



Manchester
Communication
Primary
Academy

Manchester Communication Primary Academy

Educational Visits

Procedure 20-21

Approval History

Approved by;	Date if Approval	Version Approved	Comments

Revision History

Revision Date	Previous Revision Date	REV	Summary of Changes	Changes Marked	Owner / Editor
10/20			Policy created		

5/6 weeks prior

- Discuss the possibility of a trip with AR.
- Complete EV1 form and submit to AR, including list of children for review. Send a copy to Lauren F, cc JW.
- Lauren will book the trip and transport if approval is given.

4 weeks prior

- Trip lead to complete risk assessment using MCPA format.
- Meet with AR to review risk assessment.
- Send a copy to Lauren for filing in N:\1 - New Staff Share 2018\Educational visits

2 weeks prior

- Trip lead generates consent letter (using template), send to AR for approval who sends to LF&JW for publication.
- LF tracks replies and medical updates, keeping trip lead informed of numbers.

1 week prior

- LF will check replies and chase any missing consents.
- Trip lead to review medical updates, seek advice as needed and update risk assessment if required.

On the day

- Trip lead to ensure key information is shared with the office - times, location, contact numbers and list of people.
- Take a first aid kit (including a book of accident slips) and any medication with you. The nominated first aider must check the kit's contents prior to departure.

There may be certain occasions where these timescales cannot be adhered to due to an opportunity arising or uncertain circumstances (such as weather disruption). In this case, the EV1 must be completed first, 5 days before the event, followed by booking and risk assessment. No trip should go ahead without EV1 approval and risk assessments.