

Procedure for Organising an Educational Visit 2024-25

This document will be available to all staff in the All MSM Staff Team.

Note that costs for school trips must be met by families.

1 REQUEST	<ul style="list-style-type: none"> • Visit Leader (VL) to discuss initial idea with HOF or relevant line manager. • Provisional staffing to be agreed. • VL to liaise with external agencies re viability of trip. Ensure adequate insurance is in place with external organisations. • VL to book meeting with EVC to discuss plan, date, staffing and finance. Plan agreed and trip added to school calendar.
2 COMMUNICATION	<ul style="list-style-type: none"> • VL to send letter home outlining the details and full itinerary of the trip and asking for responses and payments or initial deposits. The letter must include links (provided by EVC on request) to the following microsoft form: <ul style="list-style-type: none"> Permission to attend trip / emergency contacts / medical information / dietary information • For residential trips, a second link (provided by EVC on request) must be included on the letter: <ul style="list-style-type: none"> Behaviour contract <p style="text-align: center;">Note The letter should be sent to EVC for approval before sending out. The letter must be included in the Evolve submission.</p> <ul style="list-style-type: none"> • Finance office to assist with setting up SCOPAY. VL to monitor payments and communicate with parents/carers where necessary. • Firm bookings to be made, transport and accommodation booked, passport details requested where applicable. • The VL must monitor responses and communicate with parents/carers to ensure these are completed before departure. The EVC has access to the responses. Students will not be allowed to go on the trip if the permissions are not in place.
3 EVOLVE	<ul style="list-style-type: none"> • Once all arrangements are in place, the VL must use Evolve in order to ensure the trip has full risk assessments in place. • When adding your trip, please select 'Visit Form' and not 'Local Area Visit'. <div style="background-color: #d4edda; padding: 5px; margin-top: 10px; border: 1px solid #c3e6cb;"> <p style="text-align: center;"><i>For day trips, EVOLVE should be submitted 1 month before departure.</i></p> </div> <div style="background-color: #d4edda; padding: 5px; margin-top: 5px; border: 1px solid #c3e6cb;"> <p style="text-align: center;"><i>For UK and overseas residential trips, EVOLVE should be submitted 2 months before departure.</i></p> </div>

<p>4 EVOLVE All Visits Risk Assessment (AVRA) & Emergency Plan</p>	<ul style="list-style-type: none"> • The MSM All Visits RA (AVRA) must be added for all trips. The template for this will be in Teams. • In the two central columns, / or x should be added for each row, as well as the initials of the supervising member of staff who is responsible for that action. Additional relevant comments should be added in the green column - this is important as it demonstrates full engagement with the risks associated with the specific trip. Lots of detail in the green column is advisable. Any irrelevant information on the AVRA template (eg comments on residential trips which are not relevant for day trips) should be removed. • A document for emergency procedures on Visits should be taken by all accompanying staff on every trip. Details on the back page should be specific to the trip.
<p>5 EVOLVE Additional Risk Assessments</p>	<ul style="list-style-type: none"> • A variety of other risk assessment templates such as residential and overseas are available on Evolve and should be edited and uploaded as appropriate. • All Evolve submissions are approved by the EVC and Head. Residential and overseas trips are subsequently approved by the Derbyshire team. • The VL should create and distribute packs to accompanying staff. Packs should include hard copies of all risk assessments, registers, medical information, emergency contacts and any other relevant information to all staff involved. • Accompanying staff must then complete the microsoft form below confirming they have read and understood all of the risk assessments. The link to confirm this is here. <p style="text-align: center;"><u>Confirmation I have read and understood school trip risk assessments</u></p>
<p>6 FINAL ARRANGEMENTS</p>	<ul style="list-style-type: none"> • Accompanying staff to complete Leave of Absence requests at least 2 weeks before the trip. • VL to liaise with IT regarding school phone. • Accompanying staff to arrange duty swaps and cover work. • VL, AVL or supervising first aider to collect and check First Aid kits. • VL to liaise with school catering department regarding packed meals if required. • VL to give final details to students (including emergency mobile number). • VL and accompanying staff to ensure they have register/RA/emergency contact packs. • VL to give list of names to reception and post on Teams. • VL to ensure accompanying staff are aware of emergency MSM contacts. • VL to give clear instructions for safe practice of monitoring pupil attendance throughout the trip.
<p>7 EVALUATION</p>	<ul style="list-style-type: none"> • Within a week of returning, the VL must complete the Evaluation form on Evolve. • Any incidents, diseases, injuries or dangerous occurrences must be recorded.