

## **Educational Visits**

Step 1 For any visit speak to EVC (currently RS) at least **3 weeks** before visit to check dates and staffing.

Overnight or hazardous activities at least **6 weeks** before visit.

Step 2 Complete initial proposal form and attach

- Copy of letter to be sent out (with disclaimer and medical form attached)
- financial planning sheet

then pass to EVC.

Step 3 Initial proposal form is then returned

**Either**  
Further information needed  
**or**  
Okay to go ahead

Step 4 Complete

- Visits out of school application form
- Collect/create risk assessments
- Overnight/hazardous form 6 (if appropriate)
- Names and emergency contacts list

Step 5 Collate information to include  
all of the above  
all medical forms  
all parental consent/disclaimers.

Pass to EVC for signing at least **1 week** before visit, **2 weeks** for Overnight or hazardous activities