as late return?			
13	Risk Assessment	Have all aspects of the visit been properly risk assessed and the findings recorded by the party leader? (Forms LEV 2a, 2b)			
14	Emergency Procedures	Will a copy of the emergency procedures been taken by all adults accompanying the party?			
15	Formal Approval	Have the proposals been reported to, or approved by, the Headteacher, Governors and LCC (if required)? Signatures: Chair of Off-site sub committee Residential should be brought to a Full governing body meeting prior to a residential taking place Head of Establishment Visit Leader EVC LCC Educational Visits Adviser if required **Forms to be forwarded to evsupport@cfbt.com at least 2 months before intended date of visit (UK) or 3 months if abroad.**			
16	After the visit	Have arrangements been considered for appropriate follow-up work, evaluation and contacts on return? This should include: Report back to head or line manager; **Copy of the Evaluation Form to be retained by the school/setting. Forms sent to the Education Visits Adviser if there has been a SIGNIFCANT ISSUE/NEAR MISS;** Collate and file all documentation; Enter visit details in school log; Produce a balance sheet; Ensure any accident forms are sent to the LA and Health and Safety (form PO3).			

Appendix C

SUGGESTED LETTER TEMPLATES <SHOULD be adapted>

The Cliff Federation

Suggested approach letter, School to Parent about School-Time Activity (Non-Residential)

Dear Parent

The school is proposing to undertake (give full details of what is involved in the visit, activity, etc. including a comment about its likely value in educational terms) and has provisionally booked (No.) places.

In order to run this (visit/activity) we have to raise the cost of (tickets, entry, transport, etc.) which works out at (amount (see Note 2)) per place.

Under the requirements of the Education Reform Act, 1988 (as consolidated in the Education Act 1996) we can only raise the cost of the (visit, activity, etc.) by voluntary contribution. There is no obligation to contribute and children will not be treated differently according to whether or not any contribution has been made.

However, the (visit, activity, etc.) can only go ahead if the level of support is sufficient.

I would be pleased if you could let me know:

Whether you wish your child to take part in the (visit, activity, etc.) and
If yes, whether you are willing to contribute and the amount of your contribution.

Yours sincerely

Headteacher

Please return to The Headteacher (School)

(Heading: Visit, Activity, etc.)

I do/do not wish my child (ren) (name(s)) to take part in this (visit, activity etc. (this blank to be completed by the school)).

I am willing to contribute in the amount of £

I am not willing to contribute.

(Delete as appropriate please)

Signed: Parent/Guardian.....

Notes for Headteacher (not to be included on letter to parents)

The law requires that where parents wish their children to be involved in visits or activities you cannot debar them from participation because they cannot afford to or simply refuse to contribute.

There is no limit to the level of voluntary contributions, which parents or others can make to school activities nor is there any restriction placed on the use of such contributions. A request for a contribution towards the cost of a particular activity could include the cost of subsidising pupils from low-income families or the participation costs (travel, etc.) of accompanying teachers.

Please return to The Headteacher (School)

(Heading to detail residential visit to)

1. I do/do not wish my child (ren) (name(s)) to take part in this residential visit.

2. I am willing to contribute towards the costs other than those for board and lodging in the amount of £

3. I am not willing to contribute.

4. (i) I understand that I shall be charged for the Board and Lodgings Costs;

(ii) I am in receipt of Income Support / support under Part VI of the Immigration and Asylum Act 1999 / Child Tax Credit, providing that the parent is not entitled to working Tax Credit and their annual income does not exceed £16,040 / Income-based Jobseeker's Allowance / The guarantee element of State Pension Credit and do/do not wish to claim remission. *** (Delete as appropriate please)**

(Those who wish to claim remission will need to submit evidence of their current receipt of the benefit concerned.)

Signed:.....Parent/Guardian

Notes for Headteacher (not to be included on letter to parents)

The law requires that where parents wish their children to be involved in visits or activities you do not debar them from taking part because they cannot afford or simply refuse to contribute.

There is no limit to the level of voluntary contributions that parents or others can make to school activities nor is there any restriction placed on the use of such contributions. A request for a contribution towards the cost (not board and lodging costs) of a particular visit/activity could include the cost of subsidising pupils from low income families or the participation costs (travel etc.) of accompanying teachers.