



The Castle School

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Educational Trips and Visits Policy

Date: January 2025

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Headteacher: James Lamb

Due for review: Spring Term 2027

Policy and Procedures for the organisation of off-site activities.

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1 INTRODUCTION

Educational trips and visits are an important part of a student's experience. A carefully planned school trip can bring a subject to life and add relevance to classroom theory. Such visits can enrich and extend the experience we offer to students and are often the most memorable parts of life. Educational visits can help to develop a student's investigative, planning and inter-personal skills and longer visits in particular encourage greater independence. Organising and participating in such visits can also be very rewarding for staff.

Organising an activity which involves taking students off-site carries with it extra responsibilities, especially for the health and safety of students. The member of staff in charge of the activity must plan carefully so that students can learn from the experience in safety. Planning successful visits can be a time-consuming activity and there are also issues of cost and implications for potential disruption to the school routine. Therefore, it is important that all visits have clearly stated aims and learning objectives.

This policy, and guidance on procedures, is designed to help teachers to arrange trips and visits which are well-organised, safe and educationally valuable.

1.1 This policy covers all off-site visits and activities organised through the school and for which the Trustee and Headteacher are responsible. The School endorses the Devon County Council /Torbay Council policy document **"Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2024" (OEVOSA)** as the basis for the school's policy for the management of visits and off-site activities.

1.2 The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at The Castle School.

1.3 This policy also complements and should be read in conjunction with the school's Health & Safety and Safeguarding Policies.

2 RESPONSIBILITIES OF THE HEADTEACHER

2.1 The Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded, and any appropriate safety measures implemented accordingly.

3 RESPONSIBILITIES OF THE EDUCATIONAL VISITS CO-ORDINATOR (EVC)

- 3.1 Although holding the ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. Name of EVC: Ania Sennah
- 3.2 The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).
- 3.3 The functions delegated to the EVC are:
- to be the Headteacher's contact with the LA over planned visits
 - to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the school specific arrangements named in this policy
 - to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
 - to work with the Headteacher, Designated Safeguarding Lead (DSL) and other Senior Leaders to establish Standard Operating Procedures to guide the risk assessment process for visits and non-adventurous activities
 - to manage and update the Evolve website, including updating staff lists and training records
 - to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
 - to provide staff with support, advice and information that they need to comply with OEVOSA requirements
 - to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
 - to ensure that procedures to inform parents/carers and to obtain their consent where necessary are in place
 - to work with each Visit Leader to ensure that appropriate emergency arrangements are in place for visits and off-site activities
 - to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
 - to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

4 RESPONSIBILITIES OF THE VISIT LEADER

- 4.1 The Visit Leader will:
- have overall responsibility for the supervision and conduct of the visit or activity
 - obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
 - assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures
 - carry out specific activities in accordance with the detail of OEVOSA
 - use the school planning checklist provided in OEVOSA to ensure all procedures have been followed
 - vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
 - brief all supervising staff, volunteers and students in roles, responsibilities and expectations
 - inform parents/carers about the visit and gain their consent in accordance with arrangements described in OEVOSA
 - establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
 - continually re-assess risks dynamically during the activity and make adjustments accordingly

5 RESPONSIBILITIES OF ADDITIONAL MEMBERS OF STAFF ON EACH TRIP

5.1 Members of staff, volunteers and parent helpers should:

- assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- take time to understand their roles and responsibilities whilst taking part in a visit or activity.

6 RESPONSIBILITIES OF STUDENTS

6.1 Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- avoid unnecessary risks
- follow instructions of the Visit Leader and other members of staff
- behave sensibly, keeping to any agreed code of conduct
- inform a member of staff of safety concerns

7 RESPONSIBILITIES OF PARENTS/CARERS

7.1 Parents/carers have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity, parents/carers should:

- support the application of any agreed code of conduct
- inform the Visit Leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- Provide consent in accordance with the requirements of OEVOSA.

8 RISK ASSESSMENTS

8.1 The School is committed to providing a wide variety of outdoor activities and visits designed to challenge and develop young people. These inevitably feature a degree of risk that demands management. Arrangements will be achieved by a risk assessment led by the Visit Leader for each activity/visit or series of visits undertaken. This process is guided by establishment specific Standard Operating Procedures (SOP) documents which have been created to establish minimum standards and expectations for Visit Leaders. There are currently four SOP documents for various categories of visit. These are:

- Local visits (use the document "RA walking trip")
- Day visits ("RA day visits")
- UK residential ("RA UK residential")
- Overseas residential ("RA overseas visits")

8.2 These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the Headteacher, EVC and other Senior Leaders and will be brought to the attention of anyone undertaking the role of Visit Leader.

8.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the controls described in the SOP (RA) are adequate for controlling the risks. For each visit/activity, add any additional control measures needed in the enhanced risk assessment column of the SOP (RA) document.

8.4 Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment.

8.5 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.

9 APPROVAL OF OFF-SITE ACTIVITIES

9.1 The Headteacher/EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

9.2 There are 3 categories of visit:

Category A:

Non-adventurous visits i.e. visits to local places of worship, farms, public places etc

Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:

Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)

Adventurous day visits led by external providers (e.g. visits to climbing centres, a pony trekking centre etc)

Adventurous residential visits to outdoor centres (e.g. Pinkery)

Category C:

Visits of all types outside the UK

9.3 In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Headteacher/EVC ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

9.4 The policy of The Castle School is that Category A visits will be uploaded to the Evolve system to allow the EVC and Headteacher to monitor the management of off-site visits.

10 SAFEGUARDING

10.1 The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the Visit Leader should follow the school's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.

10.2 Arrangements should be in place to enable contact with the school's Designated Safeguarding Officer outside normal school hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the Visit Leader) in case the safeguarding concern is about the Visit Leader.

11 THE PROVISION OF TRAINING AND INFORMATION

11.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the school who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance via the Evolve system.

11.2 The Headteacher will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Headteacher/EVC and records of qualifications will be uploaded to the Evolve system.

12 ACTION IN THE CASE OF EMERGENCY

- 12.1 The Headteacher/EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.
- 12.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.
- 12.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

13 MONITORING AND REVIEW

- 13.1 School leaders will monitor the application of this policy in operational practice.
- 13.2 This policy will be reviewed:
- Every two years
 - After any significant changes to the management of outdoor education locally
 - After any significant changes to the OEVOSA document
 - After an incident.

14 SUBMISSION OF VISIT FORM TIMESCALES

- 14.1 Visit forms and all supporting documents must be submitted by the Visit Leader to the EVC via Evolve in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled.

Category A Day Visits – *At least one month in advance of the trip*

Category A Residentials – *At least three months in advance of the trip*

Category B Adventurous Day visits – *At least one month in advance of the trip*

Category B Adventurous Residential visits – *At least three months in advance of the trip*

Category C Overseas visits – *At least four months in advance of the trip*

.....
Chair of Governors

.....
Date

.....
Headteacher

.....
Date

Appendix A:

Form 1

Preliminary Request to SLT for Educational Visit for calendar agreement in to be submitted at least one term in advance for any trip).

Title of activity:	
Proposed Date:	
Proposed Times:	
Visit Leader:	
Venue:	
Year group:	Number of students involved:
Staff involved (give specific names if possible, name of First Aider and name of the minibus driver if applicable):	
Are all adults employed by the Trust or the school? If not, who is going and in what capacity?	
Reason for the activity (include educational purpose here):	
Brief outline of activity (include approximate costs if known) to include:	
Cost of ticket/event per student:	
Cost of transport i.e. coach(es) (or fuel for school minibus @45p per mile for non-curricular activities):	
Parking:	
Cost of hoodie/t-shirt (if providing):	
Cost of supply/cover @ £190 per member of staff per day:	
Finance admin fee (5%)	
Final cost per student =	
External provider if applicable:	

1. When completed, please pass this form to the Education Visits Coordinator (Ania Sennah) for checking - **with a cover request form if cover is required.**
2. Form then goes to Headteacher to check calendar/cover and then to SLT for approval.
3. Agreed/not agreed (HT)
Date:.....Comments:.....

Timeline/Checklist for Visit Leaders

Deadline for submitting ALL required documents for the visit for EVC's approval on Evolve:

- Category A day visit – 1 month in advance
- Category A residential visit – 3 months in advance
- Category B day visit (adventurous - Ten Tors/DofE) – 1 month in advance
- Category B residential visit (adventurous - Pinkery) – 3 months in advance
- Category C visit (overseas) – 4 months in advance

TIMESCALE	TASK	CHECK
<p>Allow enough time to plan your visit accordingly considering the above timescales to meet the final deadline</p> <p>2 - 12 months in advance</p>	Decide Learning Outcomes, venue, target group of students, possible dates, estimate of costs and likely staffing. You must include a competent first aider amongst the staff First Aiders list.xlsx	
	Complete Form 1 – Preliminary request, and check calendar/cover required.	
	Pass the form to EVC for the SLT approval. Once approval is given, the visit will be added to the school calendar by Main Office.	
	Read through the TCS Educational Trips and Visits Policy in conjunction with other necessary documents, e.g. DCC Planning an off-site visit (available on Evolve).	
	Calculate full costs and check with Finance Office.	
	Book transport and venue. Finance Office can assist with ensuring “Best Value” When liaising with tour companies/hotels/hostels etc. please check the following: <ul style="list-style-type: none"> • Proximity of student and staff rooming. • Bathroom arrangements/balconies/access to fire escapes. • Proximity to general public through the night. • Fire drills. 	
	Draft a letter to parents/carers and send to EVC. EV5 to be included for category B & C visits.	
	Start completing the Visit Form (Form 2 – previously EV1) on Evolve.	
	Carry out Risk Assessments (including any arrangements for SEND and individual students with risk assessments). This will need revisiting once the names of the children taking part are known. Use a relevant RA form available on Evolve.	
	Complete yellow cover request forms and send to Cover Coordinator.	
Notify Finance Office of payment arrangements who will keep a list of students' names to check on who has paid.		
<p>Must meet the timescales requirements</p>	Submit the completed visit form and the relevant risk assessment on Evolve for EVC/HT approval. Include any additional documents if required. Updated risk assessment with reference to individual children's particular needs, specifically for SEND and individual risk assessments for specific students. Check the list of students on the most recent Staff Bulletin for those who have an individual risk assessment. Ensure any control measures are put in place. All students' SEND needs and individual risk assessment highlighted to all trip staff and if on Enrichment Day trip during the staff Enrichment Day meetings.	
<p>About 2 weeks for non-residential trip and 1 month for residential/overseas visits</p>	Category C visits – arrange a meeting for parents/carers/students via Main Office. Passports/EHIC/GHIC cards/vaccinations/kit list obtained. Code of Conduct signed by parents/carers & students.	
	Residential visits - arrange a meeting for parents/carers/students via Main Office. Code of Conduct signed by parents/carers & students.	
	Finance Office puts a list of student names on visit on Staffroom board.	

	Notify school Canteen of numbers on visit and date – plus FSM for free packed lunch.	
	Brief accompanying staff. Make them familiar with risk assessments (including individual student risk assessments), itinerary, travel arrangements etc. Outline their role on the trip.	
	EVC to arrange contact person in school for Emergencies. If trip is out of hours suitable arrangements will be made with an SLT member. Itinerary, arrival/departure times, contact numbers, list of people on the trip shared with SLT contact.	
	Order First Aid kit (Welfare) & Mobile Phone (Main Office/Finance).	
Just Before the visit	<p>Check that you have (where appropriate)</p> <ul style="list-style-type: none"> • List of students. • A copy of your trip form. • Reviewed and revised risk assessment. • Checked all individual risk assessments for students attending the trip. • Received all consent forms (including EV5s for residential trips). • Proof that all students have paid. • Medical data on students and any medical supplies needed. • Emergency contact arrangements for students AND staff accompanying the trip. • Telephone numbers for school, out of hours SLT contact and DSL. • First Aid Kit. • Copy of itinerary for all staff. • Booking confirmations. • Minibus documents. • Passports, money, tickets etc. (All documents will be copied and kept in the office for the duration of the trip). Check all passports are permitted for travel to the destination (i.e. Philippine children not allowed to travel to Europe). 	
	Give a copy of completed Checklist (Form 2a) to EVC.	
As you leave	Take attendance register and leave a copy in the office. This should detail who is on each coach/minibus etc. Double check individual student risk assessments if applicable.	
	Remind students of Code of Conduct, any safety arrangements (What to do in case of fire or accidents for example). Give students VL mobile phone number and ask for theirs in exchange in case of emergency.	
	Brief accompanying staff, remind them of their role.	
On the Visit	Monitor risks. Take steps to control risk and student behaviour where necessary/students adhering to their individual risk assessments. Consider taking digital photos for publicity/website etc. If there is an accident (a) refer to risk assessment and (b) once dealt with amend risk assessment if necessary. Check in with SLT contact each day by text or email with brief update of any concerns or contact with parents etc.	
On the journey home	Collect student voice – regarding safety and any vulnerabilities/concerns around safety identified by students etc.	
On return	Ensure that every student is safely offsite, either at the normal end of school or collected by parents/carers. Wait with students until collected.	
	Complete any financial details, e.g. pay outstanding invoices.	
	Accident/near miss reporting.	
	Any actions/recommendations identified to improve for future (e.g. reduce risk, improve outcomes – note on Risk Assessment for future trips).	
	Complete the Evaluation form/meet with EVC/HT to evaluate.	
	Photos and information for website/newsletter (TaCS Office and Main Office respectively). Designated photographer to hand phone to Sam in TaCS who will upload to One Drive and delete from school device. (See risk assessment notes)	
	Consider publicity in local papers, press release via HT's PA.	
	Relax!	

EV5: PARENT/CARER CONSENT FORM FOR AN EXTERNAL VISIT

This two-page form should be read with the accompanying information/letter about the visit.

All sections must be completed.

Please answer with details or by stating N/A (Not Applicable) for the medical and dietary sections.

This information is requested to enable staff to be fully informed and act in the best interest of all participants.

GENERAL INFORMATION

Name of Son/Daughter: _____ Date of Birth: _____ Form group: _____

School/Establishment: _____ Date(s) of visit: Start _____ Finish _____

Proposed Activity/Trip/Visit: _____ Venue: _____

MEDICAL INFORMATION

1. If your child has any condition or impairment that may require specific management, medical treatment and/or medication during the outlined activity/trip/visit please give brief details:

2. If your child has any allergies or is allergic to any medication please supply details:

3. If your child has had any recent illness, accident or injury which staff should be aware of please supply details:

4. Date of your child's last anti-tetanus injection: _____

5. Family doctor: _____ Telephone: _____

Address: _____

If you feel that further detail or a discussion is required regarding any of the information that you have supplied please contact the Visit Leader or your child's Headteacher/Senior Manager prior to the departure date.

EMERGENCY CONTACT

Name of Parent/Carer: _____

Address: _____

Emergency telephone: Daytime: _____ Evening: _____ Mobile: _____

Alternative emergency contact should parents/carers not be available:

Name: _____ Relationship to child: _____

Address: _____

Telephone: _____ Mobile: _____

EV5: PARENT/CARER CONSENT FORM FOR AN EXTERNAL VISIT (cont'd)

DIETARY INFORMATION (residential visits only)

If your child has any essential dietary requirements please supply details:

DECLARATION

I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to follow all directions and instructions given and observe all rules and regulations governing the visit/activity.

I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation there will be no obligation on the school/establishment to refund any money.

I understand the extent and limitations of the insurance cover provided and whilst the establishment staff in charge of the group will take all reasonable care, they cannot necessarily be held responsible for any loss or damage suffered by my child during the visit. I understand that all visits are covered by public liability insurance and I can contact the school/establishment if I require further details. Full details of cover are also available on the school website.

I agree to my child receiving medical care if required. This would include first aid and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present in the best interest of your son/daughter. Please tick here if you do not agree

I give permission for my child to be photographed/film during this visit/activity (for possible use in displays/presentations, marketing materials and press releases). Please tick here if you do not agree

Having been informed through the details supplied, I consent to my son/daughter taking part in this activity/trip/visit and this includes consent for him/her to take part in any or all of the activities described.

Full name of parent or carer (print please): _____

Signed: _____ Date: _____

EXPLANATORY NOTES - This form serves several important functions.

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It gives the supervising staff immediate information on how to contact you in an emergency.
3. It contains information about your child together with your consent to medical treatment if required.
4. It advises you that the Trust will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
5. The completion and returning of this form is essential to enable your child to participate in the visit/activity.
6. If you wish to discuss any of the contents of this form please contact the child's Headteacher/Senior Manager.
7. **Data Protection.** *The data collected by the Trust, as the data controller, will fulfil its data protection obligations by treating all personal data, held manually and on computerised administrative systems with due care and confidentiality. Personal data will only be disclosed in accordance with the Data Protection Act 1998, and the purposes registered by the Trust. Data collected is used for registration and monitoring purposes, and emergency contact information.*

The Castle School Residential Visit Code of Conduct

The trip should be an educational and enjoyable trip. To help keep the memories happy ones, please take time to read the following. If there is anything you are unsure about, please ask a member of staff.

General Behaviour

- Help to promote the good name of The Castle School – remember we are guests.
- Head counts will be frequent. Please co-operate and be patient.
- When allocated to a member of The Castle School or tour company assistant please report to them punctually and follow their every instruction.
- Always **be early** for all meetings/meals/deadlines.
- Enrichment activities/fieldwork is demanding, you will be required to eat at every meal.
- Be aware that you are in another country and traditions and customs are different. Always be respectful.

SERIOUS BEHAVIOUR ISSUES

- The standards of behaviour are the same as when attending the school and any behavioural issues will be dealt with in accordance to the school's Behaviour Policy (see school website).
- **Do not buy, use/consume or be in possession of alcohol/cigarettes/drugs.** This is one of the most serious breaches of the rules and it will be dealt with using Level 4.*
- **Do not buy or have any contact with knives, fireworks, ball-bearing guns or laser pens.** This is one of the most serious breaches of the rules and it will be dealt with using Level 4.*
- Name calling to more serious **bullying** of others students.
- **Any breaches of Health and Safety**, putting themselves or others at risk.

*Either of these can lead to a Permanent Exclusion from The Castle School.

Minibus/Coach Travel

- Know where the emergency exits are on the minibus/coach.
- Stay seated and wear seat belts at all times when the vehicle is moving.
- Respect the decision of others to sleep on the minibus/coach e.g. No photos which requires the flash to be used on the minibus/coach.
- Keep the minibus/coach clean and tidy. Use the rubbish sacks provided, don't eat chewing gum.
- Take special care crossing the road
- Know where staff are based at all times.

If you are travelling by plane/boat

Free-time/locations

- **Students will be given free time but this must be within** the agreed venue. Being late, even a few minutes, back from free time will lead to the removal of the privilege. **LEVEL 2**
- Make sure you are in groups of no less than 4 and no more than 6 when you are unsupervised. Make sure someone in your group has a watch and a phone if possible.

- If a member of your group has a problem, someone should stay with them, the others should get help.
- Look after each other and report any problems a friend may be having to a member of staff immediately.

Clothing/Possessions

- Always take care of your belongings – YOU are responsible for them.
- Respect the property of others.
- Remember to wear sensible clothes and shoes appropriate to the activities.

Accommodation/study centre/hotel/hostel

- Keep your room clean and tidy – there will be regular inspections. **LEVEL 1**
- Respect the lights out time and noise curfew – remember there could be other groups sharing the centre.
- **LEVEL 1-2 on the first occasion.**
- **Boys are not allowed in girls’ rooms and vice versa. LEVEL 3 or 4**
- Know which rooms are occupied by staff.
- Know where the centre phone is and how to use it.
- Be ready for a fire drill – report to your designated member of staff.

We are asking for your support by signing the following agreement:

I am familiar with the school’s code of conduct as outlined in the school’s Behaviour Policy, should school rules be breached, the following procedure will be implemented by The Castle School staff.

- Level 1:** These are **MINOR incidents** and the student(s) will be reprimanded and warned.
- Level 2:** These are **REPEATED MINOR incidents** and the student(s) reprimanded will be warned and privileges removed for a set period.
- Level 3:** These are **SERIOUS incidents** and the student(s) will be reprimanded, parents contacted and students’ future involvement in school activities will be questioned.
- Level 4:** This is a **MAJOR incident or REPEATED SERIOUS incidents**; the student(s) will need to be collected from the centre by a parent/responsible adult immediately. **Parents are required to cover any resulting expense.**

Student Name: **Tutor Group:**

Signed Parent: **Date:**

Signed Student: **Date:**

**ACTIVITY NAME AND DATES / TIMES ADDED
VISIT LEADER NAME ADDED**

PE Department Sports Fixtures Procedures **and Music/Art events**

Leaders are required to produce the annual risk assessment for all fixtures/events on Evolve and this is reviewed for every trip/fixture with regard to the children taking part. The risk assessment will cover transporting students and supervising them at the venue. An additional page to the annual risk assessment to address specific needs is therefore accepted by the Trust as sufficient. An annual consent form for sports teams and musical groups is also accepted by the Trust as sufficient.

Prior to Leaving

All staff will provide reception with all the relevant details about the fixtures/events including:

- An accurate team/group sheet of students who are attending the fixture/event.
- The name and contact details for the school/venue that you are travelling to.
- A mobile contact for the teacher, if not using the school mobile phone.
- Expected times for arrival to the fixture/event and return to school.

Staff are also expected to take:

- A school first aid kit.
- A copy of the PE Fixtures/events emergency contacts folder, which contains:
 - SLT contact phone number in case of emergency after opening hours of 4:15 pm.
 - Student emergency contact details.

Please Note: Any student who is not registered on the data base MUST NOT go on a fixture/events unless the member of staff has had confirmation directly from that student's parent or carer. This must be recorded in the folder and a hard copy of consent must follow.

Travel to Fixtures

Staff will follow the risk assessments for coach and minibus travel.

At the Fixture/events

At the venue staff will be **responsible for all students** they have taken on the fixture/event and **ensure:**

- The environment that they are playing in is safe.
- They are aware of where additional first aid facilities are located in the case of an emergency.
- For sports fixtures the referee is of an appropriate standard to take charge of the game.
- For sports fixtures, that all students represent the school in the appropriate way, playing by the rules and respecting the referee at all times.
- That the opposing team/parents are behaving appropriately to The Trust's students.

Examples of Category A, B and C Trips

Category A Trips

- **Local trips, i.e. walking into town.**
- **Trips by minibus and coach (e.g. visits to other schools, day trips, theatre trips).**

Category B Trips

- **UK residential trips.**
- **Any adventurous activity (e.g. dry ski slope, high ropes, mountain biking, bushcraft)**
- **Ten Tors/D of E.**

Category C Trips

- **Overseas visits/abroad residential.**

“OVERSEAS” means outside the United Kingdom. (Category C).

“RESIDENTIAL” means ANY overnight stays including camping, caravans, bunkhouses, as well as hostels, hotels and exchange home stays.

“ADVENTUROUS ACTIVITY LED BY AN EXTERNAL PROVIDER” means you are paying a person or company to provide any of the activities listed in Section 4 of OEVOSA – Adventurous Activities. (Category B).

“ADVENTUROUS ACTIVITY LED BY A MEMBER OF YOUR SCHOOL STAFF” means an employee of your school or a volunteer directed by your school is providing any of the activities listed in Section 4 of OEVOSA – Adventurous Activities. (Category B).

Key to Relevant Postholders

The Castle School

Headteacher:	James Lamb
Head of School:	Jamie Wordsworth
DSL:	Austine Gavin
Cover Co-ordinator:	Di Parker
Premises Manager:	Dave Bowen
EVC:	Ania Sennah