



## Educational Visits Policy

Required Review Frequency	FGB to determine – 3yrs
Next Review Due:	May 2024
Committee Responsible:	Finance and Staffing Committee
Document Location	School

Version	Approved By	Date of Approval	Key Changes
1.0	FGB	19/03/2018	
1.1	FGB	19/05/2021	Revision to introduction and removal of EHIC reference following Brexit.

### Introduction

- 1.0 The Department for Education has published a policy statement regarding educational visits. The statement **replaces** all previous government guidance i.e. Health and Safety of pupils on Educational Visits (HASPEV) and any accompanying supplements. The new statement clarifies how health and safety law applies to educational visits and is designed to reassure establishments that **where sensible and proportionate precautions are taken in planning and running visits and trips, then staff should not fear prosecution** by the HSE. Organisations are encouraged to strike the right balance between protecting children and young people from risk and ensuring that they can learn from the stimulating challenges and valuable experiences that educational visits provide. The statement also encourages employers to remove any wasteful bureaucracy in organising visits and activities.
- 2.0 Ofsted have made clear that they consider this area of activity, amongst others specifically named, to be essential elements of an overall successful **safeguarding approach** to be encouraged and dealt with on a proportional basis.

- 3.0 The new policy is very welcome by all involved with outdoor learning, especially the call for a more sensible and proportionate approach to health and safety and the reduction in red tape.
- 4.0 However, the new Department for Education advice only provides a useful summary of health and safety laws but does not include practical guidance regarding planning, leadership, management and delivery of educational visits.
- 5.0 Delegated Services, therefore, recommends the simplified approach is adopted set out below.

## **Policy**

- 6.0 We at St Helen's CE Primary School adopt the employers' policy and guidance produced by the Outdoor Education Advisers panel and use it as part of our own policy and guidance approach. This guidance can be found at <http://oeapng.info/>
- 7.0 We require all those who are working with children and young people, directly for us or on our behalf, to comply with the content of this policy and guidance.
- 8.0 We will also take account of and reference:
- Any organisational policies which may apply, e.g., the overall Safeguarding approach, our Business Continuity Plan covering critical incidents, First Aid, Administration of Medication etc.
  - National Governing Body guidelines covering sports and outdoor activities and comply with the standard set, and
  - Other sources of good practice

Our competent person's critical incident support sheet is included in an appendix to this document. It will be laminated and taken on all visits/trips. Staff will be trained in its use.

### **9.0 Educational Visits Coordinator (EVC)**

We will appoint our own EVC and ensure they are trained and accredited by a competent specialist, then refreshed on a regular basis, noting that a formal revalidation is necessary every three years.

## 10.0 Early Years

Our practitioners working with children 0-5 years will also comply with applicable content in the Early Years Foundation Stage Framework.

## 11.0 Learning outside the Classroom (LOtC)

We will source accredited and competent providers wherever possible to enhance our provision and recognise, for example, the LOtC Quality Badge provides a national award combining the essential elements of provision - learning and safety - into one easily recognisable and trusted accreditation scheme for ALL types of learning outside the classroom provider organisations, catering for children and young people throughout the UK. The scheme is managed and developed by the Council for Learning Outside the Classroom. ([www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk))

## 12.0 External Provider Check

We will comply with notification and consent procedures and timescales requested by our competent persons and include in this commitment in any Duke of Edinburgh activity.

## 13.0 Mini Bus Drivers

We will use the latest up to date guidance for the driving of minibuses, by accessing the OEAP National Guidance 4-5b Transport-Minibuses <http://oeapng.info/> and ensure that the driver(s) have undertaken a Minibus Driver Awareness Scheme course (MiDAS), or equivalent.

# Procedures and Guidance

15.0 A Provider Standards' Questionnaire or duplicate risk assessments are not required from organisations which hold the LOtC Quality Badge. The form is in an appendix to this document.

## 16.0 Consent Forms

We will use a blanket consent form wherever reasonable for local/day visits and inform parents/guardians/carers of residential and high risk activities and require written consent. Our form makes clear it is their responsibility to update us on any medical issues or changes.

## 17.0 Notification Process

All category C visits/trips including residential visits or those of a high risk or adventurous nature will be notified to our competent persons.

The current standard Notification Form, attached in an appendix to this document, should be sent simultaneously via email to:

Bill Crocker [bill.crocker@delegatedservices.org](mailto:bill.crocker@delegatedservices.org).

### **COMPLETED FORMS WILL BE RETURNED AT LEAST:**

- **FOUR WEEKS PRIOR TO RESIDENTIAL AND CATEGORY “C” VISITS**
- **AND SIX WEEKS PRIOR TO OVERSEAS VISITS**

We note this enables the necessary checks to be carried out, any amendments made to the arrangements and approval given.

### **Failure to notify and receive approval for an activity in Category ‘C’ could result in:**

- insurance cover for all those taking part in an activity being invalidated
- contravening safety guidelines for ‘Off-site visits/School trips’
- lack of emergency support or back-up in the event of an incident occurring
- adverse publicity for the establishment organising the event
- cancellation of the Off-site visit/School trip, and
- potential for litigation, both civil and criminal

## 18.0 Category of Activity

When assessing the most appropriate **category** in which to place an activity, account must be taken of various factors including:

- the ages and abilities of the children or young people involved
- the environment and site of the activity
- the prevailing or forecasted weather conditions
- the experience and qualifications of party leaders supervisory staff, and
- any special needs of children or young people

**The lists of activities in the various categories below are by no means exhaustive and will be added to or interchanged as experience dictates.**

**Category ‘A’** comprises activities/events that present no significant risks beyond those that may be experienced in everyday living and moving around.

For example:

- visiting local libraries, museums, exhibitions, theatres, concerts
- attending musical/arts events, festivals – on same day events
- field study visits in environments presenting no technical hazards
- visits to local Swimming Pools where correct ratios of lifeguards are on duty
- farm visits
- zoological gardens, nature reserves and National Trust type properties
- access to off-site playing fields, sports facilities, 'away' fixtures, and
- local walks, surveys, census gathering exercises

**Category 'B'** comprises activities and events that are considered during the **risk assessment** process to be of higher profile than those of Category 'A'.

For example:

- orienteering in local parks or woodlands
- walking, jogging, cycling (on or off-road), in non-remote countryside
- **\*\*local low level camping trips** where basic facilities are available on site
- field study work in non-remote upland or coastal areas
- team building/problem solving exercises, low level (up to a height of 1.25 m) rope courses and 'assault' course circuits
- visits to major cities in UK, visits to theme parks
- horse riding/pony trekking in non-remote areas, and
- sponsored walks & large scale events where many people participate or watch.

**NB \*\* Overnight camping** trips which fall into Category 'B' will be notified to the competent persons on the notification form as they constitute a residential experience.

**Category 'C'** comprises activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the **4 generic groupings** currently covered by the Adventure Activities Licensing Authority, although this may change in due course.

These groupings are: climbing, caving, trekking and water-based activities.

For example:

- climbing plus abseiling, the use of artificial climbing structures
- caving plus mine exploration, cave diving
- trekking plus piste skiing & artificial dry-slope skiing, and
- water-based activities: canoeing, kayaking, sailing, off shore cruising windsurfing rafting, sub-aqua & snorkelling, water & jet skiing, paddle surfing, dragon boating gorge walking, and **open water swimming**.

**Additional category C activities include:**

- remote or 'wild country' camping (Ten Tors, Duke of Edinburgh's Award expeditions)
- overseas visits & exchanges and overseas expeditions
- motor sports, quad biking, motorbike scrambling
- air-born activities (excluding commercial flights) i.e. gliding, hang/para gliding, parachuting
- hybrid activities combining elements of rock & water i.e. gorge/ghyll scrambling, canyoning, sea traversing, 'coasteering'
- archery
- combat activities i.e. self-defense, judo, fencing, boxing, wrestling, martial arts (visit [www.baalpe.org](http://www.baalpe.org) for guidance)
- pistol & rifle shooting & paint balling, and
- fishing: inland waters, coastal & sea venues.

Staff or managers should be certain of the educational benefits for their children and young people of such activities as paint balling, pistol/rifle shooting etc. when undertaking their risk assessment.

19.0 Other valuable guidance can be accessed at:

<a href="http://www.hse.gov.uk/education">www.hse.gov.uk/education</a>
<a href="#">National Guidance for the Management of Outdoor Learning</a>
<a href="#">Adventurous Activity Licensing Authority (HSE)</a>
<a href="#">Association for Physical Education - safe practice</a>
<a href="#">The Duke of Edinburgh's Award</a>
<a href="#">Council for Learning Outside the Classroom</a>
<a href="#">Institute for Outdoor Learning</a>
<a href="#">RoSPA</a>

The equalities impact in relation to this policy has been assessed.

## Appendix 1

### **Trips/off-site visits including sports events: EMERGENCY NUMBERS and EMERGENCY PROCEDURES**

When preparing for off-site trips type in your establishment details at the bottom, then copy and laminate this sheet. **If going abroad add the local emergency services number and you may wish to translate extra copies of this document into the language of the country you are visiting.** Take it with you along with medical and emergency contact details for your Pupil/Children/Young People and staff/volunteers. Copies of this sheet should be made and put on display in all vehicles being used and held by party **and** deputy party leaders who must travel in separate vehicles, if more than one, or at either end of a single vehicle. *(Tell the volunteers and children about the form in case it is you who are affected by an incident.)*

**If a critical incident occurs:**

- **First, ensure the safety and welfare** of all the members of your party, as far as you can in the circumstances.
- **Second, get Emergency attention. Call 999 (UK only) or 112 (EU).** Call and ask for help from Police, Fire, Ambulance, or Coastguard Services as required.
- **Third, RING the Risk Management and Reassurance Director, Delegated Services on the emergency only number:**

**+44 07979 - 425 - 989**

He will support you and liaise with your establishment to aid an appropriate response and support. Make sure you tell him your telephone number and location and if the emergency services are on their way.

**After calling him act as follows:**

- **Telephone and tell your Headteacher/Manager/EVC/Home Contact** (depending on time of day/day of week) all relevant details of the incident. They must activate your communication plan and will contact parent/carers as necessary.
- **Write down accurately all relevant facts**, times, witness details, and preserve any vital evidence. If you can; take photographs or video.
- **Make contact again with your establishment as** regularly as necessary, informing them of progress dealing with the incident and further information resulting from the incident. (Use e-mail, text etc. if you are certain the receiver is acting on these.)

**Please Note** - most members of your party will have mobile phones or similar devices. *Ensure they do not contact anyone by speaking directly to, texting, forwarding photographs or moving images, using social media, etc., until official calls have been made.* This will aid clarity, avoids blocking telephone lines and helps with the response.

**School contact details:**

**St Helen's CE Primary School  
Alveston  
BS35 2QX**

**01454 866530**



**Bill Crocker** Delegated Services, Clevedon  
Hall, Elton Road, Clevedon, North Somerset BS21  
7RQ **United Kingdom** 07795 190 130 **+44** 01275  
795 827



## Appendix 2

EXTERNAL PROVIDERS ENDORSEMENT - for use with organisations that do not hold the Learning Outside the Classroom Quality Badge

Dates:	Name and Address of Provider:
Email Address:	
Website Address:	
Description – This information must be included. What are the services/activities/provision to be offered by this provider to be covered by this endorsement:	

The provider/tour operator named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A for “not applicable” against any specifications, which do not apply to your provision. All boxes must have a response. *(If you are doing this electronically: Right click the box, choose add text and type with 8 or 9 point font size)*

*Section ‘A’ should be completed by all providers. In addition section ‘B’ - Adventurous/Field studies activities), section ‘C’- Tour Operators and section ‘D’- Expeditions should also be completed where applicable.*

### Section A – ALL PROVIDERS

#### Health, Safety and Critical Incident Policies

1. The provider complies with the relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits/activities, and has a health and safety policy and recorded risk assessments which are available for inspection. ☐
2. Accident and emergency procedures are maintained and records are available for inspection. ☐

3. The provider operates a policy for staff recruitment, induction and training that ensures that all staff with a responsibility for participants have the experience and competence to undertake their duties. ☐
4. There is a clear and communicated definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants. ☐
5. The provider has a Code of Conduct which will be employed where appropriate and supplied in advance of any booking. Visiting groups should adhere to the Code of Conduct. ☐

### **Staffing**

6. The provider has a safeguarding policy covering staff recruitment, induction and training. To support this policy all reasonable steps are taken to check staff/volunteers, who will have access to young people, for relevant criminal history and suitability for work with young people. (i.e. UK Disclosure and Barring Service checks) ☐
7. There are adequate and regular opportunities for liaison between school/organisation staff and the provider's staff to agree learning outcomes and to agree if necessary any changes to the programme. ☐

### **Insurance**

8. The provider has public liability insurance for a minimum of £5 million. ☐

### **Inclusion & Environment**

9. The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005. ☐
10. The provider encourages responsible attitudes to the environment and/or promotes wider sustainability issues as an integral part of the programme. ☐

### **Vehicles**

11. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used. ☐
12. Where applicable drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment. ☐
13. All drivers are appropriately insured and hold a valid licence to drive them on behalf of the provider. ☐

### **Accommodation** (if residential or main use accommodation is provided)

14. A fire risk assessment has been completed, reviewed appropriately and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. ☐
15. Security arrangements have been assessed and all reasonable steps taken to prevent unauthorised persons entering the accommodation. ☐

16. Separate male and female sleeping accommodation and washing facilities are provided. Staff accommodation is suitably located to ensure adequate supervision.

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## SECTION B – ADVENTUROUS ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

### Activity Management

17. The ratios of staff to young people for the activities confirm to those recommended by the appropriate National Governing Bodies & LA, or, in the absence of this, the provider's Code of Practice, informed by risk assessment.
18. The provider maintains a written code of practice for activities, which is consistent with relevant National Governing Body guidelines **or** in their absence, recognised national/best practise standards.
19. Staff competences are confirmed by appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.
20. The provider has made an assessment of the first aid needs for employees and visitors/participants. There will be adequate and appropriate facilities along with access to a person with a valid and appropriate level of first aid qualification. Staff are practiced and competent in accident and emergency procedures.
21. All equipment used in activities is suited to the task, adequately maintained and monitored in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.

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**AALA Licence.** For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these applications with respect to any activities or aspects of their provision offered that are not covered by the licence. (Adventure Activities Licensing Authority (AALA) Licence held.

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22. Adventure Activities Licensing Authority (AALA) Licence held  
AALA reference No: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

## SECTION C – TOUR OPERATORS/PACKAGE HOLIDAYS

*Where a tour operator delivers services using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.*

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23. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection.
24. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies.

☐☐

25. Security in the case of Insolvency - There is an on-going legal requirement to have sufficient evidence of security for the protection of pre-payments in the event of insolvency under The Package Travel, Package Holidays and Package Tours Regulations 1992. This states that businesses offering "packages" must be able to provide this evidence at all times. Please tick to confirm that this is understood and will be complied with.

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26. ATOL, ABTA or other bonding body name and numbers:

\_\_\_\_\_

27. If abroad, the accommodation complies with fire, health and safety and other regulations, which apply in the country, concerned.

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#### SECTION D - EXPEDITIONS

The provider has completed sections A and B of this form and agrees to provide additional written assurance which are specific to the expedition being proposed and which will be made clear to the provider by the Establishment's Outdoor Education Adviser.

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*If any of the above specifications cannot be met or are not applicable, please give details on a separate sheet.*

*Also please give details of any other accreditation with national governing bodies, tourist boards etc.*

**Please note – To enable provider endorsement to be completed leave no answer boxes blank and complete the declaration section in full.**

#### DECLARATION

I hereby certify that I am an authorised signatory to enter into this agreement and to bind the said company, firm, person or corporation to the terms and condition herein.

Signed:

Date:

Name in capitals:

Position in organisation:

Name and address of provider or tour operator:

Tel:

Fax:

Email:

Thank you for completing this form.

Please return to:

Bill Crocker: Delegated Services Risk, Property and Facilities Director, Clevedon Hall, Elton Road, North Somerset, BS21 7RQ. Tel: 07795 190 130  
Or preferably attach to an email to: bill.crocker@delegatedservices.org

### Appendix 3

## Off-site, visits and trips including sports events notification form

Please send these completed forms **as word attachments to an email to**  
[bill.crocker@delegatedservices.org](mailto:bill.crocker@delegatedservices.org) Telephone: (+44) 07795 190 130

And;

Claire Leheup of [oysteroutdoors@gmail.com](mailto:oysteroutdoors@gmail.com) Telephone: (+44) 01275 795 827

at least **four weeks** prior to your residential and higher risk visits in the UK and **six weeks** prior to any overseas visits. Any issues can then be discussed and resolved in good time.

The notification process;

**Low risk activities:** e.g. everyday activities such as going to a post box, museums and local parks; local sports events and competitions unless the sport was inherently higher risk. No notification required to Delegated Services. However, internal records together with your own risk assessment process will be essential and formulated when agreeing the school's general health and safety policies and procedures.

**Medium risk:** e.g. activities which are more challenging and involve a higher level of risk, e.g. pony rides in the countryside outside Bristol, further distance travelled, mass participation events including major sports competitions. *I recommend you run these by us if they are new or substantially changed from when you last did them.* E-mail us an outline of the activity and we will offer our observations.

**High risk:** 'Category C' and residential trips, those of a higher risk and adventurous nature including overseas visits. Please complete notification form.

Complex trips require greater assessment so some of the questions may seem too detailed for minor trips. This form may help as an aide-memoire when doing basic planning – please visit <http://oeapng.info/> The Outdoor Education Adviser's Panel National Guidance for useful planning tools.

**Major expeditions** should have been discussed and planned even further in advance.

**1. Establishment:**

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**2. Title and Dates of trip:**

<b>Title:</b> <b>Depart day and date:</b> <b>Return day and date:</b>
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**3. Objectives of Trip:**

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**4. Establishment trip's contact name, phone number and email** (Educational Visits Coordinator, or equivalent)

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**5. Establishment "24/7 home base" contact details for use in a crisis. This person/s will hold copies of consent and medical forms and a trip information pack.**

a. Person and their job title 1. 2.	
b. Telephone/mobile/text/e-mail 1. 2.	

**6. Location and venue details:**

This is a table and you can expand the box sizes- if needed.

a. Name of the venue or location (or names if visiting more than one significant site).	
b. Address (or addresses), e-mail and telephone number(s).	
c. Post codes or equivalent if overseas.	
d. Does the venue have a LOTC badge so that provider questionnaires are not needed?  Please give expiry date.	
e. If a LOTC badge is not held, do you have a current provider standards questionnaire	

for the venue? <i>(Please attach or explain why not?)</i>	
f. Has a pre visit been undertaken?	
g. Ordnance Survey Map sheet number + grid reference(s) for wild terrain trips.	
<b>For adventurous activities please fill in the section on this specific topic at the end of the form.</b>	Please go to <b>Section 12.</b>
h. <b>For foreign trips:</b> Contact details for the British Embassy, Commission, Consulate or other support locally.	
i. What are the national/local languages and will you have anyone with you who can communicate easily in the language in a crisis?	

## 7. Details of the group travelling.

a. Name of Visit/Party Leader			
b. Mobile number for Visit/Party Leader whilst on the trip			
c. Name of Deputy Visit/Party Leader			
d. Mobile number of Deputy Visit/Party leader whilst on the trip:			
e. Number of additional establishment staff: Number of volunteers (parents/carers)			
Total number of adults:			
f. Number of pupils/children/young people on the trip.	Girls=	Boys=	Total=
g. Key Stage/Year group/Age breakdown of group.			
h. Will staff or volunteers be doing the driving ( or indeed other transport activities such as flying, boating)			

<p>i. Are all the staff drivers etc, licensed, qualified, insured and medically fit?</p> <p>Check with Dept. for Education guidance and licensing bodies and on driver's licenses if unsure and in plenty of time.</p>	
<p>j. Is the venue accessible to all members of your party? ( For example means of escape in a fire)</p>	

## 8. Transport.

<p>a. Name and contact telephone number for the transport provider(s) please.</p>	
<p>b. If staff members are driving, have all legal requirements been met for the vehicle/s and are they fully conversant with daily checks, maintenance, breakdown etc procedures?</p>	
<p>c. Do you have breakdown assistance cover and recovery for vehicles and all passengers?</p>	

## 9. Risk assessment and other preparation.

<p>a. Have all risk assessments been completed/ updated and made available for inspection?</p>	
<p>b. Have all adults in the group, and when practical all the pupils/ students contributed to the risk assessments and have they been, discussed with parents/carers?</p>	
<p>c. What first aid and medical assistance arrangements are there for the trip? <b>Do you comply with Early Years framework where applicable?</b></p>	



d. Has appropriate insurance cover for trip participants, vehicles and possessions been obtained?	
e. For overseas trips is this adequate for serious incidents involving repatriation to the UK?	
f. Have European Health Insurance Cards been obtained?	
g. Have you checked the Foreign and Commonwealth Office and NHS websites for updates on travel advice including vaccination?	

## 10. Safeguarding.

N.B. Confidential information should not be given here. Please discuss in person with Bill Crocker.

a. Have risk assessments been completed for individuals with specific needs and shared with appropriate staff?	
b. Have all adults been confirmed as having appropriate levels of vetting?	
c. Have you included your safeguarding plan for the trip in the risk assessment?	
d. Have you considered the implications of over use of mobile phones and other devices, especially in an emergency?	

## 11. Exchange visits, visits to family homes in the UK or overseas.

a. Are all addresses and family details in the exchange confirmed?	
b. Have appropriate policies been applied, e.g. OEAP National Guidance, your own, the LA if applicable?	
c. Have cultural and personal needs been accommodated?	

**12. a. Adventurous activities provided by independent organisations. (Currently still regulated)**

Please ensure that you have discussed these with your outdoor activities advisor

a. Name of activity provider.	
b. Address, web site and contact telephone details.	
c. AALA Licence number. (Plus other recognised certification when relevant)	
d. Has the activity provider confirmed all staff members have the necessary qualifications, up to date training and will be available for the group going?	

**12. b. Outdoor and adventurous activities provided by your own establishment staff.**

Activity	Staff qualified/ experienced to lead or teach this.	Paperwork on file to support staff qualifications and experience?
Insert cells as needed.		

**13. Any other details you wish to add?**

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**14. Summary of approval within the educational establishment.**

	Name/Signature	Date
Seen and discussed by Party Leader.		
Seen and agreed by EVC or equivalent.		
Seen and approved by Educational Establishment Head/Principal		

**Notification Approved by:**

**Date:**

## Appendix 4



### St Helen's CE Primary School, Alveston OFF SITE VISIT PRE-CHECK LIST

Please complete each of these steps before embarking on the trip. Copies of the signed risk assessment and this check list should be filed in the school office.

#### Before Visit:

Identify lead member of staff responsible for visit	
Establish reason for visit	
Check adult:pupil ratio	
DFE recommends 1 adult for 6 children in school years 1-3 (under 5s should have a higher ratio) 1 Adult for every 10-15 pupils in school years 4-6	
Arrange pre-visit to identify hazards and request risk assessment from establishment to be visited	
Pre visit – alternative plan if main activity can't go ahead	
Identify lead party person	
Write date of visit into the diary	
Complete risk assessment, ensure it is signed by party leaders and HT	
Challenging behaviour – risk assessment for those individuals who may demonstrate unacceptable behaviour	
Book transport and venue	
Calculate estimated costs	
Letter of consent to parents (at least two weeks before visit) Give clear information about meals and departure and return to school times	
Permission slips required for ALL pupils	
Office collect money	
Check first aid arrangements, ensure qualified first aider	
Take medication for pupils (if required)	
Supply office with mobile phone number, or take school mobile	
Talk to pupils about 'code of conduct' and other issues on risk assessment	
Brief adults who are to accompany the party	

Gather high visibility jackets	
Ensure things needed for the visit are prepared	

### **During Visit – things to take**

First aid kit(s)	
Any travel sickness medication	
Phone numbers for venue and transport company	
Procedures in the event of transport delays or breakdown	
Take mobile	
Take pupils emergency contact details and medication sheet	
Pupil count continual through visit	
Continual monitoring of hazards during trip	
If walking by roads, wear high visibility jackets	

### **After Visit**

Head count	
Check and amend (if necessary) risk assessment on return to school	
If required, complete incident form	
Re-stock first aid kit	