Children First
Learning Partnership

INSPIRING EXCELLENCE TOGETHER

Kingsfield First School
Educational Visits Policy 2026

The Educational Visits Policy in respect of the Kingsfield First School has been discussed and adopted by the Local Advisory Board	
Chair of Local Advisory Board:	*Mr C Clulow*
Responsible Officer:	*Headteacher – Mrs C Hodson*
Agreed and ratified by the Local Advisory Board on:	*June 2026*
To be reviewed:	*June 2028*

Policy Statement

The Children First Learning Partnership (CFLP) acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of all children and young people.

This document sets out the CFLP policy on managing off-site activity and learning outside the classroom. This policy applies to all schools within the Children First Learning Partnership and must be adhered to by all it's employees.

Provision of Employer Guidance

The CFLP follows the guidelines issued by the National Guidance (NG) 5 – Policies & Evaluation | (oeapng.info) In November 2021.

Where the CFLP employee commissions a Learning outside the classroom (LOtC) activity, they must ensure that such a commissioned agent has either:

1. adopted NG **or**
2. have systems and procedures in place where the standards are not less than those required by NG

and all commission agents required to have their own Educational Visits Policy.

Scope and Remit

This policy applies to all CFLP employees, regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Ensuring Understanding of Basic Requirements

As an employer, Children First Learning Partnership will ensure that its employees are provided with:

- Appropriate guidance relating to visits and LOtC activity;
- Employer led training courses to support the guidance to ensure that it is understood;
- Suitable systems and processes to ensure that those trained are kept updated;
- Access to advice, support and further training from appointed advisers that have proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

Each schools' EVC officer will support staff in preparing for an Educational Visit, and ensure all necessary documentation/risk assessments and permissions are properly administered.

Approval and Notification of Activities and Visits

Employees must follow guidance included in this policy which include where responsibilities and functions are delegated. All CFLP schools utilise the on line EVOLVE system developed by Staffordshire County Council.

A key feature of this system is that visits and LOtC activities requiring approval eg residential or adventurous activities are automatically brought to the attention of the Local Authority (LA), where their approval is required. Those visits and activities not requiring LA approval may be viewed, sampled or monitored using the database and diary facilities of the system. For further assistance/guidance is available from the LA's Educational Visit support team.

Risk Management

Where LA approval is required, a visit forms should be submitted onto EVOLVE between four to six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible, or up to two working weeks after receipt of the visit form for more complex/LA approved trips.

The CFLP has a legal duty to ensure that risks are managed – requiring them to be reduced to an 'acceptable' or 'tolerable' level This requires that proportional (suitable and sufficient) risk management systems are in place. The Children First Learning Partnership seeks additional guidance/support from 'Staffordshire', including training, exemplar risk assessments and resources.

The Children First Learning Partnership has the following expectations in relation to risk assessments:

- All Risk Assessments are prepared in advance of the visit by the Visit Leader and reviewed by the EV Co-ordinator and Headteacher
- Training will be provided via the EVC in relation to risk assessments and risk-benefit assessment
- Generic risk assessments will be utilised where appropriate
- Staffing ratios will also be determined depending upon the age range and needs of the pupils involved and activity type
- Transport arrangements will be properly vetted
- Specific local hazards will be assess (eg waterways, busy roads etc)

Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- Either suffered a life threatening injury or fatality
- Is at serious risk;
- Or has gone missing for a significant and unacceptable period.

The Children First Learning Partnership has the following procedures in place:

- A duplicate visit file is held at the school for reference
- A dedicated member of leadership is nominated by the school to support the Visit Leader outside of the school day as main contact
- A "what to do in the event of an emergency"
- If an incident occurs, information is collated as part of the evaluation process undertaken after every visit.

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities

These numbers should be carried by leaders at all times during an off-site activity.

Under no circumstances should these numbers be given to young people or to their parents or guardians.

Monitoring

The Children First Learning Partnership monitors visits by following the processes detailed below:

The EVC will:

- Ensure that there are establishment procedures for visits
- Lead, or be involved with, the approval of leaders
- Organise training and induction of Visit/Activity Leaders and Assistant Leaders.
- Ensure that there are administrative audit trails.
- Ensure that systems and procedures are reviewed.
- An annual report detailing visits which have taken place, number of children involved and any incidents are recorded and reported to governors

Any visits involving residential or physical activities such as skiing will be subject to further scrutiny by the Leadership within the school, with the Visit Leader being approved by Leadership and appropriate training arranged where necessary.

Role-specific Requirements and Recommendations

The Headteacher/Head of School:

- The Visit Leader will discuss with the Headteacher/Head of School any potential risks and what measures have been put into place
- The Headteacher/Head of School will approve all Educational Visits prior to any correspondence being issued

Visit Leader will:

- be confident and competent in following the CFLP procedures and have an awareness of what the visit will entail.
- ensure the CFLP visit enquiry form is fully completed and submitted to the Headteacher/ Head of School well in advance (at least 1 month) of the planned visit date.
- have overall responsibility for supervision and conduct of the visit.
- be a single individual who will be appointed to ensure accountability
- review and adapt risk assessments in keeping with the activity and the pupils going.

Activity Leader will:

- be responsible for specific and specified activities if applicable and report to/support the Visit Leader

Helpers/Volunteers including parents will be:

- subject to appropriate vetting and used appropriately
- informed of objectives of the trip and briefed on procedures
- briefed on procedures
- informed as to what their role is, and how to integrate with other staff
- able to contribute towards the trip evaluation
- informed of behavioural expectations and sanctions.

Assessment of Leader Competence

The Children First Learning Partnership has a process to induct staff into becoming Visit Leaders as part of each schools' internal processes. We do this in the following ways:

- Line managers oversee EV arrangements
- Leadership provide support and act as main point of contact during visit
- The EVC provides any support relating to the procedural elements eg pupil ratios/letters of consent etc
- External training on how be Visit leader is available

Charges for Off-Site Activities and Visits

Charges are made in line with the CFLP Charges and Remissions Policy.

All Children First Learning Partnership visit/trip letters will contain the following sentence:

This visit cannot take place unless we ask for a voluntary contribution of £X per pupil towards the cost of the following chargeable elements of the visit, ie: transport, admission fees etc. . In the event of the contribution not meeting the costs of the visit then this visit will not be able to take place.

Parental Consent

All CFLP Schools should obtain consent for any activity which is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

Where consent is required, the key is to provide parents with sufficient information to make an informed decision about the participation of their child. Such information may be given in a variety of ways, as the information needed by parents will depend on the nature and complexity of the visit. For example, regular sports fixtures or cultural visits may involve information being given for the season or for the term ahead, with parents being informed of any changes to this as they occur, perhaps by letter, phone, email, text etc.

For more complex visits specific information will be needed, and for the most complex or adventurous visits a combination of written information and briefing/information meetings may be most appropriate. It may often be wise to ask parents to acknowledge that they have received and understood any information provided.

Inevitably, last-minute opportunities will arrive for exciting learning opportunities and the mechanisms for communicating with parents and gaining informed consent should support these. Verbal consent via a telephone call is acceptable in such a situation (and when parents are unable to give consent in writing) but it would be wise to either record the call or to note its time and date, who made it and the wording of any script they used, and who gave consent.

Otherwise, establishments that children attend as part of their day-to-day education or training need obtain consent only for visits taking place outside the establishment's normal hours. Consent is not required for children to participate in off-site activities (such as local studies and visits to a museum or library) that take place during the establishment's normal hours and which are a part of its secular curriculum (Education Act 2002 section 29).

While parents do not have the option to withdraw their child from the curriculum, except for religious or sex education, it is good practice to *inform* them that a visit or activity is to take place (see the section "Informing Parents" below). Asking for consent when it is not needed can lead to some parents assuming they can withhold consent and so withdraw their child from a curriculum visit when this is not the case.

In addition to gaining consent for participation in certain visits, it may be necessary to ask parents for other consent, such as:

- Consent for children to receive emergency medical treatment, including administration of an anaesthetic or blood transfusion, in the event of an emergency when parents cannot be contacted;
- Consent for the establishment to share personal data such as contact details, medical and behavioural information with third-party providers (under the terms of each school's privacy policy);
- Consent for the use of photographs of children by the establishment or by any provider;
- Agreement to any financial or other terms and conditions.

Consent will be gained using a one off consent form at the beginning o each academic year for many local walks, visits and typical activities. Where an activity is less typical or more complex visit specific consent will be sought. It is essential that such blanket consent be turned into informed consent prior to any visit. Therefore, where one-off consent is used, parents must be given information about the visit and their child's proposed participation, and given the opportunity to withdraw their consent should they not wish them to participate.

With appropriate security measures in place, parents can give consent electronically – for example, by email, text or an online system through a website or app. Whatever system is used, it should: allow parents to confirm that they have been fully informed; record when and by whom the consent was given; allow consent to be given by all those with parental responsibility if required. Systems should enable a direct connection between consent and information about the visit.

Vetting and DBS checks

Children First Learning Partnership follows the guidelines relating to DBS checks for all staff. Volunteers if used frequently are also subjected to DBS clearance.

The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) is always on the understanding that an overview based on a common-sense risk-benefit assessment process has been considered.

Requirements to Ensure Effective Supervision

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of "Effective Supervision". In general terms, the law does not prescribe activity specific staffing ratios; but it does require that the level of supervision and group management is 'effective'.

Effective supervision should be determined by a proper consideration of:

- Age (including the developmental age) of the group;
- Gender issues;
- Ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- Nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- Staff competence

As an exception to the above Ofsted and DfE guidance prescribe ratios for Early Years.

Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

As the Children First Learning Partnership, a preliminary visit would be required in the following instances:

- Skiing trip
- Dangerous activities' where additional risk assessments would be required

Schools' within Children First Learning Partnership encourage Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- Learning Outside the Classroom (LOtC) Quality Badge
- Adventure Activities Licensing Service (AALS) licensing

- Adventuremark
- National governing body (NGB) centre approval schemes (applicable where the provision is a single, specialist activity).

Staffordshire County Council takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances.

Insurance for Off-site Activities and Visits

Employer's Liability insurance is a statutory requirement and Children First Learning Partnership holds a membership to the Risk Protection Arrangement (RPA) that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it where negligence attaches. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. The Children First Learning Partnership also holds Public Liability insurance via the RPA, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property where negligence attaches. Employees (as agents of the employer) are indemnified against all such claims, as are all voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

Limited Personal Accident insurance is provided for all CFLP employees in the course of their employment, providing predetermined benefits in the event of an accident in respect of qualifying injuries. However, Visit Leaders should be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.

The Children First Learning Partnership also subscribes to the membership of the RPA scheme which gives benefits that exceed those of most tour operators and provides a phone number giving rapid access to support and assistance in the event of a claim.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

For further information and advice on insurance matters please contact:

Urgent Incident Notifications Phone:	0330 058 5566
Overseas Travel Emergencies & Urgent Incidents Phone:	0203 475 5031

Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

Good Practice Requirements

To be deemed competent, a Visit Leader, or Assistant Visit Leader must be able to demonstrate *the ability to operate to the current standards of recognised good practice for that role*.

All staff and helpers must be competent to carry out their defined roles and responsibilities.

NG sets a clear standard to employees are expected to follow. The guidance states:

'a competent Visit/Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:

- *Knowledge and understanding of their employer's guidance supported by establishment led training. It is good practice for employers to provide formal and accredited training to support their guidance e.g. EVC training, Visit Leader training and such training may be a requirement prescribed by some employers.*
- *Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.*
- *Knowledge and understanding of the group, the staff, the activity and the venue.*
- *Appropriate experience*
- *In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification'*

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities which are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff. Establishments should view the original documents and certificates when verifying leader's qualifications, and not rely on photocopies.

Where a volunteer helper is a parent (or otherwise in a close relationship to a child taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management. The Visit Leader should directly address this issue as part of the risk-benefit assessment.

Similarly, it is good practice for the home contact not to be related to (or otherwise in a close relationship to) any of the young people or staff taking part in the visit.

Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and establishments **must** follow the specialist guidance provided in Staffordshire's transport policy. All national and local regulatory requirements **must** be followed.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader should ensure that coaches and buses if hired from a reputable company.

Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures.

Planning and Evaluation

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and employer guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

Accident Reporting

All accidents that involve anyone – employees, pupils, service users, contractors or members of the public – on County Council premises or anywhere else when engaged in County Council activities are to be handled in line with 'Staffordshire's'Accident Policy. Accident investigation and employee hazard report forms are available from the PVF Health and Safety Co-ordinator, along alongside other relevant policies and useful information available on the SLN. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE.

Local Area Visits

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent.
  (but state how parents are to be informed in advance, eg. via EVOLVE or a slip sent home).
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area includes, but is not limited to, the following frequently used venues:
e.g.

- Biddulph Library
- Tall Oakes Care Home
- Biddulph Town Hall
- Biddulph Sainsburys
- Biddulph Aldi
- James Bateman Junior High
- Woodhouse Academy
- Oxhey First School
- Knypersley First School
- Walks within Biddulph

Operating Procedure

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.

- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Lamp posts/ wheelie bins.

These are managed by a combination of the following:

- The Headteacher must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module).
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves,)

POLICY REVIEW

This policy will be reviewed every 2 years, or before if necessary, by the Children First Learning Partnership and our Local Advisory Boards.

Version	Review Date	Changes Made
V2	15.05.26	Dates changed on the front cover
		Policy Review changed to every 2 years (not 3)
		Appendix 1-trip booking process added
		Appendix 2-trip booking form added
		Appendix 3-mini bus process chart added
		Appendix 4-mini bus booking form added
		Appendix 5-mini bus order form added

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Process for Trips

- Teachers research trips and prices
- Teachers / Office to gain quote for transport

- Complete trip form in full including and visits on site
- Work out the cost per pupil including the £1 admin fee
- Headteacher to sign the form
- Order forms to be raised (a separate order form for each element eg: Coach, Deposit, final balance
- Order forms to be signed by headteacher and passed to OFSM alongside the signed trip form.

For Reference

If your chosen venue is not already on the finance system, it make take up to 2 weeks to get them added and the PO numbers generated. Please plan as far in advance as possible

- OFSM to raise the orders on SAGE (finance system) and this will generate a Purchase Order number (PO) for each order form.
- OFSM will inform staff member of PO numbers, once the order has been processed and at this point you may confirm your trip with the venue / transport.

- Teacher to write the parent letter and this is checked by the headteacher
- Teacher to pass letter to the office staff to add onto parent pay
- Teacher to complete EVOLVE
- Office staff to inform kitchen of any changes to lunches for the trip
- Office staff to check payments and chase as necessary / speak to trip organiser
- Office staff to complete journal form for any DA children and pass to office manager

Items to note

For audit purposes we MUST have orders on the finance system prior to any invoices being generated. This is why we must have completed order forms and PO numbers prior to any confirmation with the venues.

If you have an exceptional circumstance please speak to the headteacher / office manager.

TRIP REQUEST FORM

Payment cannot be made on the day of the trip.
Please ensure the venue will issue an invoice after the trip has taken place

Class / Key Stage		**Teacher in charge**		**No of Staff attending**	
No of pupils		**No of DA pupils**		**No of volunteers attending**	
Trip destination include contact email and phone number					**Have you visited the venue before?** **YES / NO**
Date of trip					
Trip Objective					
Transport requirements	**Coach**		**CFLP Minibus**	**Other**	
	Leave school time		**Leave venue time**	**Any other transport requirements**	
Transport booked - date and name					

COSTING

1. Transport cost	
2. Venue Cost	
3. Venue cost per Adult	
4. Admin fee £1 per child	
Total cost per child **(ADD COSTS 1,2,3,4 - DIVIDE BY NUMBER OF PUPILS)**	

Trip and pricing agreed
Headteacher to sign as confirmation

	staff initial below when action completed
1. Obtain your venue price and transport cost to calculate total price per child	
2. Write trip letter (include wording below *) and order forms (one for venue, one for transport), agree price and letter with HT HT to sign trip request form & order forms	
3. Signed trip form & order forms to be given to your Office Manager AWAIT OFFICE MGRS CONFIRMATION BEFORE SENDING LETTER OUT TO PARENTS	
4. Once confirmation from Office Manager received ensure the office has a copy of letter to enable parentpay to be updated	
5. Trip organiser to complete Evolve	
6. Advise kitchen of trip date and liaise with office re lunch requirements	
7. Ring transport 1 week before trip to confirm arrangements	
*We are asking for a voluntary contribution of **£**.**** per child via Arbor / Parentpay (delete as appropriate) to cover the cost of the transport and venue. Please note that no child will be denied participation on the grounds that a financial contribution has not been made on his or her behalf. However, bearing in mind the cost of the trip, if support from parents is insufficient the trip will be unable to take place.	**This wording must be included in your trip letter**

FOR OFFICE USE ONLY COMPLETE AFTER TRIP HAS TAKEN PLACE	
Transport cost	£
Venue cost	£
Total income received on parentpay	£
NET (transport+venue-parentpay income)	**£**
Pupil premium/EYPP monies	£
End balance	

Notes

Signed by Headteacher - to confirm that you are aware of the end balance of this trip

	OM actions
Complete journals for any PP monies	
Archive trip on Parentpay	
copy invoices into trip paperwork	
Update trip summary sheet - Office / trips / trips 2025-2026	

Minibus Procedure

Employees Responsibilities

- Ensure risk assessments are in place for all minibus driving activities undertaken (as part of the Educational Visits Policy).
- Any new drivers must complete paperwork with OM (please email centraloffice@cflptrust.co.uk well in advance of your minibus request for any new drivers). If you require a driver to be assigned by CFLP please email centraloffice@cflptrust.co.uk once you have requested to book the minibus on the calendar.
- The minibus must be booked out at least 4 weeks prior to booking by emailing the minibus booking form and minibus order form to minibus@cflptrust.co.uk
- All bookings should be made on the Minibus calendar and should indicate the name of the member of staff responsible, the driver, the destination, the number of miles for the whole journey, the times when the vehicle is required. See document 'Minibus Calendar and Booking procedure'.
- When the booking is accepted this is your confirmation for use of the minibus

Drivers Responsibilities

- All drivers need to complete paperwork with OM prior to becoming a minibus driver
- Drivers must have passed their medical and assessment with SCC
- Drivers should collect the keys and paperwork from Reception at Reginald Mitchell Primary School if consent to use the minibus has been given (through acceptance on the calendar).
- Drivers should fill in the vehicle log prior to using a minibus and once the minibus is returned with times and mileage. The vehicle log is kept at Reception at Reginald Mitchell Primary School.
- Carry out minibuses checks prior to use and taking appropriate action for any problems identified – see the Minibus Safety Checklist and Journey Form. The checklist will need to be signed by the driver and given Reception at Reginald Mitchell Primary School prior to driving a minibus. If there is a cause for concern, a minibus should not be driven and reported immediately. **The driver is legally responsible for the condition of the vehicle**.
- Drivers must carry their driving licence **on all** journeys and should at all times adhere to all national laws relating to roads, driving and vehicles.
- Ensure a Permit 19 is displayed.
- The Minibus should be collected from and returned to its designated parking bay and the keys and paperwork returned to Reception at Reginald Mitchell Primary School at the end of the journey.

- Before commencing a journey, drivers should undertake a 'physical check' to ensure that all passengers are wearing seat belts. On long journeys where several stops are made, this check should be made before commencing each section of the journey.
- Fuel is refilled using the fuel card and a receipt kept and given to Reception at Reginald Mitchell Primary School along with a signed purchase order.
- The fuel log must be filled in
- Ensure pupils with medical needs have their medication and staff have access to Arbor for emergency contact details.

Usage of the mini bus will be recharged at an amount per mile to cover fuel costs (more information can be requested from centraloffice@cflptrust.co.uk)

Minibus Booking Form Details

Date of trip:

Pick up time:

Pick up from (Name and Address):

Collection time:

Collection from (Name and Address):

Number of pupils

Number of staff

Total Mileage (use maps to calculate total journey)

The rate charged to school will be for mileage and driver (if using another school based CFLP minibus driver)

I have signed to say I understand there will be a charge for the minibus and have read the minibus risk assessment (and completed a separate one as part of the Educational Visits Policy), Minibus Policy and relevant documents.

Name:

Contact number:

Contact email:

Signed:

Date:

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MINIBUS ORDER FORM

SCHOOL		Please note these boxes must be completed in full for your order to be processed.
DATE OF ORDER		
Person ordering		
Minibus booking form emailed to minibus@cflptrust.co.uk and confirmed available		

Please pick one of the following our of option 1 or 2

OPTION ~~1 Rate~~ for mini bus using own school driver (£10 flat rate plus mileage) to cover fuel

Please fill in A and B		QUANTITY	PRICE	TOTAL
A. Please choose from the following below-				
£10	Flat rate	1	10	£10
B. Please choose from the following below-				
£5	up to 10 miles			
£10	up to 20 miles			
£15	up to 30 miles			
£20	up to 40 miles			
£25	up to 50 miles			
£30	up to 60 miles			
			FINAL TOTAL	
Signed and agreed by Headteacher				

OPTION 2 Rate for mini bus plus CFLP driver to cover fuel and staff supervision

Please fill in A and B		QUANTITY	PRICE	TOTAL
A. Please choose from the following below-				
£20 per hour	Please round up to the nearest 15 minutes from time minibus is picked up to when it is dropped off (in quantity put number of hours) – please add 1 hour on top of trip for checks/travel to school)			
B. Please choose from the following below-				
£5	up to 10 miles			
£10	up to 20 miles			
£15	up to 30 miles			
£20	up to 40 miles			
£25	up to 50 miles			
£30	up to 60 miles			
			FINAL TOTAL	
Signed and agreed by Headteacher				