

## **Our Lady & St Edward Academy**

### **Off Site Visit Procedure- Staff Responsibilities**

#### **Step 1:**

When considering a trip/visit staff need to fully investigate the venue by-

- Pre visiting the venue (many places allow free pre visits to teachers if you contact them before hand).
- Estimate cost including venue, session leaders, refreshments, resources, materials & transport (transport cost to be checked through Anne Marie).
- Check availability of a range of dates with venue.
- Plan for necessary adult support.
- Check venue & transport can accommodate/provide for children with additional needs.

#### **Step 2:**

- Document all of the above and bring to SLT meeting for consideration at start of term via your KS/line manager.

#### **Step 3:**

Once passed by SLT the trip can be booked by-

- Consult school diary to ensure trip doesn't clash with any other event.
- Ensure availability of staff needed- a minimum of 2 school staff including a first aider must be on trips as well as necessary additional adults.
- Arrange transport booking through Anne Marie.
- Book the trip and confirm in writing with the venue.

#### **Step 4:**

Inform parents about the trip by-

- Writing the standard format letter for trips and get a member of SLT to sign it off before sending out to parents.
- Be clear with parents about setting off/return times, appropriate clothing/uniform, spending money, meals etc.

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- Gain parental consent for all trips on an OV4 form.

### Step 5:

#### Risk Assessment

- Check the venue has it's own risk assessment and get a copy.
- Complete a risk assessment for the venue and transport at least 7 days before the event and give to Neil Vanderwalt so that he can upload it on to EVOLVE (Neil will support you with this if given enough time).  
Individual risk assessments may need to be completed for children with specific needs.

### Step 5:

#### At least 7 days before trip-

- Alert school office to any packed lunches needed, early dinner provision etc in order for them to alert the kitchen.
- Check with the venue methods of payment needed and inform Anne Marie Jordan.
- Check you have **fully completed** OV4 forms for **all children**, enough additional adults, medication is in date.

### Step 6:

#### On day of trip-

- Photo copy all OV4 forms- take with you on trip and leave a copy with a member of SLT in office.
- Leave a list of all staff and additional adults attending trip with OV4 forms.
- Take all necessary medication/inhalers, enough first aid kits for all groups, bucket for illness, wipes, tissues, spare clothes.
- Ensure you have a charged mobile.
- Try to ensure that additional adults are not alone with children/groups of children.

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- In the case of an accident/illness/behaviour incident inform school first for advice before contacting parents.
- On returning from trip alert school if there is likely to be a delay and give an estimated time of arrival if possible.

#### **Step 7:**

#### **Following the trip-**

- Ensure children return inhalers etc to class.
- Return first aid kits to Angela Johncock.
- Return buckets etc to site manager office.
- Give feedback on trip to SLT.
- Thank supporting adults.

#### **OV4 Form**

- Generic OV4 form to be completed in September for all children for short local walks around school, to church etc. Staff to check these exist for all children including new children joining during year before each local trip.
- Neil Vanderwalt to ensure Generic OV4 form to be completed by parents of all children representing school during year for sports fixtures.
- Lead teacher to ensure Generic OV4 form to be completed by parents of all children attending series of sessions e.g ice skating, swimming etc in advance of sessions beginning.
- A trip specific OV 4 form must be completed by parents of all children for all other trips.
- Children can not take part in a trip without a completed, current OV4 form. Alternative arrangements must be made for them within school.