

# PLATANOS COLLEGE

## **Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm.

This is the responsibility of every adult employed by, or invited to deliver services at, Platanos College. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.



## **EDUCATIONAL VISITS POLICY**

**2015 – 2016**

This Policy should be read in conjunction with the Safeguarding, First Aid and Health and Safety policies

# Educational Visits Policy

## 1. Principles

Educational visits provide a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience and offer a valuable enhancement to the curriculum. We regard them as an essential element of good teaching practice at Platanos College. We recognise that thorough planning and risk assessments of educational visits are crucial to ensure their success and to safeguard pupils, teachers and volunteers. Each visit is designed to provide a rich, learning experience for pupils in a safe, managed environment.

## 2. Management and planning

The Headteacher, Senior Management Team and Educational Visit Coordinator (EVC) nominated by the Headteacher will endeavour to ensure that:

- A suitable Group Leader is appointed for the educational visit;
- The named Group Leader will be assigned with overall responsibility for the organisation and monitoring of the visit and liaising with the School;
- All required actions have been completed according to the checklist before the visit begins;
- Risk assessment templates are completed and authorised prior to the visit taking place;
- Any identified training requirements, pertinent to the nature of the educational visit, have been met;
- The Group Leader has experience in managing, supervising and controlling the age groups going on the visit and has the skills to organise the group effectively;
- The Group Leader and/or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor;
- All supervisors on the visit are appropriate people to supervise children and have appropriate clearance. All supervisors/supporting adults accompanying pupils on residential visits will have an enhanced DBS vetting check where necessary;
- The Governing Body has approved the visit if necessary (e.g. for residential visits);
- Signed parental consent forms are completed for all pupils;
- Arrangements have been made for all known medical and special educational needs;
- The mode of travel is appropriate, safe and risk assessed;
- Expected travel times, both departure and return are known and monitored;
- There is adequate and relevant insurance cover;
- Full details of the visit venue including the address, phone number and a contact name will be retained in school;
- Specific emergency procedures are in place for each individual visit;

- A register of all the adults and pupils in the travelling group, and the contact details of parents/carers and the staff's and volunteers' next of kin is taken on the visit with a copy retained in school.

### **3. Key responsibilities of the Group Leader**

A nominated staff member will be appointed as Group Leader for each educational trip. They will have overall responsibility for the supervision and conduct of the visit. The Group Leader must:

1. Obtain approval from line manager and senior management.
2. Complete an application form and agree cover arrangements in advance.
3. Complete and submit a risk assessment in advance to the EVC for approval and ensure all adults on the trip carry a copy.
4. Obtain parental consent, contact numbers, health requirements etc., and copies given to the Reception Desk and taken on the trip.
5. Provide a confirmed pupil list (including full names and tutor groups) to the Reception Desk and EVC before the trip.
6. Notify the Attendance Officer and class teachers in advance of the absent pupils.
7. Publish details of the trip in advance in any staff bulletin or similar material.
8. Appoint a deputy leader (if necessary) who will be fully briefed in all aspects of the visit.
9. Be able and experienced in working with pupils of the relevant age range.
10. Be conversant in the good practice for that activity.
11. Be suitably qualified if instructing an activity.
12. Undertake and complete the planning and preparation of the visit including the briefing of supporting adults and parents/carers.
13. Have regards to and monitor the health and safety of the group at all times during the trip.
14. Know all the pupils proposed for the visit to assess their suitability.
15. Observe the guidance set out for teachers and other adults below.
16. Ensure that pupils understand their responsibilities.

### **4. Responsibilities of other teachers and adults on the educational visit**

Staff on school-led visits act as employees of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Headteacher and Governors if some of their time on the visit falls outside normal hours.

Teachers and other adults on the visit must:

- Undertake to fully familiarise themselves with all aspects of the visit to include educational outcomes and risk assessments;
- Ensure the health and safety of everyone in the group;
- Care for each individual pupil as would any reasonable parent/carer;
- Ensure they follow the instructions of the Group Leader and help with control, discipline and attainment of learning outcomes. Non-teachers will not have sole charge of pupils except where risks to health and safety are minimal;
- Cease the visit or any activity if they think the risk to the health or safety of the pupils in their charge or adults is unacceptable.

## **5. Responsibilities of pupils**

The Group Leader will prepare pupils prior to the educational visit to ensure they understand that:

- They must follow the instructions of the Group Leader and other supporting adults;
- They must agree to the Educational Visits Code of Conduct;
- They dress and behave sensibly and responsibly;
- They know who to talk to/seek help from if they are worried or concerned;
- They should not undertake any task/action that they may endanger themselves or the group.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group will not be permitted to attend the visit. The curricular aims of the visit for these pupils will be fulfilled in other ways.

## **6. Responsibilities of parents/carers**

The Group Leader will ensure that parents are given full information about the purpose and details of the visit. Where appropriate, parents/carers will be invited to a briefing session prior to the visit. The Group Leader will also inform parents/carers how they can help prepare their child for the visit.

Parents/carers must:

- Sign the relevant consent forms;
- Agree to support the Educational Visits Code of Conduct;
- Provide the Group Leader with named emergency contacts and telephone numbers;
- Give the Group Leader all known relevant information about their child's health which might be relevant to the visit.
- Where there are known health requirements, parents must ensure the School has the appropriate medication e.g. inhalers, Epipens. Where the School does not have the required

medication for a pupil with known health requirements, such pupils will not be allowed to participate in the planned visit.

## **7. Risk assessment**

A risk assessment will always be carried out prior to the visit, using the school's risk assessment template. The Group Leader and other visit supporters will continually reassess the risks throughout the visit and take appropriate action where required to ensure pupil/adult safety.

The risk assessment will include the following:

- Key activities, destination, date and times, method of travel;
- Year group and numbers;
- Identification of known/possible risks and hazards;
- Detail safety measures needed to reduce risks to an acceptable level;
- Emergency procedures;
- List of staff
- Acceptable ratios of adults to children for the visit.

When assessing the risks consideration will be given to:

- The type of activity and the level at which it is being undertaken;
- The location;
- Pupils with special educational or medical needs;
- Child protection/safeguarding/H&S  
(e.g. are pupils suitably supervised at all times during an activity by a DBS cleared adult; will pupils be exposed to any situations that may give rise to child protection concerns; are activities appropriate to their age?)
- The competence, experience and qualifications of supervisory staff;
- The group members' age, competence, fitness and temperament;
- The supporting adults' competence;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing.

## **8. Exploratory visit**

The Group Leader or nominated person will undertake an exploratory visit, where appropriate, to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit;

- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and pupils in the group;
- Ensure that the Group Leader and/or participating adult are familiar with the area/venue. In exceptional circumstances where it is not feasible to carry out an exploratory visit, contact will be made with the venue to seek assurance about the venue's appropriateness for the visiting group. This may include obtaining the venue's risk assessments for review.

## **9. First aid**

First Aid provision will be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad, the School will try to arrange for one trained first-aider to accompany the group where possible. Alternatively, first aid provision provided by the host at the destination will be ensured as far as possible. All adults in the group will be advised on how to contact emergency services and procedures for liaising with the School should an emergency occur.

The minimum first aid provision, when required, should include:

- A suitably stocked first aid box;
- A named person appointed to be in charge of first aid arrangements;
- An emergency contact protocol sheet.

When signing consent for the educational visit, the Headteacher or responsible senior manager will assess if the level of first aid is adequate.

## **10. Supervision**

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- Sex, age and ability of group;
- Special needs pupils;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. As general guidelines, the following ratio of adults to children will be used:

Key Stage Three / Four, visits off-site on foot: 1:20

Key Stage Three / Four, visits off-site involving public transport: 1:15

Regardless of the suggested ratios above, each visit will be assessed individually through the school's risk assessment procedure for educational visits.

These ratios do not include residential visits.

Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents/carers/volunteers may be used to supplement the supervision ratio. They will be carefully selected and ideally they should be well known to the school and the pupil group. All parents/carers/volunteers assisting residential visits will be vetted and have enhanced DBS clearance.

All adult supervisors, including school staff and parent helpers must understand their specific roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil. If the school is leading an adventure activity, e.g. canoeing, caving, the LEA or Governing Body must ensure that the Group Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. In such cases qualifications will be checked with the National Governing Body of each sporting activity. Whatever the length and nature of the visit, regular head counting of pupils should take place. The Group Leader should establish rendezvous points and ensure all pupils know what to do if they become separated from the party.

## **11. Preparing pupils**

Wherever possible, pupils will be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This may include considering health and safety issues.

Pupils must understand key safety information. This includes:

- The aims and objectives of the visit/activity;
- Background information about the place to be visited;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected from pupils;
- Who is responsible for the group;
- What to do if approached by a stranger;
- What to do if separated from the group;

- Emergency procedures;
- Rendezvous procedures.

## **12. Transport**

All pupils should be made aware of basic safety rules:

- To arrive on time and to wait in a safe place;
- When crossing roads to get to the transport do so safely and listen to the adult's instructions;
- Not to rush towards the transport when it arrives;
- Seatbelts must be worn and pupils must stay seated while travelling on transport;
- If pupils feel unwell while travelling they must tell a teacher or the person who is otherwise responsible for the group;
- Make sure their bags do not block aisles on the transport;
- They should never attempt to get on or off the transport whilst in transit;
- They must not throw things out of the transport vehicle's windows;
- Only exit the vehicle when directed by an adult (unless in the case of an emergency where adult direction cannot be made);
- Never try to pass someone on steps or stairs;
- Never distract or disturb the driver;
- Stay clear of automatic doors/manual doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road.

## **13. Pupils with special educational and medical needs**

The Headteacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures will be addressed at the planning stage.

## **14. Communicating with parents/carers**

Parents need to be aware that the teachers on the visit will be acting in their place 'in loco parentis' and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils' health and safety will be included in a letter to parents/carers prior to each visit:

- Dates of the visit;
- Times of departure and return;



- Mode(s) of travel including the name of any travel company;
- Details of accommodation with security and supervisory arrangements on site;
- Names of leader, or other staff and of other accompanying adults;
- Visit's objectives;
- Details of the activities planned and of how the assessed risks will be managed;
- Insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
- Clothing and equipment to be taken;
- Money to be taken;
- The information to be supplied by parents and details of what they will be asked to consent to.

## **15. Insurance**

Appropriate travel insurance should be in place where necessary. For travelling to all European Economic Area (EAA) countries, the European Health Insurance Card (EHIC) can be obtained for free.

## **16. Residential visits**

All visits involving a period of residence away from home need ideally to be planned at least a term ahead. They may consist of:

- A self-catering trip staying at a field centre or similar accommodation;
- A package visit organised by a specialist company or establishment;
- A reciprocal exchange with children staying in private homes;
- A tour organised for specific purposes, e.g. a choir or orchestra visit which could involve staying either in private homes or in a hostel or hotel;
- Certain visits also take place in which students may participate but which are not organised, run, or wholly staffed by the School. An example of these trips includes the Duke of Edinburgh Award. Where these occur the "duty of care" of the pupils rests with the provider. It is however necessary to ensure that the Activity Provider has carried out the required risk assessments and the Staff are suitably qualified.

Whether at home or abroad, residential visits will include periods of time, which are not taken up with organised activity and pupils may want to leave the group accommodation. The Group Leader must therefore issue guidelines clearly understood by all members of the party. The following guidelines should be followed:

- Pupils should not be allowed to wander unsupervised in groups of less than four, and permission (or not) should be given appropriate to the age of the pupils.
- The geographical area in which pupils are allowed to wander should be clearly defined. This may be relaxed only in terms of Duke of Edinburgh expeditions/PE trekking trips although the students will need to have pre-planned their routes prior to the trip and will still be under 'remote supervision'.
- A time limit should be set in proportion to the age of the pupils and anyone who returns late should understand that he/she might subsequently be sanctioned. Before dispersal, everyone should know where a member of staff can be found during the whole of the period, and exactly where the group is to reassemble.
- If pupils are leaving from and returning to the group accommodation, a signing in and out book should be considered and may be appropriate.
- Pupils should not be allowed out of the group accommodation after the evening meal except in escorted parties accompanied by members of staff.
- If the party is likely to be in a hotel or staying in a town, pupils should be reminded that it is an offence under British law for persons under 18 to buy alcohol in public houses, off licences or shops. Persons over 16 may drink beer, wine or cider with a meal in a hotel or restaurant provided that written parental consent has been obtained. Where pupils over 16 are involved in a visit, parents and pupils should be clearly informed of the school's policy on the consumption of alcohol by pupils. Unless the Headteacher agrees otherwise, UK rules will also apply during overseas visits unless the local laws are more restricting, in which case those will apply.
- Pupils away from home may well strike up acquaintances with pupils from other school parties or from the locality. This is a problem only if it leads to further assignments at times when the group is supposed to be engaged on organised activities or safely in its accommodation. Requests to go for a walk at unusual times should be regarded with some suspicion, and unexpected absence carefully noted and investigated.
- The group register should be checked at meal times and whenever the party is about to move from one venue to another, e.g. by coach or on foot. It is often convenient to give small groups of pupils responsibility for one another, reporting to the Group Leader if anyone is missing.
- If the group is staying in a hotel or other accommodation shared with members of the public, particular care must be taken to ensure that pupils do not make excess noise in the passages or in public rooms and that they talk quietly in their own bedrooms after a certain time in the evening.
- The Group Leader of the visit should check the fire exits in any group accommodation and ensure that pupils are aware of them.
- Pupils staying in hotels or similar should leave room keys at reception whenever they leave the accommodation.
- Arrangements for room-sharing should be made as far in advance if possible and under no circumstances should pupils sleep in the same room as a member of the opposite sex.

- If pupils are given permission to stay in private homes, appropriate guidelines and rules in connection with their safety and conduct (as mentioned previously) still applies and should be given to host families.
- The Group Leader of the visit should draw up a list indicating the occupants of each room being used.
- Emergency contacts. For visits that extend beyond the school day and those that take place during school holidays there should be a nominated contact in the UK whose telephone number has been given to parents of pupils on the trip. For other visits the School is the emergency contact. For all visits the SMT, Headteacher's Office and the General Office should also have a telephone number at which the party can be contacted, details of the planned itinerary including time of return to school and a nominal roll of pupils and staff on the trip.

## **17. Visits abroad**

Some special additional precautions are necessary for foreign visits:

- Insurance cover. Everyone travelling to an EU country should obtain a European Health Insurance Card (EHIC; formerly E111) from the Department of Health several weeks before the visit. Shared health agreements exist between the UK and some other countries and full details are available from [www.dh.gov.uk](http://www.dh.gov.uk) by following the "Travelling" link. These detail the procedures to be followed in order to claim for the cost of medical treatment overseas, and are a requirement of most travel insurance companies. All EHIC cards must be held in the school office one week prior to departure to ensure copies are made for all staff attending the overseas trip as well as associated contact staff in the UK;
- Ski trips arranged through companies such as PGL will almost always include specific travel insurance. This is always necessary, even with an EHIC, because the full cost of treatment is not always covered, and insurance may be needed to pay for transportation home at a different time from the rest of the group or flying a parent out to visit a sick child;
- In some countries, signed parental consent forms are necessary before emergency treatment can be undertaken. The Group Leader must ensure a signed 'in loco parentis' agreement is completed for all students prior to departure;
- All Group Leaders should contact the Finance Manager/School Accountant for an up to date copy of the school insurance certificate and ensure the activities being arranged are included in the cover, or are appropriately insure;
- Passports. Parents should be warned at least 3 months in advance if their children need individual passports. For collective passports, arrangements must be made with the Passport Office, well in advance, giving details of nationality and place of birth of all group members. For groups using individual passports, the Teacher in charge should keep a record of the number, date and place of issue of each passport in case it gets lost. If this should happen, the local police should be contacted immediately and an application made to the nearest British Consul, for an emergency travel document. A least 1 month prior to the departure of an overseas journey, the Group Leader should check the passports of each member of the party;

- A week prior to departure all passports must be held in the school front office where copies can be made for all staff attending the overseas trip as well as associated contact staff in the UK. The Group Leader will collect and keep all passports as soon as the group has passed through passport control during any part of the journey. When staying in a hotel, passports should be deposited in the hotel safe;
- Visas. These may be required for visiting or travelling through some countries and must be applied for at least 3 months in advance. A collective passport is not always acceptable when travelling to such countries, and there may be additional or different requirements for non-British passport holders;
- Health checks. These should be made to see whether inoculations are required either for the country to be visited or for those to be passed through. Although these are not usually necessary for Europe, an isolated outbreak will sometimes change the regulations and it is as well to check several weeks before travelling. Advice on health regulations is available online at [www.dh.gov.uk](http://www.dh.gov.uk) and by following the “Travelling” link, and careful consideration should be given to inoculations that may be necessary or advisable which can be arranged through family doctors. Groups should be carefully briefed on any health and hygiene precautions, which are necessary in the regions where they will be travelling;
- Emergency contacts. Every visit abroad should have a nominated contact in the UK whose telephone number has been given to parents of pupils on the trip. The SMT and General Office should also have a telephone number at which the party can be contacted, details of the planned itinerary including time of return to school and a nominal roll of pupils and staff on the trip. It is also advisable to give all pupils a ‘business card’ with the phone number of the Group Leader of the trip and the coach driver or hotel reception on it in case of emergency;
- Serious injury or illness. All teachers in charge should have with them the telephone number of the nearest British Consul, which should be obtained from the Foreign and Commonwealth Office (FCO) before the visit takes place. The FCO telephone number at time of going to print is 020 7008 1500 or look online at [www.fco.gov.uk](http://www.fco.gov.uk) and follow the “Travelling & Living Overseas” link;
- Medical attention. Any child taken for medical attention abroad must be accompanied by an adult who will need to take the parental consent form, EHIC etc.;
- Death. In the event of a death, the British Consul should be contacted immediately. He will inform the FCO in London, which has a 24-hour open line service;
- Funds. The Group Leader should take sufficient funds in the currency of the country to be visited. If local currency cannot be obtained before departure, similar provision must be made on arrival at the destination. If further funds are required, the Group Leader should contact the EVC or another designated member of staff, having previously arranged with a local bank to receive the funds on their behalf;
- Foreign customs. Pupils should be advised beforehand of local customs and warned of the possibility of giving offence. They should be reminded that they are ambassadors and that the School will be judged by the way they behave.

## **18. Emergency procedures/serious incidents**

Despite good planning and organisation there may be accidents and emergencies which will require on the spot response by the Group Leader. Adequate provision for minor first aid must be available when the party is on the educational visit and the Group Leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is a useful aid.

Activity Centres should have their own emergency procedures. These should be obtained in advance of the visit and compared with the recommended framework below. If the Centre's procedures are significantly different or appear inadequate the School should agree with the Centre Management what procedures should be followed. If there is any doubt about the safety of the arrangements the trip should not take place.

Recommended procedures:

- Establish the nature and extent of the emergency.
- The Group Leader or another member of staff on the visit must contact the appropriate emergency services and the EVC or another senior member of staff in the event of an emergency/serious incident.
- The Group Leader and other staff members on the trip will have contactable telephone numbers.
- If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the names of the injured and call whichever emergency services are required.
- Make sure all other members of the party are accounted for and safe.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to phones until contact is made with the Headteacher, EVC, emergency contact point or designated senior member of staff, and he/she has had time to contact those directly involved.
- Ensure that an adult from the party accompanies the injured party member to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to the School.
- There will be alternative contact telephone numbers at "home" and "off-site" available for the Group Leader, EVC and Headteacher as other lines will quickly become jammed in the event of a serious incident where the media may be involved.
- The Group Leader or other party members must not discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media.
- The EVC, Headteacher or another senior staff member should arrange to contact parents/carers of those involved. For a serious incident the parents of all party members should be contacted.

- The Group Leader should write down, as soon as practicable, all relevant details of the incident. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed as soon as possible and insurers, the Health and Safety Executive and the LEA should be informed as appropriate.

## **19. Evaluation**

- Evaluation after the visit will be carried out by the Group Leader.
- The EVC will ensure that any risk assessments prepared for the trip are evaluated and/or modified following the visit.
- The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the school financial procedures.



## **Platanos College**

### **Educational Visits Code of Conduct**

Educational visits form a valuable part of the School's commitment to enable all pupils to achieve the highest standards. In order to achieve this, it is also important that pupils adhere to a code of conduct during visits to maximise their learning.

The pupil must:

- Aim to fully participate in all activities during a visit to support his/her learning;
- Adhere to the School's Discipline and Behaviour Policy at all times;
- Adhere to all rules and instructions as directed by staff members of the School;
- Respect the authority of all staff members;
- Respect the privacy and feelings of all others;
- Take responsibility for his/her actions;
- Conduct him/herself appropriately as normally expected in public.

The pupil must not:

- Engage in individual or group behaviour that will be destructive to the aims of a visit or disrupt his/her learning and the learning of others;
- Breach the School's Discipline and Behaviour Policy;
- Breach the rules and instructions issued by staff members during a visit;
- Engage in behaviour that will put themselves or others in danger;
- Engage in any behaviour that will cause offence to others.

The pupil agrees to the above Code of Conduct and accepts that a breach of this may result in the pupil being returned home early from his/her educational visits.

Name of pupil: \_\_\_\_\_ Year group: \_\_\_\_\_

The parent/carer supports the Code of Conduct and accepts that a breach of this may result in their child being returned home early from his/her educational visits. The parent/carer agrees to resume care of their child in these instances.

Name of parent/carer: \_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_



**Platanos College**  
**Educational Visit Checklist for Group Leader**

**Description of educational visit:**

<b>ACTION TAKEN</b>	<b>YES/NO</b>	<b>NOTES</b>
Outline visit plan approved by Headteacher/EVC/line manager		
Venue visited or others consulted		
Risk assessments completed and checked by Headteacher/EVC		
Staff cover arrangements approved		
Parental consent forms completed		
Medical forms completed		
Insurances checked (where appropriate)		
Staffing levels agreed (based on risk)		
Transport arranged		
Equipment sufficient and suitable		
First Aid arrangements in place		
Staff and volunteers briefed		
Parents briefed (where necessary)		
Participants briefed		
Emergency plan agreed		
Final plans approved by Headteacher/EVC		

**Date completed:**