

## Educational Visits – Planning an Educational Visit

When planning an educational visit please follow the steps below:-

- START by asking Kay at reception for a PROVISIONAL Educational Visit Form.
- If it is a curriculum linked trip involving NO adventurous activities it is an “A” visit. If it is a visit involving adventurous activity, overnight activity, or activity near water it is a “B” visit.
- ALL “B” visits MUST be authorized by LCC and can take up to one term to process!

If you are in doubt check with BW

- Complete the Provisional Educational Visit Form as fully as you can. AH MUST sign for cover.
- Return this to Kay who will pass it to BW for authorisation by SLT at this stage.
- Kay will then provide you with the appropriate “A” or “B” Form to complete.
- You must liaise with the Finance office who will advise you on financial considerations for your trip. A financial planning form will also be provided at this time. All financial arrangements must be approved by the Finance Office **before** letters are distributed to students.
- A risk assessment MUST be completed for ALL visits. There are plenty of previous Risk Assessments available in the staff drive area in the file “Educational Visits”. These can be used/adapted for your visit
- Visit Leaders MUST ensure all accompanying staff are familiar with the procedures outlined in the Risk Assessment AND follow them. It is the Visit Leaders document. The Visit Leader is fully responsible for the visit. The Visit Leaders MUST sign the document to say they have provided ALL accompanying staff with a copy AND discussed their responsibilities.
- An A visit will then be CONFIRMED subject to an A form being completed fully, a risk assessment completed and policy is seen to be being followed.
- A B visit will be CONFIRMED only when a B form has been fully completed, a risk assessment conducted, it has reviewed by governors at the Premises and Health & Safety Governors Meeting and received LCC approval and policy is seen to be being followed.
- The VISIT LEADER must liaise with Kay to ensure that the BASE CONTACT has contact information and copies of permission/medical information.
- The BASE CONTACT MUST be contactable for the duration of the trip, and must know what to do if something goes wrong!