



Keelman's Way School

Educational Visits Procedures

The checklist of procedures detailed below should aid the process of planning and organising a safe and successful school visit.

Please refer to the South Tyneside Educational Visits Policy which can be found on the Evolve Website.

School EV Coordinators are Michael Johnson and Kat Harbinson.

- 1 Complete EV1 and 2 for all activities and individual pupil risk assessments if necessary. These are in the resources area of the computer system. These must then be uploaded with all the visit information to the EVOLVE system and the visit will be approved. Evolve requests must be completed at least 2 weeks prior to the event.
- 2 For activities that take place regularly during the half term one E1 and one EV2 can be completed and the dates included on Evolve for that period e.g. Leisure and Hobbies.
- 3 Use the form "Occasional off site visits" to inform parents of visits fully anticipated for the term ahead. Risk assessments will still need to be identified.
- 4 Confirm suitable levels of supervision, don't assume others can help.
- 5 Send out consent forms to parents, medical detail form, letters to parents for individual events.
- 6 Arrange transport or minibus and record this in the booking file.
- 7 2 weeks in advance, order packed lunches or inform cook/secretary if you will not be there for lunch that day.
- 8 Obtain an emergency contact form for the office.
- 9 Ensure a member of staff has a mobile phone with them and is contactable.
- 10 Sign staff/pupils out of school and back in again when you return.
- 11 Complete documentation on mileage in school mini-bus journeys
- 12 Complete an evaluation report following the visit on the Evolve site.

Signed..... Date.....

Head Teacher

Signed..... Date.....

Chair of Governors

Summer 2016

Summer 2019