



Yorkshire Endeavour Academy Trust – Educational Visits Procedure

West Cliff Primary School



Factor	Local or routine visits (including beach activities)	Day trips - not routine	Self led adventure/overseas
Consent	Blanket consent from form parents complete on entry to school	Letters - specific consent	Letters - specific consent
Medical Information	Taken from records held in school	Taken from records held in school - medical forms for each class need to go on the trip	Specific to this trip - use NYCC residential form
Method of notification	Facebook Slips home Newsletter Occasionally no notification	Letter and previous methods	Letter and previous methods
Risk Management	Generic risk assessment highlighted	Specific risk assessment (also fire and water on beach)	Specific risk assessment
Group information	Take contacts or use Bromcom	Take medical info forms from office	Take medical forms - specific to this trip
Who to notify for permission	No need for Evolve - agreed locally	Entered on Evolve - EVC and head will grant permission	Evolve - LA will give consent
Approval	EVC	Head/EVC	L.A