

EXTERNAL VISITS PROCESS

STEP 1: Initial Planning and Approval

Visit Idea/Concept

Obtain information on the visit, check whole school event calendar for availability and risk assess the concept. Consider the staffing for the visit and the implications this may have on school/cover. Consider proposed travel arrangements and availability.

Complete **Pre-Visit authorization Form (Form C)** and **Educational Visits—Financial Planning Form (Form D)** and submit to EVC to discuss concept of the visit with and seek approval from the Principal.

If agreed to, and only when you have an approval in principle confirmation email, you can continue with planning the visit:

- Launch trip with students/parents (letter issued – copy to EVC and Admin Manager)
- Book all entry fees, accommodation, meal, etc. via Access Finance.
- Request to admin to set up Parent Pay for student contributions.
- Collect student consent details.
- Open a trip on Evolve and add details, itinerary (this should provide a clear picture of the visit – Who, Why When – which will be an important document in any emergency), risk assessments, etc. (attendees can always be added/amended later.)

Complete a LOA request, if required.

STEP 2: One week prior to Educational Visit

Confirm arrangements:

- Confirm attendees and submit Evolve (*this should be completed 6 weeks prior to trip for overseas visits*) via:
 - student contributions received
 - consents received
- Ensure payment has been made or purchase order sent to provider
- Confirm transport bookings (if applicable)

STEP 3: Day of Educational Visit

It is important that you DO NOT LEAVE SITE until the following have been actioned:

- Register taken of all attendees
- Copy of register given to Attendance Team
- Trip phone collected from reception (this will be the communication used in any emergency situations)
- First Aid pack collected from reception
- Visit Leader has access to the following information during visit:
 - Register of attendees
 - Itinerary
 - Emergency contact details
 - Medical information for attendees

(All this information will be on Evolve and available to EVC and Headteacher in the event of an emergency)

- Confirm with reception before leaving that trip has EVC/Headteacher approval on Evolve – **DO NOT LEAVE SITE WITHOUT CONFIRMING THIS**