New Procedure for Informing the LA of proposed Trips and Visits

20/04/21

As of 1st April 2021 the trips and visits element of the Head Teacher Support SLA has moved to the Health & Safety Team. We have reviewed the process and updated the procedure. The new procedure is a more streamlined process using an on-line form to notify the team of a schools intention to undertake a trip. You will no longer be required to send the OSVF form or the names of pupils and staff attending the trip.

The link to the on-line form will be hosted on both office on line and SLA on-line. We have also provided a toolkit to help you navigate the new procedure.

Once you complete the online form, you will receive an email to confirm its receipt and reference number. For trips and visits that fall in either category 3 or 4 you will then be required to send your risk assessment to the Health and Safety team, who will review and advise the visit leader of any changes or additions required.

Visit form - [here](https://forms.office.com/Pages/ResponsePage.aspx?id=nvZeoElhuk-kDN8ziBD2RHYAkOPpBWdNgS3hFZ8UE2VUNFg2ODBMSzVVVFJNSkxFWU45SVdEWUZJSS4u)

Cancellation form - [Here](https://forms.office.com/Pages/ResponsePage.aspx?id=nvZeoElhuk-kDN8ziBD2RHYAkOPpBWdNgS3hFZ8UE2VUMkVXTVFHRlE3WENGMjdFU043SDY2SE0yRC4u)

In the zipped folder you will find three documents:

1. **Toolkit to guide you through the new procedure**
2. **Sample risk assessment template**
3. **EVC and visit leader training provider list -** Our Workforce Development team are currently working on the development of an e-learning course for Educational Visit Coordinators and Visit Leaders. This course will be part of the trips and visits package offered by the health and safety team. When the course is live all schools will be informed by e-mail. In the meantime if any colleagues require training please find attached a list of external training providers.

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| **If you have any questions please contact:**  Ann-Marie McCullough  CSS Manager - Health, Safety & Wellbeing  Tel: 0161 474 4290  E-mail: [ann-marie.mccullough@stockport.gov.uk](mailto:ann-marie.mccullough@stockport.gov.uk) |