



EDUCATIONAL VISITS POLICY AND PROCEDURES

MVA

Updated: June 2026

Date of next review: June 2027

Content:

Policy: Educational Visit Policy

Appendix 1: Educational Visits Checklist.

Appendix 2: Student's Agreement Use of Own Mobile Phone During Educational Visits.

Appendix 3: Staff Acceptable Use Agreement. Students Using Their Own Mobile Phone During Educational Visits.

This policy and appendices will be reviewed annually to ensure compliance with current regulations.

This policy covers the procedures and it is meant to be a specific guide for planning educational visits which must be followed by all members of staff. It provides an outline of what must be followed when arranging a visit.

Little Ilford School is committed to broadening and enriching every child's educational experience through appropriate off-site visits. Students have the opportunity to undergo experiences not available in the classroom and such visits help to develop a pupil's investigative skills and will contribute to broadening their personal and social development.

Educational visits should be available to all of the pupils concerned and should be organised accordingly with particular consideration given to support / adaptation for SEND students.

The school's Educational Visits Coordinator (EVC) is Angela Louka, led by senior leader Maty Vaquera, who is also an approved EVC.

The Governing Body delegates to the Head Teacher the responsibility for establishing the school's detailed procedures, consistent with LA and DfE guidance.

The EVC, Senior Teacher or Headteacher should occasionally accompany a visit to monitor the visit and to assess the level of supervision and the implementation of the risk assessment.

Delegation of approval of Educational Visits:

The Governing Body delegates the approval of the following visits to the EVC and the Headteacher:

- Extension of the classroom (i.e. a visit that can be accomplished without transport and within a morning and/or afternoon session).
- A half or a whole day visit that requires the use of transport.
- A half or whole day visit that requires one or more night's residential accommodation.
- A day trip abroad.
- Exchange visits.

Stages before a visit:

1. Initial proposal – At least 4 weeks before the visit is due. For residential visits, visits abroad or high risk activities/visits, the initial proposal must be submitted at least 6 weeks before the visit is due.
2. Plan and RA completed – At least 3 weeks before the date of the visit.
3. All checks and paperwork completed – At least 2 weeks before the visit.
4. Permission to leave – on the day of the visit granted by EVC.

Educational visit proposal form:

The Visit Leader will submit a proposal to the Headteacher via the EVC within the timescales indicated above.

All proposal forms must clearly include, in addition to other details as required on the form:

- the educational purpose of the visit,
- the aim and objectives and
- how it conforms to the school's curriculum aims.
- travel arrangements
- accommodation arrangements (if relevant)
- a risk assessment (RA) (see specific Risk Assessment section)

Where the school uses external providers, each provider will need to complete and return the External Provider Checklists, EV-VN2. The Visit Leader must ensure this document is completed as necessary.

Payment for Educational Visits.

Little Ilford School aims to provide students with as many experiences and learning outside the classroom opportunities as possible.

- LIS will cover the full cost of those visits which are part of the syllabus and essential to fulfill the statutory curriculum or a prescribed public examination. However, Visit Leaders should ask for voluntary contributions towards the cost of the visit.
- For any other activity or visit, Visit Leaders are required to collect all money beforehand.
- CTLs, PALs and Visit Leaders must plan these visits in advance so that students can pay for the deposit and the full amount of the planned educational activity. In fairness to all students, LIS will not advance any money as there is the risk of students not paying once the visit has taken place.
- If a deposit for a trip is paid to an external company and the trip is canceled due to unforeseen circumstances, deposits may not be refunded.
- Parents/carers should understand that if a deposit is paid but the full balance is not received before the trip, the student will not be permitted to attend. In such cases, the deposit will be

lost if another student cannot take their place and the external company refuses to issue a refund.

Before a visit:

- Educational visits should have a clear Learning Objective and a clear outcome. Therefore, visits should be included in the Long/Mid term plans and linked to specific areas/aspects of the curriculum.
- Educational Visits should be planned by departments/year teams in accordance with their Academic or Pastoral curriculums and in accordance with their Schemes of Learning, Personal Development Plan. In addition to this, there should also be opportunities for extra-curricular activities.
- Possible venues, activities and dates for the forthcoming year should be discussed, as far as possible, by departments and CTLs & PALs should prioritise and submit to their SLT Line Manager for consideration by SLT during diary meetings.
- We require –and it is recommended practice- that all visits come to SLT diary 4 weeks before the date of the visit or 6 weeks before the visit for residential, visits abroad and high risk activities. There are some exceptions to some PE fixtures.
- The full list of students going on a school visit should be given to the EVC 2 weeks before the planned visit.
- Students taking part on the visit must be confirmed by CTL and PAL prior to the visit. If there is a change in the students attending, whatever this change may be, it needs to be confirmed by the CTL and PAL.
- All members of staff prior to going on a visit should have a training session with the EVC and attend appropriate CPD sessions. A record of attendance and completion of training sessions will be kept by EVC.
- The names of **all** staff taking part on the visit, including support staff, should be included in the proposal, clearly indicating the amount of cover required and clearly indicating the classes and periods that need to be covered.
- A visit approved at Diary meeting by SLT is only approved in principle so that all other preparations to be carried out. It is not and it should not be seen as permission to carry out the visit. The final permission will only be given by the EVC once all checks have been carried out during the preparation stages and the RA is signed specifically indicating that permission to leave has been granted.
- Once the visit has been agreed in principle at Diary, the Group Leader must ensure that:
 - all the money needed for the deposit or the total cost of tickets, etc, per student taking part is collected
 - the visit is carefully planned and risk assessed (including an exploratory visit when appropriate),
 - submits full details of the visit to the EVC using the standard proposal system and risk assessment.
- Risk assessment forms are available on the school's 'Google drive' including sample risks assessment forms for different types of events.
- The EVC will ensure that the visit complies with the school's guidelines for visits, will check that all visit details are completed and all requirements have been undertaken before granting final permission for a visit to go ahead.

- Provision must be made for first aid. Clear procedures must be in place regarding what to do in the event of an emergency.
- Names and all details of students with SEND and/or medical needs must be made explicit in the RA, with actions to take by all and each member of staff taking part on the visit should it be needed.
- All members of staff taking part on the visit are responsible for students' health and safety whilst on educational visits and, therefore, all members of staff need to be aware of the students, their needs and actions to be taken in an emergency under the direction of the Visit Leader.
- Parents/guardians must be made fully aware of the nature, purpose and detail of the visit and have given their specific written permission not covered by the general permission parents give at the beginning of the year for local visits accessible by foot. A parental consent form is available on the 'Google drive' and include legal wording from LEA.
- All parental consent forms must have 2 emergency contact numbers and indication of dietary/medical needs and medication (including dosage) of students taking part.
- The Visit Leader should ensure that all parental consents forms have been received. Permission on a piece of paper or over the phone should not be accepted by the Visit Leader.
- The Visit Leader should leave a final list of students & staff (with staff mobile phone numbers), full details of the venue, coach company (where relevant) / transport information and return times in the general office and with the EVC.
- The Group Leaders should notify the EVC of ETA if delayed, and in person or by telephone (call or text) reporting that the group has returned to school. It should not be assumed that no communication means the group has returned.
- We encourage pupils to take their mobile phones on school visits. These should be left with their pastoral teams and then collected when going out on a visit. However, both staff and students must adhere to the protocol for taking mobile phones on educational visits. (Appendix 1)
- The Group Leader must take the following information on the visit:
 - Emergency contact phone numbers for all children taking part and information about any dietary or medical requirements.
 - Contact details for the EVC so he/she can be informed of an emergency as soon as possible.
 - First aid medical equipment (wet wipes, tissues & sick bags etc) should be taken with each group and should be with the Visit Leader or each Group Leader if the group is not going to remain together.
- All adults on the visit should be conversant and have a copy of the risk assessment form which they should have read before the visit. The Visit Leader should go over the RA with all members of staff taking part on the visit during the briefing session. All staff should be aware of the arrangements for remote supervision, which should also be included in the risk assessment.
- All students taking part in the visit must be fully briefed and should be familiar with the risk assessment and how to act in case of separation/getting lost and in case of an emergency. A register must be taken of students who attended the briefing and a further briefing should take place for those who did not attend.
- During the briefing to students, the Visit Leader should make it clear to pupils that they must:
 - Follow the instructions of the group leader, other teachers and adults supporting the visit.

- Avoid unnecessary risks.
 - Wear full school uniform, including school shoes, unless told otherwise by the Visit Leader. If students are not required to wear school uniform (e.g. Geography field trip or evening/weekend visits), they must dress responsibly as they are representing the school
 - Behave responsibly and politely towards staff, peers and all members of the public.
 - Take account of local customs and how to behave.
 - Take appropriate levels of responsibility for their own safety and that of others.
 - If there is remote supervision, students must be aware of the boundaries, timings and expectations required of them.
- If travelling by coach/mini bus, etc., the Visit Leader must ensure all seatbelts work properly. If that was not the case, the EVC must be informed immediately and **the visit should be cancelled if the issue cannot be resolved**. Permission to leave shouldn't be granted by EVC, who must check all aspects of Health and Safety have been followed.
 - Emergency school contact phone number: [0208 514 8337](tel:02085148337) (during the school day). Out of Hours the following people should be contacted and in this order: the EVC (ALO), MVA. If none of them is available, the Headteacher on these numbers:
[ALO = 07572161321](tel:07572161321)
[MVA = 07375853043](tel:07375853043)
[AFI = 07908174865](tel:07908174865)
- Staff ratios for visits are difficult to prescribe, as they will vary with each activity, age, group, location and the efficient use of resources. However, a general guide for visits to local historical sites and museums or local walks, in normal circumstances might be:
 - 1 adult for up to 15 students.
 - 1 adult to every 10 students on London Underground (as per Transport for London requirements).
 - 1-1 support for SEND students, which must not count as part of the ratio for the whole group
 - 1 adult for every 12 students for international visits.
 - In all cases, there should be a minimum of two adults accompanying the visit.
 - The Headteacher is ultimately responsible for all educational visits and will ensure that the Visit Leader and the Group Leader are suitably experienced, has received adequate training and has the qualifications to lead a group.

Travelling to and back from venue:

It must be read in conjunction with the Travelling with Students Whilst on Visits Protocol (Appendix 2)

- Travelling by coach or school minibus:

During school hours, all students taking part will depart from school and will arrive at school. If arriving after school hours, the Visit Leader will clearly indicate in the letter to parents the time that students will be arriving at Rectory Road.

- Travelling by public transport:
 - When travelling to and from the station, a member of staff should be at the front of the queue and another one at the back to ensure the group remains together and students are safeguarded.
 - Upon arrival at the station, the Group Leader must conduct a headcount and report to the Visit Leader so that the visit can continue.
 - When getting on the bus, train or tube, a member of staff boards first and stays by the door, ensuring students are getting on safely whilst a second member of staff (Group Leader or Visit Leader) remains at the platform to safeguard the rest of the group and conduct a headcount as students are getting in. The Group Leader/Visit Leader boards last.
 - When on the transport, every effort should be made to keep the whole group together and avoid students going to the top deck of a double decker bus to enable safe evacuation and quick departure once the journey has been completed. If space is needed and students must go to the top deck, then the Visit Leader or Group Leader (whatever is applicable), will ensure there are enough members of staff to supervise and safeguard students. When descending, extra care should be taken to ensure the safety of the students and that all get off at the same time, not leaving students on the bus or train/tube. A head count should take place.
 - In case of a student becoming separated from their group, students should remain at the station and seek the help of a member of staff and use their "I am lost" card. The Group Leader or the Visit Leader will arrange for a second member of staff on the party to go and collect the student left behind. The rest of the party will get off at the next stop/station and wait for the student and member of staff to get back and be reunited with the rest of the group.
 - Under no circumstances a student who is lost or has become separated from the rest of the group is to be asked to make their journey alone to the next station or to the destination.
 - In case of a student remaining on the bus/train/tube, the student will need to get off at the next stop/station and seek the help of a member of staff and remain with him/her for safeguarding purposes.
 - Headcounts at getting on and off points are crucial to avoid students becoming separated and it is the responsibility of the Group Leader / Visit Leader to ensure this is the case and both staff and students have been properly briefed and are clear on what to do.
 - Prior to a visit, and when obtaining permission from Parents/Carers, the Group Leader will ensure that specific permission has been given for students to make their own way home either from the local station or from school.
 - Members of staff, Group Leader or Visit Leader should not make contact with parents/carers seeking to change the return home permission given.
 - For safeguarding purposes, only students who have permission will go home unaccompanied. All the other students must return to school with the accompanying teachers, with one member of staff at the front and one at the back of the group to ensure no student leaves the party on the way to school.
- In all cases, if parents are picking students up, members of staff who took part on the visit will remain with students until all of them have been picked up. The visit Leader should be one of the members of staff staying to safeguard students.

During a visit:

Once permission to leave has been granted, the visit will start in accordance to the itinerary and activities planned. Any changes to the itinerary of activities must be considered by the Visit Leader, who should make a dynamic risk assessment before the changes take place and included in the risk assessment.

During a visit the Visit Leader and each Group Leader will:

- Be in overall charge of the group and retain ultimate responsibility for participants at all times
- Ensure that the visit is as safe as practicable.
- Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Ensure students wear full school uniform to be allowed to take part on the visit (except for PE or Geography field trips).
- Ensure students will be given an "I'm lost card" with school's mobile number(s).

Safeguarding measures: At the venue. Depending of the venue, the following may apply:

- Students should be in groups of 3 or 4 so that in case of an incident, two students can go to seek help and the student in need remains accompanied.
- The Visit Leader must inform staff and students of a meeting point to which students have to report to in case of need or at regular intervals as set by the Visit Leader to ensure all students are safe. A member of staff should always be at that meeting point.
- The Visit Leader must ensure that a member of staff is on toilet duty at the interval to safeguard the students and ensure that no one else gets in the same cubicle at the same time as the student. If a student needs to go to the toilet before the interval, a member of staff must accompany the student. In order to protect the member of staff, a second student or member of staff should accompany them.
- Sweep the venue before leaving
- Headcount on arrival to and departure of all locations.

For residential visits:

- The Visit Leader must sweep accommodation upon arrival to assess safety and suitability and report any damage to the manager/reception for it to be rectified. If the fault/damage could represent a danger to staff and/or students, then an alternative accommodation must be sought.
- On arrival, the Visit Leader should brief all members of staff and students on the evacuation procedures in the accommodation, and walk them through if possible.
- Establish a meeting point.
- Follow measures as indicated above.
- Sweep the accommodation before leaving.
- Headcount on arrival to and departure of all locations.

Any accident that results in a student or member of staff having to go to hospital must be **immediately** reported to the school as indicated in other sections of this policy. Students who are ill and are taken for treatment (e.g to a doctor or a hospital) must always be accompanied by a member of staff. If abroad, the accompanying member of staff must speak the foreign language, and must also keep the Visit Leader informed regularly.

- The Visit Leader will ensure accompanying adults undertake the roles and tasks given to them.

It is the responsibility of all staff to ensure that the risk to health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

After a visit:

After a visit the Visit Leader / Group Leader (as relevant) will:

- Inform the EVC of their safe arrival to school and of any incident/near misses. Write a report if there was an incident (concerning a child's physical safety in particular). This should include the result of all investigations that may have been undertaken. The EVC may need to report this to the LA.
- Staff will feedback any information to the Visit Leader and to the EVC so that a review of the visit can be completed.
- Complete an evaluation of the visit, ensure that the visit is critically reviewed and that lessons (regarding educational content, practical management or safety) are shared with staff and the Headteacher to feed into the planning of future visits. When time allows, student reflection should be incorporated.
- Complete any other paperwork as deemed necessary.

Emergency procedures

The following procedures will be followed in the event of an emergency:

In the event of an incident resulting in harm to any attending child, staff member or volunteer, the EVC or Headteacher must be contacted as soon as possible so she can decide:

- If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened and the action that has been taken so far.
- If the incident is very serious (e.g. involves a disabling or life threatening accident or fatality) then the Headteacher will, in addition, inform [Geetha Unnithan \(Newham School Support Group Manager tel: 0208 249 6900\), \(mobile: 07807 727366\) \(out of hours mobile: 07770 227094\)](#) - available for out of hours calls if the matter is urgent.
- In case of a terrorist attack or event of major emergency that includes closure of the travel system.
- , the Visit Leader must:
 - Follow instructions from members of staff at the station or the venue (TfL, venue - e.g. museum, etc.)
 - If in the street, the Visit Leader follows instructions from the police, firefighters or other authority.
 - Visit Leader to locate the nearest place of safety as advised by the emergency services, such as a school, church, etc.
 - Visit leader to contact **EVC Angela Louka 07934 487 768** if safe to do so
 - Visit leader to liaise and follow advice of EVC on further action.
 - Visit leader and group to remain at a safe location until advised by emergency services.
 - Staff and students to adhere to the mobile phone user agreement
 - In all cases, the Visit Leader must take the group to a place of safety and remain with the group.
 -

Risk assessment:

- It should be a positive means of raising awareness of hazards and prompting constructive discussion about how best to manage risk.
- Risk assessment and procedures for managing risks should be in place for all risks that are reasonably foreseeable.
- It should be of real practical value to the Visit Leader and all participants and Visit Leaders should go through it with staff taking part on the visit.
- While Visit Leaders might recognise and maintain an awareness of a wide range of potential hazards, only significant and foreseeable hazards need to be recorded in a written risk assessment.
- EVC should be able to assist preparing the risk assessment and the information it must contain.
- The written risk assessment should be comprehensive in identifying all the main hazards and control measures, but not overly complicated.
- The level of attention and detail should be proportionate to the risks involved and allow for the possibility of changing circumstances. In some cases a plan B should also be considered, included in the risk assessment and put in place if needed.
- Once the visit has started, all staff accompanying the visit must notify the Visit Leader of any previously unforeseen hazards or risks that they identify so that preventative measures are put in place.
- Students with special needs or other needs must be included in the risk assessment and a comprehensive description and detail of their needs and of the actions to take and by whom should be included.
- All staff accompanying a visit must be conversant with the risk assessment and should be confident to challenge any unsafe practice observed.
- All staff will ensure that the requirements of the risk assessment, risk control procedure and safe systems are followed.
- All staff supervising the visit must ensure that any First Aid equipment and any medication needed are taken and the risk assessment is kept safe and secure. The risk assessment must stay on their person at all times and ensure it is available throughout the visit.
- Emergency phone numbers must be included in the risk assessment.
- In an emergency EVC (Angela Louka) needs to be called, who will instruct Visit Leaders on how to proceed. If unavailable, MVA should be contacted and if unavailable, the Headteacher should be contacted.
- If travelling by coach/mini bus, etc., the Visit Leader must ensure all seatbelts work properly. If that was not the case, the EVC must be informed immediately and the visit should be cancelled if the issue cannot be resolved. Permission to leave shouldn't be granted by EVC.
- Risk assessment for visits (including residential visits) must match the itinerary, including controls for 'free time' and evening activities.
- Arrangements for remote supervision, which should also be included in the risk assessment.
- If a student's behaviour causes concern as it is likely that it can compromise the safety of themselves or other students/staff on the visit or could bring the school into disrepute, it should be included as part of the risk assessment. In this case, the Visit Leader should discuss with the PAL and the Headteacher the possibility of alternative arrangements for that student to ensure all students are involved in a safe manner. If relevant, a meeting should take place with the student, their parents/carers, PAL and Visit Leader to discuss it before the visit. A contract should also be signed by the student and their parents/carers.

School's smart mobile phones:

The school has 3 smart mobile phones that the Visit Leader and group leaders can take on a visit. All members of staff need to sign the Internet Acceptable Use Agreement, which includes the use of these mobile phones. Students will be given a contact card which will contain the relevant phone number to use if they are lost. The phone can also be used in the event that you need to contact EVC / school. In some cases, these numbers may also be given to parents.

Public Liability

The council arranges public liability insurance with Zurich Insurance. This means that the Council is covered for any actions of negligence by its staff, which results in an injury to a student or loss of, or damage to their property. In circumstances of negligence by the Council, a student may claim compensation for having suffered an injury and will receive an appropriate payment as assessed by the Insurers.

This insurance covers all activities in, and out of, the school site whilst in the care of the school staff.

School Journey Insurance Policy

Company providing policy: Zurich Municipal

Policy Holder: Newham London Borough council

Policy Number: **0010626971**

Period of Insurance: **01/04/2025 to 31/03/2026**

The Policy provides: Indemnity against specified risks for cancellations, personal accident, medical, personal effects and legal liability related expenses.

Appendix 1: Educational Visits Checklist.

Process / actions	Visit Leader	EVC	Finance/ Office
Before the visit (not in order)			
Seek permission from SLT to run the visit			
Add to the school calendar			
Check availability of minibus /driver or look into coach bookings and funding or other means of transport			
Look at involved costs and ensure this can be met appropriately.			
Admin to contact Coach companies /Contact EOCT bus.			
Complete all relevant bookings			
Book all staff needed for the visit and confirm they can attend			
Liaise with ALO to book public transport at least 4 weeks before the visit.			
Complete required paperwork to book TfL			

Complete and upload relevant documentation. Risk assessments, itinerary etc. Ensure pupils' names are on the risk assessment.		
EVC to read all risk assessments and raise any concerns, questions and discuss with the visit leader.		
Complete Consent letter to give to students		
Signed copy of letter sent out to parents and to supply a copy to admin via email so they are aware of letters being distributed		
Collect all consent letters and check it is done accurately with all information required.		
Pre-trip visits has taken place (check with EVC if this is necessary) and any risk assessments amended as required		
Any concerns over the trip should be discussed with the EVC.		
Packed lunches ordered or lunched cancelled as required a week before		
Equipment for the visit - medication, any required resources, etc.		
All members of staff on visit has been handed a risk assessment, have read it and have been fully briefed		

All members of staff have read the use of mobile phones by students, have signed the agreement and returned it to EVC			
All students have been fully briefed, have been made aware of the use of phones on visits and have signed and returned the agreement to Visit Leader			
Medical staff informed and spoken to about any additional requirements			
Permission slips collected and recorded by the trip leader. These can be scanned / photographed and uploaded to Evolve			
Ensure students have their Oyster cards and with enough money for the full completion of the visit.			
Day of visit			
Mini bus/ coach checked for defects (if required)			
First aid equipment and/or medication collected and check pupils who carry their own inhalers and meds.			
Copy of risk assessment, medication list attached to documentation, pupils contacts			
Check pupils have the right clothing, footwear etc			
Final authorisation / permission to leave			

Leave visit information with office and ETA			
Inform EVC of safe arrival to the venue			
After the visit			
Medicine is returned to the Medical room, first aid equipment etc. are handed back.			
Check the coach minibuses are left in a clean state.			
Inform EVC of safe arrival back to school			
Any variations, near misses or accidents will be reported to the Headteacher or EVC.			
EVC/they in turn will follow procedure and report as required to the relevant body			
In light of any incidents , risk assessments are updated to reflected what is known for the next visit if one is planned. Evaluation is added to Evolve			

Appendix 2.-

STUDENT'S AGREEMENT USE OF THEIR OWN MOBILE PHONE DURING EDUCATIONAL VISITS.

MVA – CREATED AND APPROVED JULY 2019

LAST REVIEWED – MAY 2025

All students taking part on a visit must sign this User Agreement. Failure to do so will result in refusal to take part on visits.

- You have been asked to sign this agreement in line with current safeguarding regulations and in order to protect students, staff and members of the public.
- You must remember that an educational visit is both an educational and a social event and, therefore, you should interact with each other and with staff during the visit. Most importantly, when travelling to and from the venue, you must be able to hear announcements / instructions given.

The Visit Leader will tell you before the visit if you are allowed to bring and or to use of their own mobile phones when on visits. This will only be granted if students' safety and safeguarding is not compromised. Always remember that:

1. If you are allowed to take your own mobile phone with you, this doesn't mean you can use it.
2. You can only use your mobile phones if the Visit Leader or the relevant Group Leader has given you permission for this.
3. If you take your mobile to visits or use them without the express permission of the Visit Leader (or Group Leader), your mobile will be confiscated for the duration of the visit and further sanction might follow.
4. If you are given permission to use your mobile phones you must always remember the following:
 - a. You can only use it and the applications installed on them (camera, videoing facility, Internet, etc.), in support of the educational visit and / or research related to the visit, and must have an educational objective.
 - b. If you use your mobile phone for filming or to take photos of students for school educational purposes you need to ensure that parental permission has been obtained beforehand so you need to ask your teacher before doing so.
If this involves taking pictures of or videoing of a member of staff, you need to ask for their permission first.
 - c. **In any case, taking pictures or videos of members of the public or staff is strictly forbidden.**
 - d. Videos, recordings or pictures that you have taken with permission whilst on an educational visit, must not be uploaded or publicised into any public or private site, including social media network sites **under any circumstances.**
 - e. You cannot use your mobile phones to make phone calls, send texts, take videos or pictures unless clearly authorised by the Visit Leader or relevant Group Leader.
 - f. You cannot transmit or receive obscene, offensive, prejudicial, abusive and discriminatory or sexually oriented material or language.
 - g. If your transport breaks down, there is an accident, etc., the use of your mobile phone is **strictly forbidden** even if you are not specifically told this by the Visit leader or the Group Leader, who might be busy dealing with the situation. In such cases, only the Visit Leader or the relevant Group Leader should make the necessary contacts. This is to avoid students alarming parents by giving the wrong information or taking pictures or videos of unfortunate circumstances. You should only use your phone if the Visit or Group Leaders ask you to do so. If you do use your phone in these circumstances and without specific

permission, there will be consequences when you return to school.

5. Inappropriate mobile phone usage by a student might lead to permanent exclusion.
6. You must respect all copyright laws that protect software owners. Plagiarism, transmission of, or downloading of any copyright material not covered by the educational licence is strictly prohibited. You are expected to abide by the generally accepted rules and etiquette. These include but are not limited to the following: *Use polite language. Illegal activities are prohibited. Anonymous messages / calls are not permitted.*
7. Even when authorised to take your own mobile phones on visits, you do so at your own risk. Neither the Visit Leader, Group Leader or Little Ilford School will be responsible for any loss, theft or damage.

I have read the terms and conditions carefully and understand that should I fail to follow these rules and regulations, school action may be taken which, in some cases, might lead to permanent exclusion.

Student's name and surname: _____

Signature _____ **Date** _____

Appendix 3.-

STAFF ACCEPTABLE USE AGREEMENT OF STUDENTS USING THEIR OWN MOBILE PHONE DURING EDUCATIONAL VISITS

MVA – CREATED AND APPROVED JULY 2019

LAST REVIEWED – MAY 2025

Each member of staff accompanying a visit must sign this agreement and return it to the EVC.

All mobile phones having Internet access must be used in a responsible, efficient, ethical and legal manner during educational visits, including the use of any application. In order to provide for the appropriate use of the mobile phones and Internet in line with school policy, the following Acceptable Use Agreement has been developed. It must be read and signed by **all staff**.

It is important to remember that an educational visit is both an educational and social event and, as such, students should be encouraged to interact with each other and with staff during the visit.

It is up to the Visit Leader's discretion to allow students the use of their own mobile phones. However, this should be granted only if students' safety and safeguarding is not compromised. Therefore, before allowing students to bring / use their own mobile phones during educational visits, an appropriate risk assessment should have taken place, considering the means of transport and venue's risks and hazards.

If students are allowed to use their own mobile phones when on educational visits, both students and accompanying staff should, before the visit, during the briefing process, be made aware of the following and reminded as and when necessary:

1. Students' own mobile phones should only be used when given permission by the Visit Leader or the Group Leader, who will be following the guidance established by the Visit Leader and detailed in the relevant visit's risk assessment.
2. Authorisation to use mobiles phones to listen to music, watch videos, play games, etc., can only be granted when students do not need to listen to announcements or instructions of any kind or when doing work and when travelling to or from the venue by public transport or on foot.
3. The use of mobile phones by students and the applications installed on them, including Internet, must be in support of the educational visit and / or research related to the visit, and consistent with the educational objectives of Little Ilford School.
4. The use of their own mobile phones to make phone calls, send texts, take videos or pictures is not permitted unless authorised by Visit Leader or relevant Group Leader. In any case, taking pictures or videos of members of the public is forbidden.
5. In case of transport breakdown, any hold up, accident, etc., the use of mobile phones by students is **strictly forbidden** and they should be made aware of this beforehand during the students briefing prior to the visit. In such cases, only the Visit Leader or the relevant Group Leader should make the necessary contacts as indicated by the Visit Leader in the relevant risk assessment. This is to avoid students alarming parents by giving the wrong information or taking pictures or videos of unfortunate circumstances.
6. When using their own mobile phones, students are not permitted to transmit, receive obscene, offensive, prejudicial, abusive and discriminatory or sexually oriented material or language.
7. Students' mobile phones can be used for filming or to take students photos to be used for school educational purposes only, for which parental permission has been obtained beforehand if this involves taking pictures of or videoing other students.

8. Under no circumstances should students be allowed to take videos, recordings or pictures to upload or publicise these into any public or private site, including social media networks sites.
9. Students must sign an User Agreement for each educational visit they attend and hand it with their parental permission slip to the Visit Leader **before** going on any educational visit or this will result in refusal to take part in the visit.
10. Students who take mobiles to visits or use them without the express permission of the Visit Leader or Group Leader, will have their mobiles confiscated for the duration of the visit and further sanction might follow.
11. Inappropriate mobile phone usage by a student might lead to permanent exclusion.
12. Inappropriate authorisation given to students to use their mobile phones when on educational visits by a member of staff could lead to disciplinary action.
13. Students must respect all copyright laws that protect software owners. Plagiarism, transmission of, or downloading of any copyright material not covered by the educational licence is strictly prohibited.
14. Even when authorised to take their own mobile phones on visits, students do so at their own risk. Neither the Visit Leader, Group Leader or Little Ilford School will be responsible for any loss, theft or damage.
15. Usage etiquette: You are expected to abide by the generally accepted rules and etiquette. These include but are not limited to the following;

Use polite language.

Illegal activities are prohibited.

Anonymous messages / calls are not permitted.

I understand and will abide by the above agreement. Should I fail to follow these rules and regulations, school action may be taken.

Your signature on the Acceptable Use Agreement indicates that you have read the terms and conditions carefully and understand their significance.

Print Name _____

Signature _____

Date _____