

Educational Visits Policy



Policy Ratified on	11/12/2024
Signed Chair of Governors	<i>Angela M Wighton</i>
Signed Headteacher	<i>SATC</i>



Educational Visits Policy

1. Introduction & Philosophy

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

Educational visits are a valuable way to expand pupil's education, providing them with enriching social and cultural experiences. For many of our young people it is a chance to build on essential life skills and promote independence. We believe these visits support learning from our planned curriculum offer whilst also creating opportunities to further develop individual targets as specified in pupils EHCPs.

Visits also have a key part to play in the developing our residential pupils progress. We strive to offer a range of high quality, memorable and stimulating activities and encourage pupils to be involved in planning and organisation of these trips.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils 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 trips organised by the school
- Trips during Residential time for Boarding pupils

2. Procedures and Guidance

It is the responsibility of all involved in educational visits and journeys to follow the procedures and guidance as laid out in the Norfolk 'Guidance for Offsite Visits' www.oeapng.info and any amendments/additions in the future.

Visit leaders must complete the appropriate EVOLVE online www.norfolkvisits.org.uk and school requested documentation prior to a visit, taking into account the agreed categorised level of the trip.

There are a variety of internal documents for staff to follow and complete when organising an educational visit. Staff are required to use the Visit Leader Flow chart P2 – Appendix 1 and submit the following forms to be views by SLT/SMT for approval



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a minimum of 3 weeks in advance of the visit.

- Trip proposal Form (F1)– Appendix 2
- Personal information and Parental Consent Form (F6a) or (F6b) – Appendix 3 & 4
- Draft letter to parents

This allows for information to be communicated to Curriculum & Phase Leaders, Parents/Carers and Pupils in good time.

Due to the unique nature of visits taking place during boarding time the school has a separate procedure for the organising and running of local area visits for Residential Pupils. See appendix 6 & 7.

3. Parental Consents

Consent from parents/carers will be requested for all visits through written paper forms or the use of google documents to generate an electronic form. The school has standard forms, which will be used for this purpose (form F6a/F6b – see Appendix). If the parental consent form has not been returned within 3 days of the trip commencing the child will not be included on the trip unless in exceptional circumstance with text or email consent having been gained from parents; (this must be in agreement with SLT).

For most visits consent forms are retained by the school for a maximum of 10 working days following a visit unless an incident occurs in which case they are retained on pupils' individual files until the age of 25. For residential visits consents are kept for 6 years from the date of the visit. **Telephone permission will not be accepted.** Parent/Carers will be fully informed of the activities and arrangements for the visit by use of information letters (form F5) and consent forms (F6a/b).

For Boarding “local area visits” a blanket consent is gained in paper form for the academic year

4. Approval

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Head teacher. The Head Teacher has nominated Simon White, and Amanda Barley as the Educational Visits Co-ordinators (EVC's) with Kat Wadsworth as the EVC Administrator. The Governing Body has approved these appointments. The EVC's have received training by the Local Authority, and attended update training on 30.04.24 with Evolve Advice Ltd (Renewal of this training is recommended every 3 years).

The governing body has delegated responsibility to a governor on the School Improvement and Standards (SIS) committee to oversee and monitor educational visits. This governor will have 'view only' access to EVOLVE to monitor forthcoming



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visits. The governor and an EVC will meet each term to discuss and review Educational visits and report back to the governing board via the SIS committee.

Before a visit is advertised to parents a member of SLT will approve the initial plan. The Head Teacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system.

The School has agreed a policy for categorising its visits in line with NCC guidance:

- Level 3 visits must be approved via Evolve and the LA's on-line approval gained. (L3 included any adventurous activity or overnight visit.
- Level 2 Day visits approved at school level on Evolve by EVC/ Head.
- Level 1 "Local area" (day/eve) visits: Evolve will be used and approved by EVC – we currently use this facility within our residential setting. – Simon White is the EVC for residential trips. Blanket consent will be gained from parents for all local area visits as outlined in " Residential procedures for organising and running community visits" In the future we could look at recording regular PE lessons like this in order to take advantage of local offsite facilities.

5. Staffing

Sidestrand Hall School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for off site visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory

visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Use of staff private vehicles should be avoided however if they are used consent will be obtained from parents.



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6. Risk Management

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment

(Form F7). In addition to this staff will use the 'STAGED' method when appropriate, which offers a framework to support planning. The STAGED approach is an expansion on National Guidance's 'STAGER' alternative. This allows risks specific to the visit to be identified, recorded and planned for by the group of staff involved and can be adapted on the days leading up to the visit.

7. External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils (form F9). All payments for the visit will be made through the school accounts to take advantage of VAT reclaims.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom (LOtC) Quality Badge for which no Providers Contracts or other assurance checks are required.

8. The Expectations of Pupils and Parents/Carers

Sidestrand Hall School has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety or for that of others can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents/carers will be expected to cover any costs of that journey. Groups and staffing will be discussed with Amanda Barley or Paul Harrod prior to the trip and when all consent has been received.

Sidestrand Hall School has policies for Charging and Remissions, Behaviour and Inclusion, which apply to all visits.

9. Emergency Procedures

Sidestrand Hall School will appoint the Head Teacher and/or another member of the Senior Leadership Team as the emergency contact for each visit (EPOC). All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. During Boarding offsite activities the Residential management team will act as the Emergency Point of Contact.



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The EPOC will have access to the group information form (F4), during the school day and Arbor will be used to access up to date emergency contact details. During an overnight residential trip (Category 3), the EPOC will take this form home with them for reference. Arbor will still be used as it can be accessed offsite.

All incidents and accidents occurring on a visit will be reported on form F10 and via the CPOMS, OSHENS or Arbor system once back in school.

THE SCHOOLS SAFEGUARDING PROCEDURES APPLY DURING ALL SCHOOL VISITS AND ANY SAFEGUARDING ISSUES MUST BE REPORTED AS PER THE SCHOOLS POLICY AND PROCEDURES.

10. Charging for Activities and Visits

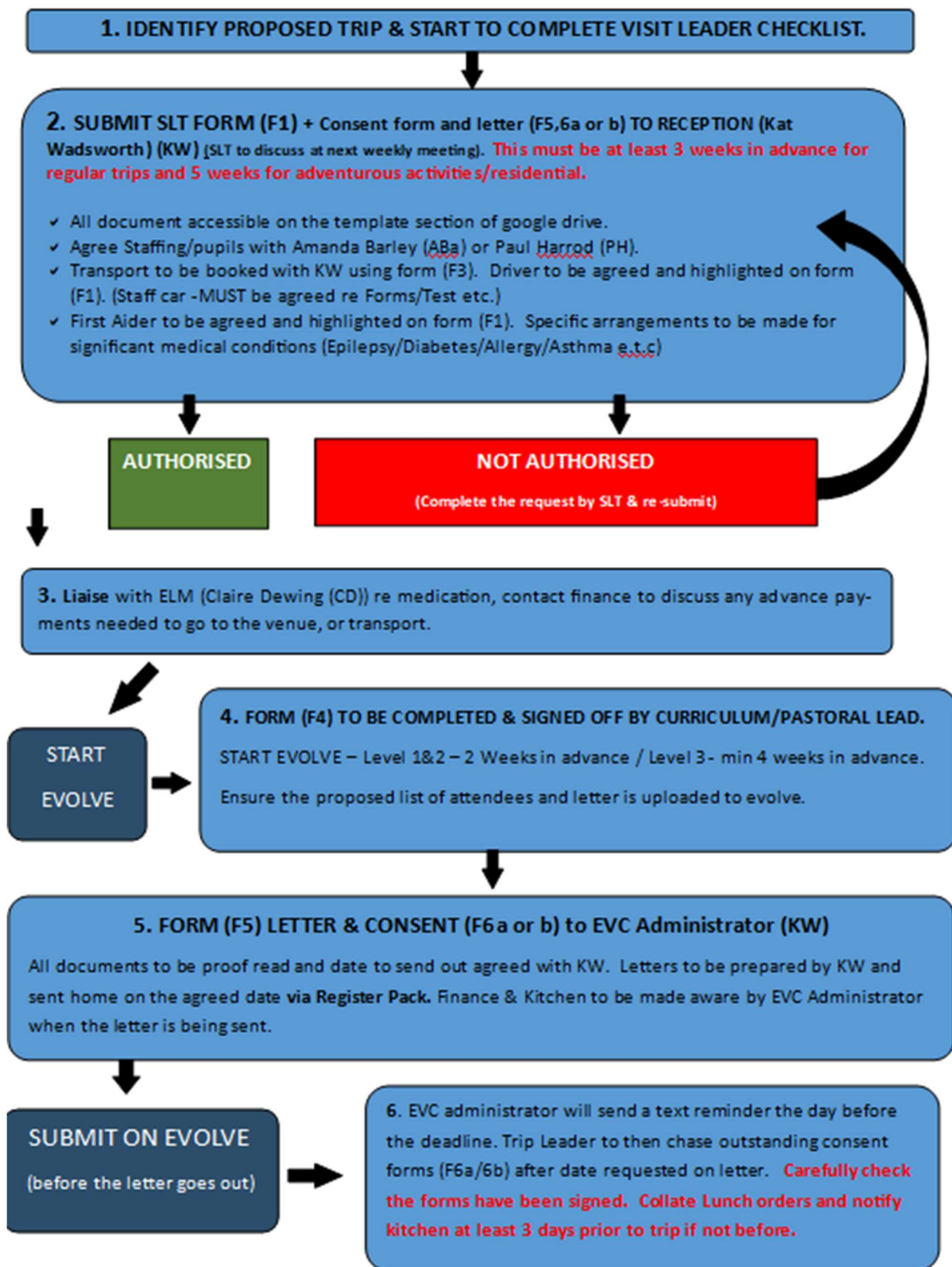
Sidestrand Hall School may invite, but not require, parents/carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. Pupils will not be treated any differently according to whether or not their parents/carers have made a contribution.

The level of contribution will be calculated for each activity in line with DfE regulations regarding charging for school trips. Activities may not take place if insufficient voluntary contributions are made.

Other school policies that this policy relates to are:

- Finance Policy Appendix 3 'Charging and remissions Policy'
- Pupil Premium Policy
- Behaviour Policy
- Driving for work Policy 'Carrying children in buses, minibuses, coaches and taxis G620'
- e-Safety and Data Security Policy
- Safeguarding Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

EDUCATIONAL VISITS FOR SIDESTRAND HALL SCHOOL





EDUCATIONAL VISITS FOR SIDESTRAND HALL SCHOOL

7. 3 DAYS BEFORE

All consent forms **MUST** have been returned and the trip leader should submit the final Group Info (F4) - EVC has to sign off at this point on Evolve. Arrangements should be made for any pupils remaining in school.

Be aware in extreme circumstances the trip can still be cancelled at this point.



8. TRIP DAY

- ✓ See SLT if pupils refuse to go on the trip.
- ✓ ALL staff to sign themselves out via Inventry.
- ✓ First aid bag, tablet, blue badge & minibus keys to be signed out from Reception.
- ✓ Minibus pre-journey check list to be complete in the file in the minibus.
- ✓ Collect lunches from the kitchen and any required medication.



9. ON RETURN TO SCHOOL

- ✓ Check mini bus is left clean and dispose of any rubbish. Complete minibus journey log and shut windows.
- ✓ Immediately return blue badge, minibus keys, first aid kit and tablet to reception.
- ✓ Notify reception if photos need downloading or first aid kit needs replenishing.
- ✓ ALL staff to sign back in via Inventry.
- ✓ Report any incidents/accidents using form F10. Follow usual in school procedures for recording and contacting parent/carers.



**AFTER
TRIP**

10. FINALLY

- ✓ Submit an evaluation on Evolve within 3 days.
- ✓ Follow up on any necessary actions regarding incidents/accidents.

Appendix 2

SIDESTRAND HALL SCHOOL - Trip proposal Form- PASS TO KAT (RECEPTION) OFFICE FOR SLT/SMT (F1)

Trip Proposal Form (To be authorised by SLT Every Monday or SMT Every Friday)

Trip Leader:		Destination and activities to be included: *Max 35 mile /1 hour distance*	SMT to check Diary: Please tick if Date Avail:																															
Deputy Leader:																																		
Proposed Date(s):	Proposed time of departure:	Proposed return time:	Who is the curriculum lead, and have you made them aware?																															
Reason for trip and curriculum areas supported/or reward:																																		
<table border="1"> <thead> <tr> <th>BUDGET</th> <th>Cost per person</th> <th>Total</th> <th colspan="2">Notes</th> </tr> </thead> <tbody> <tr> <td>Entry tickets (Trip leader to organise and book)</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Transport: Coach Minibus (50p per mile) Train Other (please circle. If other state means of transport.....)</td> <td></td> <td></td> <td colspan="2">Check availability of minibuses!!!</td> </tr> <tr> <td>Resources costs</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Other (please state):</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Total trip cost</td> <td></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>					BUDGET	Cost per person	Total	Notes		Entry tickets (Trip leader to organise and book)					Transport: Coach Minibus (50p per mile) Train Other (please circle. If other state means of transport.....)			Check availability of minibuses!!!		Resources costs					Other (please state):					Total trip cost				
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Resources costs																																		
Other (please state):																																		
Total trip cost																																		
How will the costs for the trip be met? (Parental contribution, Strand request, external funding secured etc)																																		
Number of proposed staff:		Number of proposed pupils:	Total no. of group:																															
Proposed staff: Driver: First Aider(s): Consideration for First Aider e.g. Epipen Training, Diabetes, Epilepsy, other medical needs:		Group with names:																																
Pupils requiring Medication & time:		Teaching staff cover required:																																
Meds trained staff:																																		
1-1:		DISCUSSED & AUTHORISED BY VISIT COORDINATOR	YES/NO	Signature:																														
Other:																																		
AUTHORISED		NOT AUTHORISED Reason:																																
Signed Date.....																																		

Appendix 3

Parental Consent Form – Level 1 & 2 Visits

(F6a)

CONFIDENTIAL – PLEASE RETURN TO RECEPTION BY [ENTER DATE]

To be completed by the Visit Leader

Reception to return to: [Name Name]. The Visit Leader who will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Group:

Place of visit:

Cost of trip: £

Activities to be included on visit:

Method of travel:

Date/s:

To be completed by the Parent/Guardian

I am willing for my child _____ Class _____

to take part in the above visit/journey and, having read the information provided, I agree to his/her taking part in the activities described.

I understand that the staff responsible for the activities will take all reasonable care of participants.

I agree to my child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

- My child is in receipt of Free school meals and I am unable to contribute to the cost of the trip.
- My child is in receipt of Free school meals and I enclose £____ towards the cost of the trip.
- My child is in receipt of Free school meals and will pay £____ online by the due date, towards the cost of the trip.
- I enclose the full total trip cost.
- I agree to pay online the full trip cost by the due date.

Please note, the trip may not go ahead if insufficient funds are received.

Emergency Contact Details: Name of parent(s)/guardian(s):

(1) _____ Tel: _____

(2) _____ Tel: _____

Date of last known tetanus injection (if known):

Please tell us about any allergies, e.g., medicines, food, bee stings, etc.

Please tell us about any food not eaten for religious or health reasons:

Please provide any other information/medical conditions which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. heart conditions, asthma, phobias, epilepsy, visual or hearing impairment, hyperventilation, diabetes, travel sickness, toileting difficulties, friendship problems etc. If your child has hearing aids or glasses please ensure they have them with them for the identified trip.

If your child/ward has Asthma – Please ensure that they have a named, working, in-date Inhaler that they bring to school every day.

Lunch – Please tick one of the options below.

- Free School Meals ham packed lunch
- Free School Meals cheese packed lunch
- Paid £2.50 school ham packed lunch
- Paid £2.50 school cheese packed lunch
- Will be providing a packed lunch from home

Signature of Parent / Guardian: _____

Should there be any amendments to this information after it has been handed in, please contact the Visit Leader immediately.

Personal information and Parental Consent Form – Level 3 Visits
CONFIDENTIAL PLEASE RETURN TO RECEPTION

To be completed by the Visit Leader:

Reception to return to: The Visit Leader who will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Place of visit:

Day & date of departure:

Day & date of return:

Activities to be undertaken:

Method of travel:

(seat belts fitted as standard Yes)

To be completed by Parent/Guardian (please use block capitals)

Young person's full name: _____ Date of birth: __/__/____

Home address: _____

_____ Post code: _____

Name and address of parent(s)/guardian(s) and/or other contact persons:

(1) Name: _____ Relationship: _____

Address: _____

_____ Tel. no. _____

(2) Name: _____ Relationship: _____

Address: _____

_____ Tel. no. _____

Doctor's name : _____

Doctor's Tel. no: _____ National Health No.(if known): _____

Date of last known tetanus injection (if known):

Please give details of any recent illnesses:

Please give name and dosage of any medications currently being taken:

Please tell us about any allergies, e.g. medicines, food, bee stings, etc:

Please tell us about any food not eaten for religious or health reasons:

Please provide any other information which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, friendship problems, etc.

I am willing for my child to take part in the above visit/journey, and having read all the information provided, I agree to his/her taking part in the activities described.

I understand that the staff responsible for the activities will take all reasonable care of participants.

I give/do not give* permission for my child/ward to receive pain relieving medication when appropriate (one dosage of paracetamol only).

* please delete as appropriate

I agree to my child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

- My child is in receipt of Free school meals and I am unable to contribute to the cost of the trip.
- My child is in receipt of Free school meals and I enclose £_____ towards the cost of the trip.
- My child is in receipt of Free school meals and will pay £_____ online by the due date, towards the cost of the trip.
- I enclose the full total trip cost.
- I agree to pay online the full trip cost by the due date.

Please note the trip may not go ahead if insufficient funds are received

Lunch – Please tick one of the options below.

- Free School Meals ham packed lunch
- Free School Meals cheese packed lunch

- Paid £2.50 school ham packed lunch
- Paid £2.50 school cheese packed lunch
- Will be providing a packed lunch from home

Signature of Parent / Guardian: _____

Only complete if your child/ward is asthmatic.

In event of an asthma attack:

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signature of Parent / Guardian: _____

Should there be any amendments to this form after it has been handed in, please contact the Visit Leader immediately.

This form must be completed for each member (including staff) of any group involved in any activity that includes absence from home overnight, visits abroad, and/or adventurous activities.

Appendix 5 – Collaborative approach to Risk Assessment - Guidance



The STAGED approach to planning



Introduction

Planning educational visits can be complex, but the STAGED approach offers a framework to guide your thinking. STAGED stands for:

Staffing
Transport
Activity
Group
Environment
Distance.

This document will aid you to set out a collaborative approach with your team to ensure all considerations are taken into account.



How to use the STAGED approach when planning educational visits



When planning a visit and undertaking a risk assessment, teachers and EVCs can use STAGED to guide the thinking process. So, what does it mean and how can it help?

Planning an educational visit can be complex with so many things to remember: Have I booked the coach? Do we have the medical information? Have we got the passports?

This is then compounded by the need to undertake a risk assessment and ensure all significant eventualities are considered.

For educational visits, there are checklists, training, guidance and the support of colleagues to help, but you can also use the 'STAGED' method which offers a framework to support you when planning your school visits. The STAGED approach is an expansion on National Guidance's 'STAGER' alternative.

When planning a visit and undertaking a risk assessment, you can use STAGED to guide your thinking. This is done best as a staff team and not in isolation.



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What does STAGED stand for?

S is for staffing:

- Do you have sufficient staff?
- What are their competencies?
- What's your staff contingency plan?
- Do they have any needs to be considered?

T is for transport:

- How are you travelling?
- Do you have qualified drivers?
- Are you stopping at services?
- Are you using public transport?

A is for activity:

- Is this provider-led and do they hold an LOTC Quality Badge?
- Are the staff appropriately qualified and trained if school-led?
- Do you have the right clothing and equipment?
- Are the learning outcomes clear?

These are just some considerations but not an exhaustive list, and as a team you should discuss, prepare and undertake the STAGED planning collaboratively to ensure the skills, knowledge and views of your colleagues have been taken into consideration.

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G is for group:

- Has the behaviour, medical, educational, emotional etc. needs been considered?
- Group dynamics and rooming?
- Team development?
- Are the students competent to do what you are asking of them?

E is for environment:

- Is this urban or rural?
- Is this near water or in challenging terrain?
- Is it summer or winter?

D is for distance:

- How far are you from school and how accessible for the emergency services are you and therefore, how far are you from help?
- Are you overseas and what are the implications of this - entry requirements, medical care, culture?



STAGED FAQs



Q: What is the STAGED approach in educational visits?

A: The STAGED approach is a framework used to guide the thinking process when planning school visits and undertaking a risk assessment.

Q: How can the STAGED approach be helpful in educational visits?

A: The STAGED approach offers a structured and comprehensive way to consider all aspects of planning educational visits, ensuring that all significant eventualities are taken into account.

Q: Who can use the STAGED approach?

A: Teachers and EVCs can use the STAGED approach to guide their thinking process when planning school visits. It is best done as a staff team and not in isolation.

Q: Are there any other considerations to keep in mind when using the STAGED approach?

A: These are just some considerations but not an exhaustive list. As a team, you should discuss, prepare and undertake the STAGED planning collaboratively to ensure the skills, knowledge and views of your colleagues have been taken into consideration.

Q: How can the STAGED approach be adapted to become a risk assessment model?

A: The STAGED approach can be adapted to become a risk assessment model, as there are hazards and control measures within each STAGED variable.

Q: Where can I learn more about the STAGED approach?

A: Teachers and EVCs can learn more about the STAGED approach on EVOLVE Advice's training courses at www.evolveadvice.co.uk/courses

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STAGED Mind Map for collaboration



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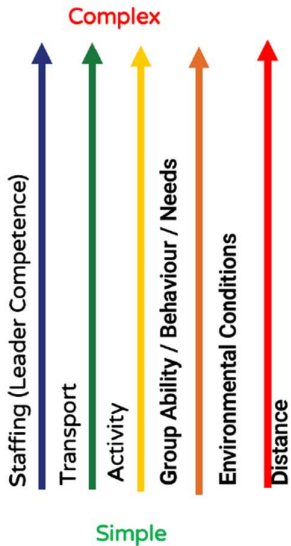
STAGED Table Template



S.T.A.G.E.D	Who is affected?	What are the issues?	How to manage?
Staffing			
Transport			
Activity			
Group			
Environment			
Distance			

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STAGED Complexity Considerations



STAGED

- Staffing (leader competence)
- Transport
- Activity
- Group ability/Behavior/Needs
- Environmental Conditions
- Distance

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Appendix 6

Residential procedures for organising and running Community Visits

The Residential provision uses the Evolve online system for planning and approval of all offsite visits.

Local area visits

Due to the nature of the Residential provision, providing flexibility and the goal of enabling children to have choice and make decisions about the activities they would like to do and when, blanket consent is gained from parents to cover any of the Local Area activities listed below for the duration of the year.

For the purpose of these forms Local area is defined as North Norfolk and Norwich.

The activities and venues included in this visit planning are as follows:

- Swimming at the Reef leisure Centre Sheringham
- Bowling at Strikers North Walsham, Hollywood Bowl Norwich or Namco Norwich.
- Golf at Golf driving range Mundesley
- Cinema at Movieplex Cromer, Odeon Norwich or Vue Norwich
- Visiting shops and supermarkets in the local area
- Walks in woods and on footpaths in the local area
- Visiting parks and play areas in the local area
- Visits to cafes and restaurants in the local area
- Walks and play at beaches in the local area (This does not include paddling or swimming in the sea)

On the day:

The visit must be agreed by the Residential Manager or senior on duty before departure and the form Residential Community visits must be fully completed and signed by the visit leader and the Manager or Senior on shift. This should be placed in the Residential Managers office.

A local area visit form must be completed on EVOLVE before departure.

There is a written risk assessment for each activity included in the residential community visits pack. The pack also includes risk assessments for Transport, First aid, Emergencies, Weather and Supervision as well as other relevant guidance.

The risk assessment pack must be read and signed by all members of the residential team annually, and will be part of the induction process for all new staff. The visit leader must refer back to the risk assessments or seek guidance from the Residential Manager if unsure at any time.

The visit leader must take with them an electronic tablet or phone with pupil details, risk assessments, care plans and emergency contact details in case of emergency. These devices are password protected to ensure compliance with GDPR.

All members of the Residential team that have passed their probation period have been approved to act as visit leader providing all of the above have been satisfactorily completed.

The Identified first aider must ensure they have access to a fully stocked first aid kit at all times.

Other visits

Any visit that falls outside of those outlined in the local regular visits must be planned, completed and approved using the EVOLVE online system to the time scales outlined in the Educational visits policy. Specific parent consent must be gained for these activities. The proposed visit should be discussed with the Residential Manager at the first point of planning. Additional planning, including site specific risk assessments, activity specific risk assessments or providers checks may be required.

Sixth form pupils and lone working.

To support the sixth form boarding pupils residing in the flat to develop their independence and have access to the local community, we have agreed that some visits can take place on a one staff to one or two young person basis.

For this to happen the following will be in place.

- A blanket Parent consent for the visits to be lone worked, detailing area and venues included in the visit.
- A risk assessment detailing how the risks around lone working will be managed including a clear procedure for seeking support and managing unforeseen events.
- Suitability of the young people to access the visits will be determined by their Risk Management Plan.
- Acknowledgement from staff that they are happy to Lone work Sixth form Pupils during visits.

Appendix 7



Residential community visits

Visit Leader.....

Where Date.....

Activity on trip

Departure time Estimated time of return

Children/Young people

.....
.....
.....
.....
.....

Staff

.....
.....
.....

Emergency contact **on trip** (name, number)

.....

First Aider

Method of travel.....

Trip Risk assessments read YES/NO

Pupil individual Risk assessments read YES/NO

First Aid kit and electronic trip pack taken YES/NO

Visit Leader Signature _____

Manager/Senior Signature _____