

## Stone Bay School Educational Visits/ Trips process.

- If your trip will be a full day or you will be put over lunch time then you must allow 4 weeks for planning as this will allow enough time for the kitchen to cater for FSM pupils.
- If your trip is 'very local' and there is no cost involved then your trip can be planned with very short notice (including on the day) but Risk Assessments are still required and an AHT must authorise.
- All other trips regardless of where to, cost or length of the trip must have 3 weeks of planning time i.e. a trip cannot take place within 3 weeks of first entering the details on to Evolve.

If the trip will cost £10 per pupil or less then **parents carers will be asked for a voluntary contribution for the full amount**  
If the trip will cost more than £10 then **SLT will make the decision as to how much of the total cost will be requested as a 'voluntary contribution' from parents.**

FIRST STEP IS TO IDENTIFY THE CATEGORY THAT YOUR TRIP FALLS INTO FROM THE CHOICE OF THE FIVE BELOW; THEN FOLLOW THE STEPS IN THE PROCESS THAT ARE LINKED TO THE APPROPRIATELY COLOURED ARROWS.

### Very Local

Location of trip is within 2-mile distance of the school (approx.) and for most groups will be a walkable distance

Examples – Stone Bay Beach

### Local

Anywhere in Broadstairs

Examples – Broadstairs high street, Broadstairs train station, Broadstairs library

### Further Afield

Anywhere further than Broadstairs

Examples; Wingham Wildlife park, Monkton nature reserve

### Sporting

Any trip that involves any sporting/physical activity regardless of location

Examples; Swimming sessions, KSENT sporting activities

### End of Year/Special

Trip or special outing that is not linked to the curriculum as first priority

Examples; Cinema, crazy golf, bowling

**Parents will be asked for a voluntary contribution for the full amount**

### Very Local

Location of trip is within 2-mile distance of the school (approx.) and for most groups will be a walkable distance

Examples – Stone Bay Beach



### Evolve

A **Local Area Form** should be completed the comments section at the end of the form should include the reason for your trip and any learning intentions that are relevant. Both Risk Assessments (detailed below) should be attached to the Evolve form. The completed form should then be submitted and the AHT overseeing the class will then authorise. There is no planning time required for this trip process however risk assessments must be read and authorised by AHT before the class can go out.



### Risk Assessments & Itinerary

(All trips require at least 2 risk assessments to be completed)

Class specific risk assessment – this will be specific for individual pupils in the class and will cover the headings of -Medical Health Needs, mobility, personal health needs, behaviour support, walking to/from offsite locations, on transport to/from off-site locations.

Location specific risk assessment – this will be specific to the place that you will go on your trip and will cover the heading of Environment activity specific (including specific issues which may affect mobility and personal hygiene implications for this location) and impact of wider community use e.g.

pedestrians, dog walkers, joggers, cyclists etc. The location specific risk assessment will also include information on any specific activity/ies that will be completed whilst at the location.



No written permission from parents is required, parents can be informed via Dojo.



As the group are leaving and again when they return to school a member of admin will complete the register on Evolve.

### Local

Anywhere in Broadstairs

Examples; Broadstairs high street, Broadstairs train station, Broadstairs library

### Further Afield

Anywhere further than Broadstairs

Examples; Wingham Wildlife Park, Monkton Nature Reserve, Turner Centre

### Sporting

Any trip that involves any sporting/physical activity regardless of location

Examples; swimming sessions, KSENT sporting activities

### End of year/special

Trip or special outing that is not linked to the curriculum as first priority

Examples; cinema, crazy golf, bowling

Parents will be asked for voluntary contribution for full amount.



A 'visit form' should be completed, completing the sections titled Name, Type, Purpose, Dates, Finance, Times, Venue/External Provider, Travel Arrangements, Transport company, Staffing and Attendees. At this stage you are not required to upload any risk assessments. The completed form should then be submitted at this stage and the AHT overseeing the class will bring it to the next SLT meeting where it will be reviewed and a decision made if to refuse or authorise.

Please note that SLT meetings take place on a Wednesday so authorisation can only be given on the Wednesday following your EVOLVE submission.

Once the trip has been authorised by AHT then the following 'to do' list should be followed by the trip organiser and admin team:

**Trip Organiser:** Completed risk assessments (see notes below) and upload onto 'EVOLVE visit form' (already started from step earlier) book minibus through booking form, book trip with company and request an invoice to [finance@stone-bay.kent.sch.uk](mailto:finance@stone-bay.kent.sch.uk), inform parents via Dojo, or send out a letter from the office (see below), brief staff on risk assessments and learning intentions, share staff contact details, write agenda if required.

**Admin Team:** (will have access to 'EVOLVE visit form', Book coach, if required (check mobility issues), order lunches for FSM and check allergies, create letter and send on 'Teachers for Parents', copy of letter to teacher and save on Google Drive.



No written permission required from parents. Information letter required, including lunch details and any costs.

The office will use information from EVOLVE to complete the letter.

Letter required that will give information (including lunch and cost details) and will request parent/carer permission.

The office will use information from EVOLVE to complete this letter.



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Location specific risk assessment – this will be specific to the place that you will go on your trip and will cover the heading of Environment activity specific (including specific issues which may affect mobility and personal hygiene implications for this location) and impact of wider community use e.g.



On the day of the trip, as the group are leaving the building and again when they return, a member of the admin team will complete the register on EVOLVE.

After the trip has taken place, please remember to log back in to EVOLVE and complete the evaluation section.