

Off Site Visits Policy – Appendix 4

PE fixture not at another school or college

This document will outline the process for staff taking pupils off site for a PE fixture that is not at another school or college.

1. The member of staff responsible for the fixture should complete the '[Toynbee Trips Approval Form](#)' selecting '*PE fixture*'
2. EVC will seek approval from SLT and reply to the member of staff leading the fixture
3. The member staff should complete a risk assessment and pass this on to EVC for approval
4. Where required EVC will get quote for travel/book travel with external company – **please ask for this as early as possible so we can get booked**
5. Member of staff to book minibus travel with reception where required
6. Member of staff will email EVC the list of pupils they wish to invite
7. EVC will set up trip on Arbor
8. EVC will insert parental consent form and send letter to parents. Telephone calls are not deemed as an acceptable way of securing consent for a PE fixture
9. EVC will confirm participation on Arbor as parental consent forms are returned
10. Prior to the visit, the EVC will download a spreadsheet containing parental consent form information, staff medical information and inhaler/auto injector permissions. This will be saved to files on the trip phone. The Lead staff member must collect the phone from the Admin Office ahead of leaving school.
11. Fixture lead must ensure that First Aid Kit is up to date and contains Toynbee Inhaler and Epipen (ensure in date). They must also collect and required medication for pupils attending the fixture (as listed on parental consent forms) from Admin Office ahead of leaving school
12. Fixture lead should email all staff and Attendance@Toynbee.hants.sch.uk the day before the visit stating the visit, arrival and departure times and the pupils that will be missing from lessons on that day.
13. On the day of the fixture, the fixture lead must ensure the register is completed and EVC is aware of who is present on fixture before leaving the school site
14. EVC will update Arbor registers with this information

Where applicable, EVC will order any FSMs needed, the Lead member of staff should collect these ahead of departure from school

Please note: Pupils with medical needs **must** have the appropriate medications with them ie. inhalers/epi pen on the day of the visit. Pupil who do not have the appropriate medication with them **will not be able to attend the visit**. This will be the responsibility of the Lead member of staff to check as they are leaving school

PE Staff to ensure that EVC has an up-to-date Staff Medical Form that can be applied to fixtures. It is the responsibility of the staff member to complete a new form if there are any changes so that we always have the most up to date information. These forms will **not** be used for other trips, if a trip leader requests a form to be completed, this is a requirement for that trip.

We appreciate that there is not always much notice for these fixtures, it is important to try and get the process started as early as possible to ensure we have all the information required.