



St Peter's Church of England (VC) Primary School

Policy Name	Educational Visits Policy
Owner	Strategy Team
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Signed	
Notes	

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1 Nature of Trips

Our stated aim is to provide our children with a wide and fully rounded education, which enables them to develop not only academically, but also socially, emotionally, morally and spiritually. We want our children to leave us as confident, well rounded and happy individuals, who not only feel valued, but who also value both themselves and others.

In order to do so, it is imperative that our children receive an education which extends beyond the confines of their classroom and involves more than their designated class teacher.

Consequently, our staff are fully encouraged to enrich their teaching and the curriculum we deliver to our children, at every opportunity and in every way possible. This will include taking the children off site to visit places or to take part in activities, as well as having visitors and activities come into our school to augment learning here.

Offsite visits at St Peter's Church of England Primary School will range from short trips around the local area to residential visits and day trips abroad, it is envisaged that this will include residential visits abroad in the coming years.

The fundamental principle is that teachers have the freedom to enrich the learning they deliver to the children in anyway – and this includes organising activities and visits which are primarily focused on developing the character and confidence of our children as opposed to an educational element of the curriculum.

Teachers should take every opportunity to visit the local community or explore the school grounds to support the curriculum. They are also encouraged to arrange for visitors to school, who can also strengthen what is being taught. Visits further afield are encouraged, provided they offer the children an educational opportunity which cannot be found locally. It must be clearly evident that the visit/activity either augments what is being studied in class to a significant degree or provides for the character development of the child with regards to confidence, or in a social, moral, spiritual manner.

Provided that the activities satisfy the above criteria, teachers can organise as many enrichment activities as they wish. However, it must be recognised that such activities can place a substantial financial burden on parents/the school.

When staff take or accompany children on a visit they have a duty of care and are in loco parentis. This means that if anything were to go wrong, staff must be able to demonstrate that they acted as a reasonable parent or carer would have done in the circumstances and that they have taken reasonable care. Staff have responsibility for maintaining good order and discipline and safeguarding the health and safety of children in their charge. The trip leader is also responsible for the adults in the party who must demonstrate an appropriate code of conduct and offer a good level of support to the group leader.

The Educational Visits Coordinator (EVC) is Sarah Atkinson.



2 Financing of Visits

Charges for educational visits may not exceed the cost of provision.

In schools the education provided wholly or mainly during school hours is free. This means that head teachers may not impose a charge on parents for any visit that occurs during school hours. The head teacher may, however, ask for a voluntary contribution.

No parent can be forced to pay for any enrichment activity which directly supports what is being studied within the school curriculum. In addition, it is unlawful to deny any child participation in a visit or event organised in support of the curriculum.

Therefore, teachers must be mindful that any enrichment activities must be open to all, regardless of whether parents contribute financially or not. The school is able to ask for voluntary contributions to cover the cost of any enrichment activities, but any shortfall must be met from the school budget. In addition, it will be school policy that the parents of children receiving free school meals, will only be asked for a voluntary contribution up to 50% of the cost of the trip.

If the shortfall between the cost of the trip and the contributions received from parents is considerable, the school may choose to cancel the trip if it is possible to do so, or to not run trips for certain year groups in the future. In terms of residential visits, again parents will be asked to make a voluntary contribution. In reality, if insufficient do so, it is highly likely that the trip will be cancelled as the potential financial shortfall to the school will be considerable.

*However, no child at St Peter's will ever be excluded from taking part in any of these extracurricular activities because of financial constraints on the part of the parents. **Any child in receipt of free school meals will be able to participate in any such activity** – with the school making up any shortfall if the parent is able to offer any part payment, or with the school paying the full amount should the parent be unable to contribute in anyway. Parents must simply raise this matter with the Headteacher and this matter will be dealt with in a totally confidential manner.*

Some trips may be offered at no charge to the pupil. This will include visits which have been externally funded by organisations such as Artsmark or Erasmus. In these situations, the school reserves the right to select the most appropriate children to take part in the visit. Pupils will usually be selected by a group of staff including class teachers and the trip leader. Staff will consider which pupils best meet the criteria for the visit.

3 Review

The governing body have nominated the Chair of Governors to review the organisation of all off site trips. They will meet with the school's EVC as part of the governor's monitoring process in order to do so. Special consideration should be given to trips which involve:

- Travelling abroad
- An overnight stay
- Hazardous pursuits (as identified on the IGO list)



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In these instances, approval must be gained from the LEA. This approval must be sought six weeks prior to the activity or visit taking place.

4 Risk Assessment

Preliminary visits are strongly recommended, where possible, for all members of staff leading school visits. The EVC coordinator should be consulted as to whether this is required or not. Risk assessments for all trips must be completed before the trip proceeds, ideally at least 6 weeks ahead of the visit.

5 Planning and Review

All visits will have a named trip leader who is ultimately responsible for the safe completion of the visit. The trip leader / EVC must prepare for the visit by:

- Contacting the venue and obtaining a copy of their risk assessment, even if they have visited the site before. Changes may have been made in the interim of which the staff member would otherwise remain unaware.
- Completing the school's Offsite Activities Form. This form will outline all of the details of the visit.
- After completing the form, it should be shared with the EVC. At this time, the trip leader and the EVC will also complete any additional risk assessments required. The EVC will then pass the completed forms to the Chair of Governors for review.
- The EVC will contact the school's insurance company where necessary to ensure that insurance provides adequate cover and indemnity against loss associated with the visit. School journey travel insurance is separate to public liability insurance and is mandatory for any trips abroad.

6 Preparation

The trip leader is responsible for the well-being of the children in his or her care, from the agreed meeting time, up until the children are handed back into parental care.

Staff must ensure that group lists, contact information, medical information and consent forms are taken with them on the trip.

Children will be briefed before the trip begins with regard to behaviour expectations, any hygiene and safety regulations, care of their belongings and any further specific information relating to the visit.

7 Emergency Contacts/Medical Consent Forms/Passports

Parents must complete a consent form before a pupil can be taken off site. The form should also include a signed consent for any appropriate medical treatment to be given to the child, should the need so arise.



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A summary of each child's medical needs will also be taken on all trips, in order that this could be passed onto emergency services should the need arise.

Trip leader should ensure that all adults accompanying the trip have an emergency contact sheet for use in emergency situations. Separately the Trip Leader will hold the list the names of all pupils, staff and helpers taking part in the visit, *and list contact numbers for all of them*. A copy of the emergency contact sheet must also be left with the school office on the day of the trip. These lists will be securely shredded after the trip.

The individual pupil emergency contact sheet provides an overview of the medical conditions of any pupil who is taking part in the trip, as well as the location of any medicines which might be required.

The trip leader must keep all medical and consent forms with them at all times.

For trips abroad, passports and European Health cards should be collected in by the school at least two weeks before the trip.

8 Supervision

The trip leader will organise an appropriate number of helpers to join the visit. Children will be supervised at all times. Supervision must be at a level commensurate with the activity being undertaken, the mode of transport used and the age of the children involved. The overall ratios for low risk activities must not exceed the following minimum levels:

- Year R – one adult to 4 children
- Year 1-3: One adult to 6 pupils
- Year 4-6: One adult to 10 pupils

For trips which require the use of public transport, especially to London or which involve more adventurous activities these ratios will be smaller. Ideally this will be:

- Year 1-6: One adult to 4/5 pupils (depending on the nature of the activity)

Other supervision considerations must be:

- Teachers should use the utmost discretion when choosing adult helpers to accompany a trip. The law requires all adults who have regular unsupervised access to young people under 16, to disclose any convictions of a criminal nature other than minor motoring offences. This means that adults assisting on a school visit do not have to undergo a DBS check as they do not have *regular unsupervised access*. However the school will endeavour to use adults on school visits who do have a DBS check in place. At no time should the adult helpers who do not have a DBS be left in sole charge of children where there is no member of staff within easy access. Helpers under the age of 18 should at no time be left with children unattended by another adult.
- For residential visits, ideally both male and female adults must be present but with few male members of staff this may not always be possible. All must have completed a DBS check prior to the start of the visit.



8.1 Supervisor Briefings

The trip leader must contact all accompanying adults, prior to the trip and provide them with an adequate brief regarding their responsibilities, the risks which they may encounter and how they should be dealt with, the identification of first aid facilities and any other relevant details to ensure the smooth running of the trip.

9 First Aid and Medication

It is not compulsory to take a first aider on an offsite visit. The need for a first aider to accompany the trip should be considered as part of the initial risk assessment and adequate cover organised as required.

A full first aid box and/or first aid pouches must be taken on every trip. The EVC will advise as to what is required for each specific visit.

The trip leader is responsible for any medication, including asthma inhalers, which may need to be taken or administered on a trip. The EVC will organise this in advance. Any medication usually kept in school (e.g. inhalers) must be returned to the EVC after the trip.

10 Safety

The trip leader must ensure that head counts are conducted at regular intervals. Pupils will usually wear school uniform when going off site, to aid recognition. However, they may wear training shoes if they are walking long distances and they may wear non-uniform if they are completing messy/cold activities. For visits to London or trips where there are crowds, children are provided with stickers or wrist bands containing contact details.

11 Transport

Teachers are welcome to use any type of public transport during a visit, provided the supervisory ratio is sufficient to ensure safety.

11.1 Cars

If children are to be driven in private cars of parents, the parents themselves must determine all arrangements. The school will not be involved in organising transport for children with other parents.

All teachers who drive children within their own cars must also ensure that their insurance companies will cover their transporting of children for work purposes and that their vehicle has an up to date MOT certificate.

Children must not be transported in the front seats of cars. Those children who are below the designated height must use a booster seat. All members of staff must take steps to ensure that they do not leave themselves alone in a car with one child.



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11.2 Coaches

Coaches must have seat belts, and children must wear them at all times.

Staff must ensure that they sit around the coach and not altogether. All staff groups should have plastic sick bags which can be passed to children feeling ill.

If the coach is in motion and a situation arises which necessitates the teacher leaving their seat, the teacher should have the coach stopped, provided it is safe to do so, before dealing with the situation.

In some circumstances, it will be impossible for the coach to stop. In these situations, the teacher is able to leave their seat, whilst the coach is in motion, and they will be covered by the school's insurance if an accident subsequently occurs and they are injured, provided that the situation with which they are dealing is a potential emergency. Teachers are not covered by the school's insurance if they leave their seat, whilst the coach is moving, to merely converse or socialise with the children.

Coach drivers must not be used for the supervision of children.

11.3 Public Transport

It is not always possible to reserve train carriages on South Eastern trains, therefore supervision ratios must be such that the group can be separated if needed. Children must be supervised within a train carriage.

Children should be briefed about the risks of using public transport e.g. about where to stand on a train platform.

When arranging a visit, consideration will be given to the number of children taking part due to the limited number of seats which may be available on a train. This may include different classes travelling on different days.

Children may be required to stand on a train whilst it is moving due to limited seats available. The adult supervising the children will ensure that the children are standing in an appropriate location and that they have something suitable to hold onto (e.g. when using the London Underground). Trips will be organised to try and avoid rush hour periods.

11.4 Flights

Flights will be booked through an airlines group booking service in order to ensure that seats are allocated together.

Advanced passenger information may need to be provided prior to the flight requiring the need for the school to gather passport information. Children will be supervised at all times.

The trip organiser will ensure that all required documentation is taken on the trip. Parents will be advised as to luggage restrictions.



11.5 Mini Bus

The school may hire a mini bus to transport children to offsite activities. School staff may only drive a mini bus if their licence allows them to do so. Parental permission is required for children to be transported by mini bus.

12 Telephones

Trip leader must ensure that the school mobile telephone accompanies each trip. Staff must check that the telephone is fully charged prior to the trip leaving the school and for residential trips that the phone can be charged during the visit. Children are not permitted to bring mobile phones on school trips.

13 Free School Meals

Children who have free school meals, are entitled to a packed lunch from the kitchen. This should be arranged with the cook at least one week prior to the trip if required.

14 Instructors

The trip leader is still responsible for the care of the children, even when they are under the guidance of an instructor or guide.

Teachers are acting in the place of the parent, when they take children off site. Consequently, they must consider whether they are acting in a manner, or allowing an activity, which would be authorised by a parent in their place.

If they feel that any activity is either inappropriate, or dangerous, the trip leader must stop the activity.

The trip leader must be aware that whilst appropriate risk assessments have been completed, conditions may change and it may be necessary to deviate from their intended plan in order to maintain the safety of the pupils.

15 Advice to Parents and Parental Contact

Parental permission is required for trips off site. Parents complete a local visit form when their child starts school which indicates their consent for all visits within the area. Separate permission is sought for visits further afield as they arise.

Parents will be advised as to the nature and time of all off site visits at least two weeks beforehand, preferably longer. They will be advised as to the nature and duration of the visit and any requirements e.g. costs or equipment needed.

If any child does not arrive for a trip at the designated leaving time, the trip leader should telephone the home to confirm whether the child is coming or not. The trip may leave without



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the child, but the parent should be made aware of this so that no child is left unsupervised at the school.

If the expected arrival time differs significantly from that which was originally told to parents and is after the school is closed for the evening, the trip leader and other members of staff accompanying the visit must telephone parents individually to let them know of the revised arrival time. In some instances, it may be suitable to use the schools texting system for this purpose.

Parents should be informed of any accidents which befell their child during the day, just as they would be at school.

For residential visits, parents are informed of the system for contacting the group leader in the event of an emergency.

16 Residential Visits

A pre-visit by the trip leader is strongly recommended, but not required.

Parents should be supplied with the following information regarding the visit:

- Nature of supervision.
- Code of conduct for children.
- Their responsibility in ensuring that the children are fit to participate in activities.
- Method of travel including the names of any coach/airlines etc.
- Insurance arrangements.
- Dates, times and places for picking up and dispersal of the group.
- Cost and method of payment.
- Pocket money and how it is to be administered.
- Postal address of venue.
- Emergency telephone numbers.
- Type of accommodation.
- Kit list.
- Arrangements for marking luggage.
- Itinerary of activities.

All residential trips should be preceded by an information evening for parents at which the above information will be explained in greater detail.

No residential visit to an activity centre can be conducted unless the site has supplied the party leader with an up to date risk assessment.

If staying at a hotel or youth hostel, the school will endeavour to make all essential checks regarding the suitability of the accommodation (i.e. insurance, fire regulations etc). Contact will be made with the accommodation provider in advance to ensure that the needs of the group are met.



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If activity centre staff are being used, it is necessary to obtain written confirmation of their competence/qualifications. Advice might be sought to confirm that the qualifications are acceptable for the pursuits involved.

Once the group has arrived at their accommodation a visual inspection will take place by the group leader. The children will be briefed with regard to fire evacuations and emergency procedures, the safety of their belongings and behaviour expectations. Any concerns will be raised with the manager of the accommodation.

Boys and girls will be accommodated in separate rooms. In the event that the children are staying in a hotel rooms will be booked along the same corridor of the hotel, ensuring that staff rooms are close to those of the children.

Although adults are on duty for the whole period of the visit, time should be set aside for some adults to rest whilst others take responsibility for the children in the group. When the children are asleep, a member of staff must be immediately available but others might take time to relax. If there is a problem in the night, the trip leader should be the first point of contact. Adults should not smoke or drink in front of pupils.

17 Residential Visits Abroad

In addition to all of the arrangements above, the following elements will also need to be arranged for visits abroad.

- Suitable transportation must be arranged which meets all requirements.
- Valid passports and European Health cards will be required.
- The EVC should check whether any visas are required for the visit. Staff and children who hold documents other than a British passport may require a visa. The group leader should know whether any children within the group are not UK nationals or whether they were born outside the UK. Steps should be taken to ensure that all pupils would gain re-admittance to the UK.
- The EVC will ensure suitable insurance has been arranged.
- If the visit includes visiting the homes of children from host schools, then children will always be accompanied.

18 Indemnities

No indemnity should be signed by any member of a school, before it has been checked by the school's insurance company.

19 Emergency

- In the event of an emergency, parents and the Headteacher must be contacted.
- Contact with the media in the event of an emergency will be made by the Headteacher.
- Parental permission will be gained for appropriate medical treatment to be obtained if necessary. In the event of a medical emergency, the priority must be attending to the immediate care of the sick or injured member of the group, whilst ensuring that the supervision of the rest of the party is not compromised. A member of staff must remain with the sick or injured child. The group leader will notify the school and parents and a member of staff will contact the insurers.



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- In the case of a medical emergency in an EU country, full use of a European Health card will be made but a foreign cash float will be carried or made available since payment may be required, to be reclaimed subsequently.
- The group leader will keep copies of doctor's letters, ambulance certificates and bills for UK insurers.
- As well as of all relevant documentation being taken on a residential school trip, copies will be retained at school and held by the Headteacher and / or Deputy Headteacher. This documentation includes details of next of kin.
- For residential trips abroad appropriate Embassy contact details will be taken.

20 Equal Opportunities and Racial Equality (Refer also to these specific policies)

All school policies have an explicit aim of promoting race equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

St Peter's Church of England Primary School Primary School provides a broad and balanced curriculum for all pupils. The school accepts the three principles in the statutory inclusion statement for the National Curriculum:

- Setting suitable learning challenges for all pupils
- Responding to pupils' diverse learning needs
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

No pupil will be discriminated against with regard to participation in educational visits.

We recognise that educational visits often present opportunities for encouraging respect for diversity.

21 Children in Care

As for all our pupils, St Peter's Church of England Primary School Primary School is committed to helping every Child in Care (CIC) to achieve the highest standards they can. To this end staff will ensure that in delivering the curriculum they set suitable learning challenges of CIC, respond to the diverse learning needs of CIC, and help to overcome the potential barriers to learning and assessment for CIC. All Children in Care will be supported in fully participating in educational visits.



Appendix A

Educational Visits -Guidance for Staff



As far in advance as possible (ideally at least 8 weeks)

1. Making an Initial Booking

At the start of the academic year staff should consider whether any educational visits will enhance their children's learning. All visits should have clear and purposeful outcomes. As far in advance as possible staff should make their bookings for an educational visit with the provider (e.g. museum, educational centre, historic building etc). When making this booking staff should consult the school diary to ensure that a date selected does not clash with other school events. Staff should obtain confirmation of the booking from the provider. This can be sent directly to the office if preferred.

2. Offsite Visit Form

As soon as the booking has been made, staff should inform the EVC who will provide staff with an offsite visit form. This must be completed in detail before any further steps are taken in organising the trip e.g. the EVC will be unable to book coaches / transport until this form is completed.

The form should include specific details of which children are involved (i.e. all class or named individuals). This will allow the EVC to inform the kitchen of any children who may miss dinners on this day. A clear, specific focus for the visit should be identified.

The form should be discussed with the EVC.

3. Preliminary Visit

As soon as possible staff should complete a preliminary visit, if they have not been to a particular venue before. A preliminary visit will help staff to ascertain how to get the most out of the trip, and what educational / social benefit it will have for the children. It will also enable staff to be clear about the following:

- Location of key sites such as toilets
- Access arrangements
- Any health and safety concerns e.g. crossing main roads
- Value for money
- Lunch arrangements
- Shop

It should also help staff with planning any wet weather alternative arrangements.

4. Final Costings

Once the Offsite Visit form has been discussed, the EVC will make the necessary arrangements regarding transport. This may include booking coaches or costing train tickets. The EVC will then arrange a time to discuss the final costing of the trip with staff. Staff will confirm with the EVC whether the cost of the trip is viable. Staff should take into consideration how many previous trips have been offered during the year.



At least 8 weeks before

5. Risk Assessments

As far in advance as possible staff should obtain a copy of the venue's risk assessment. All museums and educational venues will have one. This should be passed onto the EVC in order to help assess the viability of a visit.

The EVC will also gather together our own risk assessments for aspects of Health and Safety such as travelling by coach / train. The EVC will share these risk assessments with the staff prior to the trip. Staff should sign that they have read them.

6. Consent Forms

Parents are now asked to complete a local visit consent form once during their child's time at school which covers the local Aylesford area. Consent forms will still be sent out for trips further afield and for any local visits in which a cost is involved. Staff must however inform parents of the details of any local visit.

The EVC will compile and distribute the letter for your educational visit 6 weeks before the trip is due to take place. Please ensure that The EVC has all relevant details which need to be included. The EVC will chase up all forms.

Children will be unable to take part in an educational visit unless parents have also returned their medical needs questionnaire.

7. Final Details

4 weeks before the trip, staff must also arrange a meeting with The EVC to discuss the final details of the visit. This meeting will probably only last 20 minutes. At this meeting the following should be discussed:

- Required adult to pupil ratios for the visit.
- Helpers – staff will be able to find out from The EVC which parents within the class are already DBS checked. **Taking TAs from other classes is not ideal**, and should be discussed in advance with any teachers who may be affected. Staff should also have a 'spare' helper on standby in the event that someone is unable to accompany the visit.
- Any pupils who may require additional assistance. This might be pupils who need 1:1 adult support, or mobility assistance.
- Ensuring that the number of seats on the coach is adequate for the number of children / adults.
- Medical needs – staff must be aware of any medical needs of pupils taking part in the trip. A first aider accompanying the trip is not a requirement, but will depend on the nature of the visit. Museums and educational centres will all have trained first aiders available. Rail staff are also first aid trained. Staff may want to consider taking a first aider with them on a visit which is not being led by a third party e.g. a beach or town study. If a child taking part in a visit has an epi-pen, a member of staff who has epi-pen training must accompany them.
- Whether contact labels are required for the children.
- Any alternative wet weather arrangements which may need to be made.

6 weeks before



1 week before

8. Information Packs for Volunteer Helpers / Staff Accompanying the Visit

1 week before the visit, staff should distribute information packs for all volunteers accompanying the trip. This should include the following:

- Itinerary for the visit. Details of what time the helpers should be at school and the expected finish time.
- Information about the content of the day and the purpose of the visit. This will enable the adults assisting on the visit to support the children in the activities which they will be doing.
- A list of groups and helpers
- Contact details of the staff accompanying the trip to be given to all adults assisting.
- Arrangements for lunch
- Any medical information relating to the children in their group.
- General information sheet for helpers on school trips – available from the office
- Map / plan of venue if appropriate

As a matter of courtesy staff should inform any parents who have volunteered for the trip and are no longer required.

1 day before

9. Last Minute Details

The day before the visit, The EVC will organise sick buckets, first aid bags, consent forms, parent contact details, tickets etc. She will also arrange any medical equipment that needs to be taken such as epi-pens or inhalers. The lead member of staff organising the trip should collect these from the EVC. This is also an opportunity to touch base and ensure that everything is in place for the following day.

The EVC will also give staff a copy of the medical needs questionnaire for every child taking part in the trip. These forms should be kept with the lead member of staff organising the trip or with each class teacher. These forms would need to be shared with emergency services in the event of a serious incident involving a pupil away from the school site.

10. Day of the Visit

Staff should:

- Remember to take all items which they have been given by The EVC.
- Ensure that all volunteer / staff helpers are present
- Contact the school in the event that a visit is going to be late arriving back.
- If children are being collected from the station at the end of a visit which is due back after 6.00 pm, parents should be contacted individually by telephone in the event of a delay.

After

11. After the Visit

Staff should ensure that sick buckets, first aid bags, and most importantly medical forms and medical equipment (epi-pens / inhalers) are returned to the EVC.



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Further Information

Toilet Supervision

If there is no male accompanying the visit, then staff should consider the following when the children use public toilets:

- For young children, staff may consider taking the boys into the ladies toilet so that they can be accompanied.
- For older children – the children should visit the toilet in pairs or groups (waiting in the toilet block for each other). A female member of staff should wait outside the cubicles or block as appropriate.

Cars/Minibuses

If a visit involves transporting children in cars then the following should be noted:

- The local visits form which parents have completed covers permission for children to be transported in cars, either those belonging to parents or to staff.
- No adult should be alone in a car with an individual child. Children should always be in pairs or an additional adult should be in the car.
- Any staff who are transporting children in cars should have business insurance.
- Some children may require booster seats – this should be considered in advance.
- The County has clear guidance on the use of mini-buses. They also recommend that staff driving mini-buses undertake regular training. If mini-buses are being considered for a visit then the exact arrangements should be discussed with the EVC.