



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

EDUCATIONAL VISITS POLICY

The 2003 Cornwall County Council publication “Safety on Educational Visits” is the basis for all policy and codes of practice.

Expectations and paperwork have been developed from this manual and emergency procedures are as laid down in Section 11. Important appendices such as the School Journey Insurance Policy, Charging Policy and Emergency Procedures Checklist are routinely provided for all visit organisers.

As required, an Educational Visits Co-ordinator (EVC) has been appointed – currently John Wheldon.

Local Policies

1. A simplification of the definition of normal teaching time – see Educational Visits Charging Policy 2004+.
2. A requirement for advanced preparation of costing sheets (also on Educational Visits Charging Policy 2004+).
3. A two stage authorisation procedure – Permission to Proceed (with automatic generation of letters to parents based on County guidelines) followed by official EV form.
4. Use of detailed next steps procedure sheets for each category of visit to meet different requirements :-

Category 1 – Multiple Local Visit – cream sheets (authorised by EVC and SMT)

Category 2 – Day Visits – blue sheets (authorised by EVC and SMT)

Category 4 – Residential Visits (Home or Abroad) – gold sheets (authorised by EVC, Head and County)

Category 3 – Adventure Activities – purple sheets (authorised by EVC, Head and County).

5. Automatic use of John Wheldon as main SMT contact, with Ally Williams as back up. Emergency contact sheet featuring all SMT members provided for all visit organisers.
6. Visit organisers liaise with Ally Williams over Risk Assessments.
7. Designated admin support for management of all payments, consent forms and record keeping – currently Caroline Masters.