



### **13. VISITS AND OFF-SITE ACTIVITIES**

Schools are to use Devon Education Services' Evolve processes and documentation to ensure that Local Authority legal requirements are met. Providers must obtain consent for visits for all students at the start of each academic year.

All providers will have medical and behavioural records of students on their course (see appendix E) and all relevant staff should be made aware of any medical and/or behavioural issues regarding students taking part in the visit. Staff should not take the whole form with them due to confidentiality issues with other students but the visit co-ordinator should make enough notes for him/herself and other staff.

- 13.1 Agree date of visit with the school(s) involved 6 weeks in advance.
- 13.2 The provider must write a formal letter to parents stating when and where the visit is going to take place, the time the visit will start and end and any equipment students need to bring. An SOE3 form must be included and returned (see Appendix G).
- 13.3 The visit organiser must create a list of students involved in the trip, highlighting the school the student attends and the emergency contact numbers of the students and schools.
- 13.4 A Risk Assessment form must be completed and sent to the school.
- 13.5 Documents stated in points 13.2, 13.3 and 13.4 must be emailed three weeks in advance to all schools involved.
- 13.6 On the day of the trip, staff must take a register and contact the school(s) to advise who is present.

(Currently checking with Evolve as to how best to assimilate the two systems.)