

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB



EDUCATIONAL TRIPS & VISITS POLICY

Updated: September 2025

Review Date: September 2026

This policy should be read alongside the Local Area Visits Policy 2025-2026

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB

EDUCATIONAL VISITS POLICY

Aims and Objectives for Educational Visits

Our fundamental aim at Woodlands Primary School, Hedgehogs Nursery & Sunbeams Club is to provide the best possible education for all of our pupils. Educational Visits and Outdoor and Adventurous Activities are regular features of the children's education in our setting. Trips and visits offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

This policy should also be read in conjunction with the Local Area Visits Policy 2025-2026.

Nature of Educational Visits and Trips

The school runs a wide range of Educational Visits and trips. These may include:

- Walks around the local area
- Visits to the local church, library, high school
- Half-day visits by coach to places of interest to support the curriculum
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- An annual residential visit for children in Years 2, 4 and 6. These have a historical, geographical/environmental or arts based focus and also cover aspects of the 'Outdoor and Adventurous' curriculum

Personnel

The school's Educational Visits Co-ordinator (EVC) oversees any planned trips/visits. For each visit, of whatever duration, a Visit Leader is also identified. The Governing Body also has a specific role to play in all Educational Visits.

The roles for these are defined in detail in 'Standards for LAs in overseeing Educational Visits'. In brief:

The **Governing Body** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

The **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Visit Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff (see also the school's Critical Incidents Management Plan)
- Ensuring a copy of all trip/visit information, including emergency contact information is held centrally in school
- Ensuring there is 1 principal named first aider on the trip supported by a 2nd named member of staff for administering medicine on the visit

The function of the **Educational Visits Coordinator (EVC)** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Head and Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise selection, induction, monitoring and further training of visit leaders;
- ensure parents are informed and have given consent if required;
- ensure DBS checks are in place as appropriate
- ensure emergency arrangements are in place;
- keep records of visits, accidents or incidents (and learn from these);
- review systems and monitor practice;
- make a judgement call about the competence of colleagues to lead visits.
- ensure a copy of all trip/visit information, including emergency contact information is held centrally in school
- ensure there is 1 principal named first aider on the trip supported by a 2nd named member of staff for administering medicine on the visit

The **Visit Leader** has delegated responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Visit Leader must:

- be approved to carry out the visit by the Head, EVC (and LA if appropriate)
- ensure that the visit is suitable for the group
- plan and prepare the visit and assess the risk and complete a comprehensive risk assessment
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do
- keep a copy of all the emergency contact information for pupils and staff
- in the event of a critical incident, report directly to the HT and be directed by 'base' for subsequent actions
- ensure there is a named designated first aider responsible for the administration of medicines and to also ensure that there is a named member of staff who will support the administration of medicines alongside the designated first aider

- ensure that any accidents or administrations of medicines are recorded on the correct school paperwork and must be signed off by 2 members of staff

Adult volunteers who are not teachers at the school must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities prior to the visit/trip taking place. They must also be given a written list of the pupils in their immediate care, and be shown the completed Risk Assessment. The adult volunteers must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Visit Leader.

Procedure for Running Educational Visits

A set procedure is followed for all Educational Trips and Visits, although the nature of each visit will determine the level of preparation required. In addition, for any trips and visits planned for Hedgehogs, staff will follow the policy as outlined in Appendix 1. For any trip or visit that takes place, each Visit Leader will, in liaison with the EVC, follow the 'Trips and Visits' protocol (Appendix 2). A visit will proceed only when the Head Teacher and/or the EVC is satisfied that all reasonable preparations have been made. A list of all adventurous activities that requires LA approval are included in Appendix 3. For all trips and visits outside of the local area designated zone (see Local area visits policy) a trips and visits form (Appendix 7) must be completed by the visit leader.

Risk Assessment

Risk assessments are made by the Visit Leader for all Educational Visits. This necessitates that the Visit Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low.

Risk Assessment considers the staff, activity, group, environment and distance away from base (and transport). In considering risk, there are three levels of which Visit Leaders should be mindful:

- **Generic Risks** – normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist'.
- **Event Specific Risk** – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- **Ongoing Risk** – the monitoring of risks throughout the actual visit as circumstances change.

Staffing Ratios

A professional judgement must be made by the Visit Leader, Headteacher and EVC as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

At Woodlands Primary School, Hedgehogs Nursery & Sunbeams Club we adopt the following, minimum ratios for trips & visits as follows:

Hedgehogs: minimum recommended ratio 1:3

Squirrels: minimum recommended ratio of 1:5

Foxes: minimum recommended ratio 1:5

Reception: Recommended ratio 1:6

Years 1 to 3 - Recommended ratio 1:6

Years 4 to 6 - Recommended ratio 1:15

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils **must** wear a seat belt. Visit Leaders must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. Pupils should avoid sitting on the back seats of a coach or minibus wherever possible and should be adequately supervised at all times when travelling. They must also ensure that emergency procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear. If a minibus is being borrowed or hired, the driver must have passed the LBWF test for the driving of council vehicles or the equivalent Community Transport test.

If any pupils are to travel by car, the driver must complete Form EV6 (found on Evolve). This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

Financing Educational Trips & Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

Emergency Procedures

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits. Appendix 4 outlines the procedure in the case of an emergency occurring during an Educational trip or visit.

Supervision

Pupils must be supervised throughout all visits. The Visit Leader is responsible overall for the group at all times.

First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who is a qualified first aider. At least one person who has a current paediatric first aid certificate must accompany children up to the age of 6 on any visit.

Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank, seashore or canal, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in the DfE 'Group Safety at Water Margins' is relevant. All staff should be provided with a copy of this guidance prior to the visit.

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as the 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. The letter should also state the voluntary cost of the visit per child, where applicable. For overnight residentials the visit leader must ensure that parents are provided access to an emergency number of the residential facility being used and/or the senior member of staff accompanying the visit.

Protocol for Administration of Medicines During An Educational Visit

- If applicable, prior to any educational visit taking place all Form C's must be completed
- Before any educational visit takes place, either on or off site, the Headteacher is responsible for ensuring that there is 1 principal named first aider on the trip supported by a 2nd named member of staff to administer medicines
- Medication, on any educational visit, must be administered by 2 adults as per school policy
- Any medications that are to be administered during the educational visit will be handed, by parents/carers, to the designated first aider, in the presence of the 2nd supporting adult.
- A 'request for school to give medication' (appendix 5) form will be completed by the parents on the morning of the visit, prior to leaving. This form will detail the child's name, medication and the time that the medication is to be given to the child during the visit. A separate form must be completed for each medicine to be administered. A copy of these forms will then be shared with the visit leader.
- All medication must be in its original container as prescribed by the doctor and dispensed by a chemist, with the child's name, date of birth and instructions for administration printed clearly on the label.
- If medication is regularly given in school and therefore stored within school, these must be signed in/out of the locked medical drawers by a member of staff

- During the visit, the named, designated first aider will keep medicines stored safely and securely.
- When medication is due to be administered, the first aider and the 2nd supporting adult will:
 - confirm the full name of the child with the child and the child's class teacher
 - establish visual confirmation that the child is the correct child that medicine is going to be administered to
 - check, via the appropriate paperwork (request for school to give medicine) that the medication to be given to a child is the correct, named medicine
 - confirm with the child the name of the medication and what it is for
 - complete the 'administration medicine' log, (appendix 6) detailing time, child's name, medication name and dosage and which adults were present – the form must be signed off by at least 2 adults

Please note that all Form C's will sit alongside both a 'request for medication to be given on an educational visit' form and the medication log should a child be given medication on an educational visit

Appendix 1

HEDGEHOGS LOCAL AREA VISITS & OUTINGS

Hedgehogs 9–24 Months

Woodlands Primary School and Nursery

Visits and Outings Policy

In Hedgehogs at Woodlands Primary and Nursery School, we understand the importance of giving babies opportunities to safely explore the world beyond the nursery environment. Carefully planned local outings, such as walks and short visits, help to support babies' early learning and development, offering them new experiences that build on what they already know.

All outings are designed with the specific needs of babies in mind, taking into account their age, stage of development, routines, and care requirements.

Compliance and Responsibilities

This policy is written in line with the Early Years Statutory Framework (EYFS). We are committed to ensuring that:

- Outings are planned safely and responsibly
- Risk is assessed and minimised
- Babies' individual needs are always prioritised
- Parents are fully informed and give written consent

Staff should check that adequate insurance cover is in place to ensure all planned activities meet the requirements of our liability insurance provider.

Planning Procedures for Outings

All outings are thoroughly planned in advance using the following procedures:

- A **pre-visit risk assessment and checklist** will be completed by Room Lead or Deputy room lead. This identifies potential hazards and outlines control measures to reduce risk. Wherever possible, staff will visit the location in advance to assess suitability and access for babies.
- **Parental consent** will be obtained at the start of the academic year (or when the baby joins Hedgehogs Nursery) to give staff permission for the babies to take part in any off-site activity in the local area as defined in the local area visits policy. Parents will be required to give specific permission for any trips/visits that extend beyond the area as defined in the local area visits policy. Permission will be sought on ParentPay.
- **Prams/pushchairs** will be checked to make sure they are in good working order and safe for the children.
- Staffing levels are adjusted according to the needs and numbers of the babies attending. Ratios are always maintained or exceeded to ensure safety. Minimum ratio is 1-3 on outings for children under 2

- At least **one staff member present will hold a current paediatric first aid certificate**. More may be included, depending on the level of risk assessed.
- An **outing leader (Room Leader/Deputy room leader)** will be designated to take charge during the outing. They will be the main point of contact for dealing with any emergencies, safeguarding issues, or incidents.
- A **fully stocked first aid kit** and any individual medical supplies (e.g., inhalers, EpiPens) will be carried on all outings.
- A **trip register**, along with up-to-date emergency contact details for staff and parents, will be taken on each outing.
- **Regular headcounts** will be conducted throughout the outing, at pre-arranged intervals agreed with the lead.
- **Staff will be easily identifiable** in high-visibility vests or jackets.
- Babies will wear **name stickers** that include the nursery's name and contact number.
- A **fully charged mobile phone** will be taken by the room lead or deputy room lead.

Responding to Accidents or Emergencies

- In the event of a **minor accident**, staff will assess the situation and decide whether to return to the nursery or contact parents for collection.
- In the case of a **serious accident**, an ambulance will be called immediately, and parents will be informed. A staff member will accompany the child to hospital, while the rest of the group returns to nursery.
- If an **emergency arises**, such as severe weather or a public safety incident, the group will seek shelter and remain there until it is safe to return. The school, police or emergency services will be contacted as necessary.
- Parents will be contacted as soon as it is safe to do so.
- All incidents or accidents will be recorded on CPOMs, and **Ofsted will be notified** of any serious incidents.

Risk Assessment and Outing Plan

Before each outing, a written **risk assessment and outing plan** will be made available for parents to view. This includes:

- Name of the outing leader
- Location and nature of the visit
- Estimated departure and return times
- Number and ages of babies attending
- Staff-to-baby ratios and any one-to-one support
- Equipment needed (e.g., first aid kit, reins, pushchairs, packed items)
- Travel method and route
- Emergency contacts and procedures
- Designated first aider and safeguarding lead
- Links to the EYFS and babies' individual development

Transport and Vehicle Use

In some cases, a vehicle may be used for travel. When this happens:

- Parents are informed in advance and asked to give written permission.
- Only **licensed, insured and roadworthy vehicles** are used.

- Drivers are properly checked and **insured for business use**.
- The vehicle is equipped with **age-appropriate car seats or booster seats**, depending on each baby's age and weight.
- Ratios are always maintained and no baby is left alone in a vehicle.
- Safety equipment such as a **fire extinguisher, warning triangle, and blankets** is carried at all times.
- Babies are helped carefully in and out of the vehicle with extra supervision.

Missing Child Procedure

If a baby is discovered missing on an outing:

- The staff will follow our **Missing Child policy** immediately.
- The nursery manager and parents will be contacted at once.
- The police will be informed without delay if the child is not found.
- A full written report will be made, and **Ofsted will be notified**.

Parental Involvement

Parents may be invited to support certain outings. Before attending, the Room Lead/EYFS lead will meet with them to explain their role, responsibilities, the **Health and Safety** and **Code of Conduct** expectations.

Extreme Weather or Other Emergencies

Staff are trained to respond to severe weather (e.g., heatwaves, snow, or storms) or emergency situations (e.g., security risks or a child becoming seriously unwell). The outing will be paused or cancelled if it is unsafe to continue. Risk assessments include plans for these scenarios.

For public safety advice, we may refer to the official guidance from Counter Terrorism Police:

www.counterterrorism.police.uk/safetyadvice

Appendix 2

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB

EDUCATIONAL VISITS / OUT OF SCHOOL ACTIVITIES PROCEDURE

ALL PAPERWORK AND ARRANGEMENTS FOR THE TRIP / VISIT SHOULD BE COMPLETED 1 WEEK BEFORE THE TRIP/VISIT

AT LEAST 6 WEEKS BEFORE VISIT/ACTIVITY

- Year group leader / class teacher to research and cost proposed visit / activity.
- A pre-visit to the proposed trip /venue must be carried out to ascertain suitability for primary children visits – venue Risk Assessments must also be acquired from proposed venue of visit to ensure compliancy of health & safety requirements
- Year group leader / class teacher to complete 'trips and visits' form (appendix 6) Form must include all details e.g. Admission Costs, total number of pupils
- Trips & visits form to be handed to Lisa Hughes (Admin) to source transport quotations if required – form will then be handed back to the visit leader for details to be confirmed with Sharon Liversey (EVC)
- Ensure that venue of proposed visit eg museum, is booked and confirmation emails/letters of booking are acquired and shared with Lisa Hughes (Admin)
- Year group leader / class teacher to liaise with Lisa Hughes (Admin) to draw up permission letter to Parents including permission slips. Final letters **MUST** be checked by year group leader /class teacher before letters are uploaded onto Parentpay. All visit information must be uploaded on Parentpay, our on-line system
- Visit leader to complete Risk Assessment form (found on staff share). Once completed, risk assessment to be emailed to Sharon Liversey (EVC) and Lisa Hughes (Admin) who will check through to ensure all information is accurate.
- **It is the visit leader's responsibility to check that the proposed date of the visit does not clash with other events / activities going on in school eg if you plan to take a HLTA on the trip ensure that PPA for other year groups is not impacted if they attend. Please use Google Calendar to check school events.**

3 WEEKS BEFORE VISIT/ACTIVITY

- Admin teams for KS1/KS2 to send reminders to parents to collect any outstanding payments and permission

2 WEEKS BEFORE VISIT/ACTIVITY

- Final reminder to parents to collect any outstanding payments and permission slips to be re-issued if needed
- A note must be sent out to parents who have offered to help on trip / visit confirming whether their support is required or not
- Visit leader to arrange a meeting for all staff attending the trip / visit to discuss arrangements and expectations for the visit

1 WEEK BEFORE VISIT/ACTIVITY

- Admin team to produce spreadsheet with up-to-date emergency contacts / details for all children attending the trip / visit including parental contacts, allergies etc. Visit leader must check this information
- Class teachers to produce group lists for the trip / visit and a copy will be handed to year group leader for phase / year group
- If more than 1 coach has been booked for the trip / visit, it is the responsibility of the visit leader to create a coach list with names of all children / staff / parents that will be on each coach – this must be shared with admin
- First aid kits to be sourced

NIGHT BEFORE VISIT/ACTIVITY

- Copies of group lists / coach lists/ first aid kits / inhalers / risk assessments to be left in classroom ready for visit next day

DAY OF VISIT/ACTIVITY

- Visit leader to meet with parent helpers prior to leaving on the coach explaining expectations and purpose of the trip / visit. All parents to be made aware of the expectations of behaviour for the children, the acceptable use of mobile phones during contact time with children, photograph protocol whilst on the visit and toileting arrangements for the children during the trip / visit
- If a child is absent on the day of the trip or if a parent helper is unavailable then make amendments on paperwork and ensure **all** team members are aware and inform an SLT member ASAP of any changes
- Medications must be handed to the designated first aider on the trip in the presence of the 2nd supporting adult. Medications names, child names, dosage & timings of medication to be given must be logged prior to visit leaving school using the 'request to give medicines' form. A copy must be left in school with the Headteacher
- A copy of all education visit information, including emergency contact details for staff & children, medication lists etc must be left in school for the Headteacher to access in an emergency

- 2 members of staff must be present when any medication is administered during the educational visit and appropriate paperwork completed

AFTER THE VISIT/ACTIVITY

- Copies of group lists / coach lists to be collected back in from all adult helpers (GDPR)
- First aid kits & inhalers to be returned to classrooms
- If any incident / accident occurred during the visit ensure SLT are informed and relevant paperwork is completed as soon as possible

List of adventurous activities requiring approval from the LA

Activity Name
Multi Activities – led by External Provider
Abseiling
Air activities (excluding commercial flights)
All activities in ‘open’ country (see guidance)
All other forms of boating (excluding commercial transport)
Camping
Canoeing
Coasteering/coastal scrambling/sea level traversing
High level ropes courses
Hill walking and Mountaineering
Horse riding
Motor sport – all forms
Mountain Biking
Pond/Stream Dipping
Rafting or improvised rafting
River/gorge walking or scrambling
Rock climbing (including indoor climbing walls)
Sailing / windsurfing / kite surfing
Shooting and archery
Skiing
Skiing - Indoor or Dry Slope
Snorkel and aqualung activities
Snowboarding
Swimming (all forms, excluding UK public pools)
Underground exploration
Use of powered safety/rescue craft
Water skiing
‘Extreme’ sports (see LA guidance)
Multi Activities - led by School Staff

APPENDIX 4

Emergency Procedures (Visit Leader)

In the event of any incident or accident the Visit Leader should adopt the following protocol:

1. In the 1st instance instruct/direct an accompanying adult to establish contact with the school immediately – all other staff to refrain from making contact outside of the incident;
2. Assess the situation;
3. Safeguard all uninjured members of the group (including self);
4. Attend to the casualty/ies. Establish the names of any casualties and direct another member of staff to call for immediate medical attention;
5. Ensure that a teacher accompanies casualties to hospital, if applicable, with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
6. Gather further details of the incident to pass on to the Emergency Contact at School which should include: nature, date and time of incident; location of incident; names of casualties and nature of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);

In the event of an incident involving fatalities or serious injuries that is likely to attract media attention the emergency contact at school will do the following:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going online such time as this has been agreed with the LA;
- Refer all press, media, parental or other enquiries to the LA

If the visit is outside normal school hours the visit leader will be in contact with the Headteacher or member of the Senior Leadership Team.

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB

REQUEST FOR THE SCHOOL TO GIVE MEDICATION ON AN EDUCATIONAL VISIT

Date:

Child's Name

Date of Birth Class

Medical condition or illness

I request that my child be given the following medicine(s) whilst on an educational visit:

Name/Type of Medicine (as described on container)

Expiry Date of Medication: Duration of Course

Dosage and Method..... Times to be administered

Any other instructions

.....

.....

.....

I confirm the above medication has been prescribed by the family or hospital doctor. It is clearly labelled, indicating contents, dosage and child's name in FULL.

Name/Contact No. of GP

I understand that I must deliver the medicine personally to (the school office) and accept that this is a service that the school is not obliged to undertake. I also understand that I must notify the school of any changes in writing.

Signed: (Parent/Carer) Date:.....

Print Name:..... Contact No

Address

.....

Note to Parents:

Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

Medicines must be in the original container as dispensed by the Pharmacy.

The agreement will be reviewed on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.

Appendix 6

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB

EDUCATIONAL VISIT MEDICATION FORM

Name **DOB**

Medicine..... **Dose**

[illegible]

CODE TO BE USED WHEN PRESCRIBED MEDICINES ARE NOT ADMINISTERED	
Child unwell due to sickness/diarrhoea or unable to take medication	I
Child refused medication	R

Appendix 7

Trips & Visits Booking Form

Headteacher Authorisation: Date:		COST /PUPIL: PP COST:
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TRIPS & VISITS - OFFICE USE ONLY

MEREDITHS/LAKESIDE 01948 860405 (Jessica) jessica.rogers@lakesidecoaches.co.uk	CARVERS 0151 355 8888 (Mark) carverscoaches@btconnect.com	SELWYNS 01928 564515 sales@selwyns.co.uk	PARKERS 0151 355 2595 (Paul) bookings@parkerstravel.co.uk	EP&NCT 0151 355 3739 (Dave) epncta@gmail.com
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QUOTE

Trip Name					
Date of Trip					
Location					
Pick Up Time					
Return Time					
No. of Children					
No. of Staff					
Parent Helpers					
Total					
No. of Coaches					
Teacher:		Year Group:		Ratio	

MEREDITHS	CARVERS	SELWYNS	PARKERS	EP&NCT
TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:

BREAKDOWN COSTS

Venue Booked & Confirmed:		Risk Assessment:	
Venue Contact Name:		Evolve:	
Parent Letter		Calendar/Website:	
Parentpay		PO Form Completed:	
Parent Helper Forms			
Contact List Completed		Admission Cost	
Lunch Slips to Kitchen		Workshop/Tour Guide Cost	

Additional Info:		Adult Cost	
		Supply Cost	
		Coach/Minibus/Taxi	
		Additional Cost	
		+ 1.36%	
		Total:	
		Number of Children:	

TO BE COMPLETED BY TEACHER ORGANISING TRIP

Date of Visit:	
Location:	
Year Group:	
Name of Teacher arranging Trip:	

Travel Arrangements

Pick Up Time at School	
Depart Time from Venue	
Total No. of Children	Male: <input type="text"/> Female: <input type="text"/> TOTAL: <input type="text"/>
Total No. of Staff	
Parent Helpers (how many)	

Purpose of Visit

Risk Assessment Completed	YES / NO

Trip Leaders

Trip Leader Name		Contact Tel. No.	
Deputy Leader Name		Contact Tel. No.	

Intended Accompanying Staff/Parent Volunteers:

This is a required field in EVOLVE and must be completed before trip can be authorised !

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Costs

Admission Cost	
Workshop/Tour Guide Cost	

Additional Information:

Governors approved policy: October 2025

Review Date: September 2026

Policy Review

This policy will be reviewed regularly to ensure it remains in line with current EYFS requirements, best practice, and feedback from parents and staff.

Appendix 6: Trips and visits booking form

Headteacher Authorisation:		COST /PUPIL:
Date:		PP COST:

TRIPS & VISITS - OFFICE USE ONLY

<u>MEREDITHS/LAKESIDE</u> 01948 860405 (Jessica) jessica.rogers@lakesidecoaches.co.uk	<u>CARVERS</u> 0151 355 8888 (Mark) carverscoaches@btconnect.com	<u>SELWYNS</u> 01928 564515 sales@selwyns.co.uk	<u>PARKERS</u> 0151 355 2595 (Paul) bookings@parkerstravel.co.uk	<u>EP&NCT</u> 0151 355 3739 (Dave) epncta@gmail.com
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QUOTE

Trip Name					
Date of Trip					
Location					
Pick Up Time					
Return Time					
No. of Children					
No. of Staff					
Parent Helpers					
Total					
No. of Coaches					
Teacher:		Year Group:		Ratio	

MEREDITHS	CARVERS	SELWYNS	PARKERS	EP&NCT
TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:

BREAKDOWN COSTS

Venue Booked & Confirmed:		Risk Assessment:	
Venue Contact Name:		Evolve:	
Parent Letter		Calendar/Website:	
Parentpay		PO Form Completed:	
Parent Helper Forms			
Contact List Completed		Admission Cost	
Lunch Slips to Kitchen		Workshop/Tour Guide Cost	
Additional Info:		Adult Cost	
		Supply Cost	
		Coach/Minibus/Taxi	
		Additional Cost	
		+ 1.275%	
		Total:	
		Number of Children:	

TO BE COMPLETED BY TEACHER ORGANISING TRIP

Date of Visit:	
Location:	
Year Group:	
Name of Teacher arranging Trip:	

Travel Arrangements

Pick Up Time at School	
Depart Time from Venue	
Total No. of Children	Male: <input type="text"/> Female: <input type="text"/> TOTAL: <input type="text"/>
Total No. of Staff	
Parent Helpers (how many)	

Purpose of Visit

Risk Assessment Completed	YES / NO

Trip Leaders

Trip Leader Name		Contact Tel. No.	
Deputy Leader Name		Contact Tel. No.	

Intended Accompanying Staff/Parent Volunteers:

This is a required field in EVOLVE and must be completed before trip can be authorised !

Costs

Admission Cost	
Workshop/Tour Guide Cost	

Additional Information:
