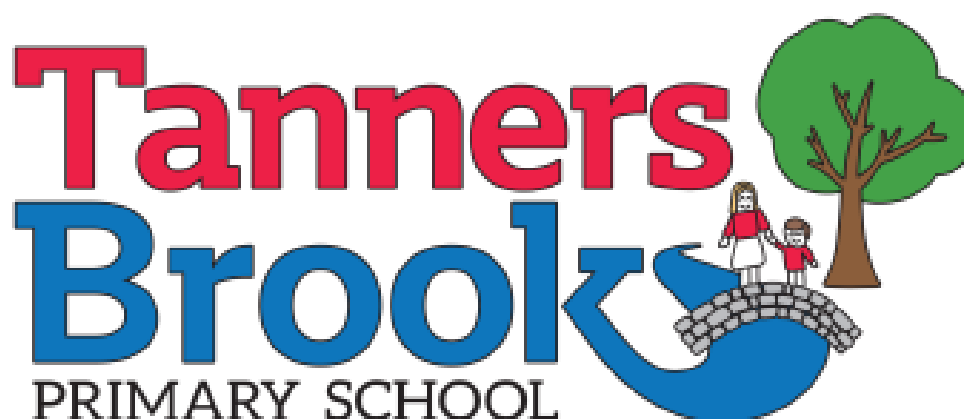


Education visits Policy



Approved by:	Academy Committee	Date: 13 November 2025
Last reviewed on:	N/A	
Next review due by:	November 2027	

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1. Aims and scope

At Tanners Brook Primary School, we strive to support our children in developing the life skills they need for the future. Educational visits are an essential part of the curriculum at Tanners Brook. They enhance pupils' learning, promote personal and social development, and bring classroom experiences to life. This policy outlines the procedures and responsibilities to ensure all visits are safe, well-organized, and educationally beneficial. Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance our curriculum, provide enriching social and cultural experiences, teach life skills and promote independent learning. They form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

[Equality Act 2010](#)

[SEND Code of Practice](#)

[Keeping Children Safe in Education 2025](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Head of School

The head of school is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational day visit which is non-adventurous.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the Academic Committee and Hampshire Outdoors to approve adventurous activities and residential trips.

3.2 The educational visits co-ordinator (EVC)

Nicki Ward is the appointed EVC at our school. Her role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Work alongside Hampshire outdoors to assess outside activity providers
- Advise the headteacher and when they're approving trips
- Access the necessary training, advice and guidance
- Ensure that all visits are evaluated once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Phase leader/trip lead

Every educational visit will have 1 member of staff designated as the trip lead. In the most part, trips will be organised by the phase leaders who will appoint a trip leader as appropriate. Where other staff are organising, they will work alongside the Head of School, Phase leader and EVC to:

- plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- assign staff and volunteer roles, as needed
- make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- ensure there is a first aider for the visit.

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Carry out any required risk assessments and work with the phase leader/ trip lead to risk assess.
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Follow our school golden rules
 - We strive for our personal best
 - We listen
 - We are kind and caring
 - We tell the truth
 - We look after our school.

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Head of School/Executive Head and will be based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies

- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

All offsite visits will be recorded on Hampshire Outdoors EVOLVE.

This requires all the planning steps to be completed and then the form is submitted to EVC (Nicki Ward) who reviews it and, once has been assessed as suitable to go ahead, the form is submitted to Head of School. Where trips include adventurous activities and residentials, forms are submitted to Hampshire Outdoors for overall approval.

EVOLVE forms will be submitted to the EVC a minimum of 5 weeks prior to the trip date. This enables them to be checked and where needed submitted to Hampshire Outdoors. (Forms for Hampshire must be submitted 4 weeks prior to the visit).

Written parental consent will be required for all trips. Where voluntary contributions are required, this information will be shared with parents/carers and they will be informed as to what will happen should the costs of the trip not be met. **Office staff will regularly monitor the return of permission slips and payments made and keep the trip leader informed of the current situation on a weekly basis from when the letter is sent to parents.** This will enable a decision to be made in plenty of time, should a trip need to be cancelled.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. However, where all reasonable adjustments have been made, a risk assessment will still be required to ensure that all children can participate safely and if this is not the case, the attendance of the child will be discussed with the parents.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

5. Risk assessment

We will carry out a full risk **assessment before** the start of all trips. These will be uploaded to the EVOLVE form.

This will be completed using the school's risk assessment template in **appendix 2**, Existing risk assessments or those provided by the destination itself might be used to support this process but a new assessment will be made for each visit due to factors which change.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination. Medical needs for the children will be listed directly on the risk assessment, while all adults attending will be asked to complete a medical questionnaire. For privacy, these will be placed in a

sealed envelope and only opened by medical staff (paramedics etc) as needed. These envelopes will be stored in the Office and all staff will know where they can be accessed if needed.

Where practical, staff will make a preliminary visit to the trip destination as part of the planning and risk assessment process.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Head of School and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit. The Head of School and the EVC can access these through EVOLVE.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all Early years trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in the school office.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls All ratios are adhered to (see below)

Activity/Visit	Staffing/Qualification	Minimum Ratio
Day visits that take place in the local area and/or further from school base without an adventurous element (see below)	An experienced Visit Leader Qualified and experienced leaders, ideally minimum Outdoor and Visit Leader Certificated Other responsible adult(s) to support A minimum of two leaders required, unless in exceptional circumstances	Reception: 1:6 Key Stage 1: 1:8 Key stage 2 and above: 1:12 For very local and/or low risk visits a higher ratio (maximum 1:20) may be considered for Key Stage 2 and above
Visits in open country, near water, a significant distance away from buildings and/or shelter/away from immediate support Adventurous Activities	Qualified and experienced leaders, minimum Outdoor and Visit Leader Certificated Other qualified leader(s) Volunteers and other responsible adult(s) There should be a qualified First Aider for any self-led activity	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1:12
Residential visit,	An experienced group leader At least one Outdoor and Visit Leader certificated (or equivalent) leader is recommended Other qualified leader(s) Other responsible adult(s) in support	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1:12 These ratios do not include the centre/ residential base staff

	<p>A minimum of two leaders required</p> <p>Large or complex visits must have an experienced leader</p>	
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5.2 Transport

Transportation for trips will be organised by the school. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance. We use Hampshire outdoors EVOLVE system to support us with this.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits. They will also be asked to complete our trip medical form and place this into a sealed envelope which must be given to the group leader prior to departure.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter and or email. Information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location

- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards
- Voluntary costs involved and how to pay these.
- Cancellation procedure if the costs of the trip are not met.

Parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school. Where appropriate this form will also enable parents/carers to order a school lunch bag for their child on the day of the trip. (KS1 and free school meals)

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

Trip leaders will ensure that the emergency cards (from EVOLVE) are carried on each trip and that a copy is left in the office/with the head of school along with group information.

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip. However, should the costs of the visit not be met, we may have to cancel. **To avoid cancellation charges from providers, this decision should be made at least 1 month prior to the visit date.**

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential visits

The Head of School will submit all residential trips via EVOLVE to Hampshire Outdoors for approval as they support us in checking

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at **least 1 month before** the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission **at least 2 months** (but as soon as possible) before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

11. Review

This policy will be reviewed every 2 years.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

Appendix 1: visit planning information

To be completed by the staff member proposing the educational visit, and submitted Head of school and EVC.

Visit planning timeline (to be completed alongside the educational visits checklist)

The only current exceptions to this timeline are:

- the Year 6 residential which is booked in February with letters sent out while children are in Year 5 for the following year.
- The Y3 trip to the docks for which we rely on DP world to support with booking and this is done while they are working with us in Summer 1.

Dates	Action
Summer 2/Autumn 1 (All trips for Autumn term to be booked in Summer term and letters sent to parents as soon as possible but definitely by the end of Aut 1 Wk1)	Consider where each year group will go. Begin educational visits checklist (see below) All trips to be booked by EVC or phase leaders
By October half term	All trips to be confirmed and coaches booked so costs can be calculated. All year groups to have letters sent out explaining trip, costs etc and asking for voluntary contributions EVOLVE forms to be started for each trip
Monthly (between trip letters going out and the trip date)	Office to update the trip leader as to who has returned permission forms and how much money has been received.
7-8 weeks before the trip	Office to chase any parents who have not paid and any missing permission forms.
6 weeks before the trip	Trip leader to review payments made and permission forms and discuss with Head of School and EVC whether trip can go ahead. Adults to be confirmed. (any last minute changes can be added to EVOLVE via a note) EVOLVE forms to be completed and submitted to EVC (including risk assessment – any changes needed nearer the time can be added in the form of a note on EVOLVE)
4-5 weeks before trip	Group lists and final preparations to be completed. Risk assessment adjusted if needed Confirm coaches with coach company (how many coaches and how many seats on each coach.)
Week before the trip	Ensure all lunches are ordered from the kitchen Ensure all adults attending are covered for any specific children they cover throughout the day (Including lunchtimes) Ensure all adults have completed medical questionnaire and handed to office. Complete the office information sheet ready to update on the morning and give to the office Prepare packs for adults with risk assessments/group lists/timetables etc)
Morning of the trip	Update office information sheets/coach lists and group lists to reflect children who are absent etc. Give all this information to the office.

Educational visits checklist

Before the trip.

Consideration	Date
Consider where you wish to visit and why.	
Where is the trip to?	
What are the intended learning outcomes for the trip? (Liaise with Sarah Mack – Deputy Head for Education.)	
Discuss trip with ID (Head) and NW (EVC) prior to booking.	
Book the visit with the provider.	
Book coaches	
Agree price per child with the office team.	
Write letter to parents. Get this checked by ID before sending out.	
Send copy of parent letter to NW (EVC) for records.	
Complete pre-visit. (At least one person should do this but if class teachers have not been before and are being expected to lead their class – all teachers should complete pre-visit.)	
Check first aid and medical requirements of the group – create a list to show who needs what and which medications will be needed on the day. Add this list to the risk assessment	
Ensure you have enough adults to cover the ratios. (up to date ratio information is on EVOLVE.) If taking staff check who will be impacted by staff being out all day.	
Complete risk assessment part 1 – highlighting the appropriate statements.	

Complete risk assessment part 2 – detailing the risks identified and the actions to be taken. Include up to date information about the medical and behavioural needs of those attending.	
Add trip to Evolve (at least 4 weeks before trip- 6 weeks for adventurous and residential) If taking volunteers, you will need to check they have the appropriate checks completed and ask NW to check they are listed on Evolve.	
Ensure risk assessment is signed by ID.	
Risk assessment adjusted if needed	
Confirm coaches with coach company (how many coaches and how many seats on each coach.)	
Split children into groups & create a group list. If taking more than one coach, a list of which children and adults are on which coach will also be needed.	
Check medical information has not changed since writing the risk assessment.	
Plan the day(s) and create timetable of events.	
Draft office information sheet ready for completion on the day.	
Ensure lunches have been ordered	
Check all adults attending are covered for the children they work with in school (including lunchtimes.)	
Ensure all adults have completed medical questionnaire and handed to office.	
Volunteers to have completed volunteer code of conduct form. (These can be stored in the office for all volunteers to save them being completed every time.	
Prepare packs for adults with risk assessments/group lists/timetables etc)	

On the day of the trip

	Time
Collect first aid kits and appropriate medication from the office. (If taking Y4/5 or 6) ensure some sanitary products are added to first aid kit)	
Ensure all adults are aware of the timetable for the day and which children they are responsible for. If taking volunteers, ensure they are aware of the school behaviour policy etc to manage behaviour.	
Ensure all adults have a contact mobile number for the group leader in case of being split from the group or an emergency.	
Ensure all children know which group they are in and the expectations for their behaviour etc.	
Ensure the office has a copy of: <ul style="list-style-type: none"> • office information sheet • risk assessment • group and coach lists • emergency contact information. • Offsite emergency procedures cards 	
Ensure group leaders (teachers) have:	

Copies of office information sheet Timetable for the day Group and coach lists Emergency contact information – both of base contact and group leaders Off site emergency procedures cards	
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Appendix 2: risk assessment templates

RISK ASSESSMENT – STEP 1

Answer all the generic questions highlighting the most appropriate answer (read down the columns), add up the total of your answers and look at the level of risk. Then complete the specific risk assessment form (Step 2) as needed.

	The activity is...	The participants...	The activity leader ...	The environment is...	First aid / emergency support are...	Weather changes...
1	within the everyday experiences of the individuals.	are very experienced with an appropriate level of competency.	is very experienced in leading this activity and qualified at the appropriate level	a local, well-known location – urban or rural with predictable hazards.	available at activity site. School and activity staff have appropriate, in date qualifications to suit the activity.	will have no effect on the group.
2	outside the everyday experience of the individual but some tasks have familiar aspects.	are regularly exposed to the activity with an adequate level of competency.	regularly participates in this type of activity but may have minimal qualifications and little leadership experience.	less well known – urban or rural with hazards that could change quickly.	available at activity site. School OR activity staff have appropriate, in date qualifications to suit the activity.	are appropriate to the activity. Any changes will have minimal effect but will not affect safety.
3	outside the everyday experience of the individual but competency has been achieved in training	have some exposure to the activity with experience at a recreational level and	has had some exposure to the activity as a leader, is a recreational participant and may have only minimal	unfamiliar – potentially complex urban or rural; in the UK, or abroad. OR this is an overnight/ residential visit.	limited, with first aid available at activity site. Emergency support may take an extended time to arrive or access the site.	could lead to problems if the group is not adequately prepared with training and equipment.

	(Evidence of training will be required by EVC)	some competency.	qualifications in this activity.			
4	outside the everyday experience of the individual but training has been given (evidence of training will be required by EVC).	have very occasional exposure to the activity with some experience at an introductory level and limited competency.	has had very occasional experience of the activity as a leader, limited experience as a participant and has no qualifications.	within close proximity to water, cliffs beaches, or other novel hazardous environmental features.	not readily available with limited first aid AND emergency support may take an extended time to arrive or access the site.	could cause serious problems if the group has not achieved a level of competency in the activity or are not adequately equipped.
5	outside the experience of the individual with no training prior to the trip.	are absolute novices with no experience of the activity.	has no experience of the activity in a leadership capacity with some experience as a participant.	in a developing world country, a remote area or an area requiring an advanced leadership/coaching award.	not readily available with no first aid or emergency support readily available at the activity; school or activity staff have no first aid qualifications.	could have serious repercussions for the group.

Add up the total of your Highlighted answers.

6 – 10 LOW RISK	11 – 19 MEDIUM RISK	20 – 25 HIGH RISK	25 – 30 UNACCEPTABLE RISK
	Evidence will be required to show you have recognised the risk and made provision for control of risk	Further discussion with EVC is required. Changes will need to be made to lower the overall risk	Further discussion with Head teacher and EVC to establish why risk is unacceptable. Changes will need to be made to lower the risk

Educational Visit Risk Assessment

Establishment		Visit Leader		Visit Location	
Other Staff / Volunteers		Date(s) of Visit		Group Size	Ratio
Key Contact Numbers	Take the offsite emergency procedure cards with you. Ensure you have full group details close to hand.				
	Visit Leader (name and number):	Emergency Base Contact 1 (name and number):	Emergency Base Contact 2 (name and number):		
Benefits (aims, objectives, intended outcomes...)					
•					
Group		Consider: SEND/ behaviour/ dietary / safeguarding / adults' needs			
Identifying the hazards – assessing the risk		Control measures – reducing the risk			Risk Rating (H/M/L)
First Aid and Medical Arrangements		Consider: medicine dispensing / equipment / training / nearest A&E			
Identifying the hazards – assessing the risk		Control measures – reducing the risk			Risk Rating (H/M/L)
Leader and Activity Arrangements		Consider: competence / responsibilities / staffing arrangements / self-led activity			
Identifying the hazards – assessing the risk		Control measures – reducing the risk			Risk Rating (H/M/L)

Educational Visit Risk Assessment

Travel and Transport		
Consider: supervision of coach / mini-bus / walking / drop off / public transport		
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)
The Site / Venue and its Environment		
Consider: management and supervision on site / proximity to water / public		
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)
Downtime (time spent out of structured activity)		
Consider: the supervision and management / remote supervision		
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)
Overnight supervision and time in accommodation (where applicable)		
Consider: fire safety / security / sleeping and showering arrangements / other groups in the accommodation / how students seek help at night		
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Educational Visit Risk Assessment

Other factors to consider and note including alternative plans (Plan 'B'/Plan 'C')

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-
-

<p>Ongoing risk management:</p> <ol style="list-style-type: none"> 1 Apply the control measures 2 Monitor how effective they are 3 Change, adapt, revise as required 	<p>Examples:</p> <ul style="list-style-type: none"> • monitor the weather • monitor water/river levels/tides • monitor traffic on road • monitor conditions underfoot 	<ul style="list-style-type: none"> • monitor group and leaders' response and motivation • monitor behaviour • assess group risk awareness in different environments • monitor the response of your supporting adults
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Completed:	Date:
Signed:	Visit Leader: Head of establishment or EVC:

This document is based upon the HSE 5 Steps to Risk Assessment : <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>
 For further support contact Hampshire Outdoors or reference OEAP national guidance: <https://oeapng.info/visit-leader/>

Appendix 3: Adult medical form



Medical questionnaire for staff attending trips.

Please complete all sections and return to the group leader in a sealed envelope with your name clearly marked on the front.

Name:

DOB:

Doctor name and contact number:

Emergency contact name and phone number:

Medical conditions:

Medication taken (including dose and when taken):

Appendix 4: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the trip leader at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Read and ensure they understand the risk assessment and actions needed.
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- Maintain confidentiality both on and after the visit. (This does not override your duty to report any child protection concerns to an appropriate member of staff.)

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Print Name:

Date: