



TRIPS AND VISITS POLICY

(reviewed November 2025)

Introduction

The Norwood School champions the educational value of off-site visits and their contribution to the personal and social development of the students. Students extend and realise their potential when they participate in activities that offer challenge and learning experiences outside the school curriculum.

Students can derive a good deal of educational benefit from taking part in visits with their school. In particular they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a student's investigative skills and longer visits, in particular, encourage greater independence.

Purposes

The purpose of this policy document is to ensure that all off-site visits are correctly planned, managed and supervised so that students can safely participate in the opportunities that are offered.

To develop, implement and maintain clear systems understood by all visit leaders, accompanying staff and adults to enable trips and visits to proceed knowing that they have taken all reasonable precautions to ensure the health and safety of the students in their care.

To promote the intellectual, personal, cultural and physical development of all students. To ensure all trips/visits are relevant and support the curriculum and/or pupil development.

Guidelines

Responsibilities: The Headteacher may not delegate these legal responsibilities but will normally act through the Business Manager on a day to day basis to ensure compliance. The Headteacher has designated the role of Educational Visits Co-ordinator (EVC) to a trained and experienced trip leader and teacher.

The EVC should ensure that:

- visits comply with national regulations and guidelines and the school's own Health and Safety Policy;
- adequate safeguarding procedures are in place;
- all necessary actions have been completed before the visit begins;
- the risk assessment has been completed and appropriate safety measures are in place(including awareness of any local risks such as severe weather, location or hazards associated with planned activities);
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or person in charge of the activity is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- all staff involved are competent to carry out such responsibilities as they may be allocated. This is to include a training meeting with all staff involved in staff residential trips;
- group leaders are allowed sufficient time to organise visits properly;

- non-teacher supervisors such as assisting staff and voluntary helpers are appropriately trained and competent to carry out tasks allocated;
- parents/carers have, where required, signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the students;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- a school contact has been nominated (this may be the appropriate senior staff) and the group leader has details;
- the group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures;
- the group leader, group supervisors and nominated contact have the names of all the adults and students travelling in the group, and the contact details of parents/carers. Contact details of teachers' and other supervisors next of kin are available through the school;
- there is a contingency plan or plan B in place should the visit plan be significantly changed or cancelled;
- there is a contingency plan or plan B in place should a child become unwell on the trip;
- there is a contingency plan for any delays including a late return home.

The Group Leader

The group leader will have overall responsibility of the supervision and conduct of the visit and will have regard to the health and safety of the group. The group leader must be an employee and will be appointed or approved by the EVC. The group leader will:

- obtain the SLT line manager and EVC's prior agreement before any off-site visit takes place to ensure the trip is relevant, appropriate and convenient within the school calendar;
- follow the relevant regulations, guidelines and policies;
- appoint a deputy;
- clearly define each group supervisor's role and ensure all tasks have been assigned;
- be able to control and lead students of the relevant age range;
- be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place be aware of child protection issues as required, at the discretion of the school's designated child protection officer;
- ensure that adequate first-aid provision will be available;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents/carers;
- undertake and complete a comprehensive risk assessment (including awareness of any local risks such as severe weather, location or hazards associated with planned activities); and share this with all staff attending the trip
- review regularly undertaken visits/activities and advise the EVC where adjustments may be necessary;

- ensure that teachers and other supervisors are fully briefed and are aware of what the proposed visit involves;
- have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to students is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality;
- ensure that group supervisors have details of the school contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- observe the guidance set out for teachers and other adults below;
- Ensure Teachers and Adult Volunteers know their responsibilities and have read the Health and Safety of Students on Educational Visits policy and the risk assessment.
- Stay in daily contact with the Headteachers during Type II visits via email, telephone or whatsapp, sharing any concerns that may arise.

Teachers

Teachers on school-led visits represent the school, whether the visit takes place within normal hours or outside those hours, by agreement with the Headteacher.

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/carer would do in the same circumstances. They should:

- Sign to say they have read the trip risk assessment;
- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the students in their charge is unacceptable;
- ensure that they have read the risk assessment and make the Group Leader aware of any concerns that they might have.

Adult Volunteers

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit. Non-teacher adults acting as supervisors must:

- Sign to say they have read the trip risk assessment;
- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of students except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of students at any time during the visit;
- ensure that they have read the risk assessment and made the Group Leader aware of any concerns they have.

Students

The group leader will make it clear to students that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- wear correct school uniform unless notified otherwise;
- dress and behave sensibly to local codes and customs;
- look out for anything that might be harmful to the individual or group and report concerns to the group leader or supervisor about it;
- follow usual school rules and staff instructions even when off site. These include rules on mobile phones unless staff permit taking of photographs using phones.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these students should be fulfilled in other ways wherever possible.

Parents/carers

Parents/carers should be able to make an informed decision on whether their child should go on the visit. The group leader will ensure that parents/carers are given sufficient information in writing and are invited to any briefing sessions. The group leader will inform parents/carers how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Special arrangements may be necessary for parents/carers for whom English is a second language. Parents/carers will need to:

- pay appropriate amount/contribution to funding of trip (all children should have equal opportunities and access trips regardless of a financial situation – see charging policy for more info);
- provide the group leader with emergency contact number(s);
- sign the appropriate consent form;
- give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit.

Consent

Specific consent must be obtained from the parent/carer of each student taking part in any Type II visit. Consent must be obtained from the parent/carer of each student taking part in any Type I visit in category S. This can be done either via the admissions forms and subsequent updates or the consent and medical form. In occasional circumstances, where consent forms have not been received, school staff will request verbal permission and medical information from the parent/carer to avoid the student missing out on the activities. Type 1 offsite activities in category R do not require consent

Types of Trip

TYPE I VISITS

There are two categories of Type I visit:-

- R: regular, routine off-site activities. (e.g. the use of off-site facilities for PE).
- S: specific, one-off or occasional visits.(e.g. museum visits, field study visits).

TYPE II VISITS

Type II visits are those which fall into one or more of the categories below

- A: Visits including an overnight stay;
- B: Visits including adventurous activities supervised by employee or volunteer;
- C: Visits including adventurous activities supervised by an external provider (e.g. a commercial centre or hired instructor);
- D: Visits abroad;
- E: Visits in any of the categories above for which insurance is arranged other than through the school scheme

Planning visits

Preliminary Planning:

The Educational Visits Co-ordinator has overall responsibility for all school visits and journeys. Formal approval must be sought before proceeding with any arrangements. The relevant application process should be followed. This includes an initial request to ensure feasibility and dates via email to trips@thenorwoodschool.org. Once given permission to apply a detailed application is then made via the Evolve platform giving details of staffing arrangements, pupils, location, dates, activities and completion of the risk assessments form associated with the trip is made. For Type II trips initial permissions are sought via the headteachers who will, if agreed, raise it for governor approval. Only after this approval is the Application process undertaken on the Evolve Platform

- For type I visits four weeks' notice will be required and approval sought prior to the departure; where opportunities arise for visits in a shorter time frame, at least 10 days notice is required.
- educational visits abroad and residential visits (type II visits) must be discussed and approval sought from governors in the 3 months prior to the departure;
- the period between half-term of the Spring Term and the end of the public examinations must be kept free of all but the most essential off-site visits and activities;
- where possible the visit leader makes a preliminary visit to a venue or provider beforehand in order for them to familiarise themselves with the layout and surroundings and any site specific procedures or issues which may have an impact on the visit or the group.
- for overseas visits knowledge should be sought from tour operators
- as far as possible, participants will be involved in the planning and organisation of visits to assist them to make informed decisions and become more risk aware.

Staffing

All trips should be supervised by at least two adults unless one of the following conditions applies:

- Travelling from school to a supervised destination by coach will only require one teacher, as the coach driver has a shared responsibility for safety on the coach.
- One teacher can take local trips and walks within a short distance from the school if a mobile phone is used
- Mixed groups involving overnight stays must be supervised by at least one male and one female with a student /staff ratio of 15:1.

Risk Assessment:

An assessment will be completed prior to the visit on Evolve by the group leader and approval granted by the Headteacher or Deputy Headteacher. The risk assessment should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

For each routine visit, copies of the entire risk assessment pack, including consent forms with contact details, will be provided to all the staff attending . Staff must sign to say they have read the risk assessment. These forms are part of the Evolve trips application process. Copies are attached as an annex to this Policy for reference. For those trips that involve an overnight stay or an adventurous activity, the lead member of staff must hold a meeting with all members of staff prior to the trip where they will go through each aspect of the risk assessment and explain how each risk will be diminished. All members of staff must sign the risk assessment before the trip takes place. Evidence of this meeting must be shown to the headteachers.

Preparing students:

Equal Opportunities:

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate irrespective of special educational or medical needs, ethnic origin, sex, religion etc.

Information to Students:

Students should understand:

- the aims and objectives of the visit/activity;
- the background information about the place to be visited;
- basic foreign culture and customs;
- appropriate dress and care to be given with regard to weather conditions, and caution be taken in severe weather conditions;
- 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 students;

- appropriate and inappropriate personal and social conduct including sexual activity;
- who is responsible for the group;
- what not to bring back either within the UK or from abroad such as drugs, knives etc;
- what to do if approached by anyone from outside the group;
- rendezvous procedures;
- what to do if separated from the group;
- emergency procedures.

For residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when students will also need to know about any ground rules agreed between the group leader and host family.

Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided. This may impact decisions of staff ratios and should be referenced on any risk assessment. Students should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.

Preparing Students for Remote Supervision:

During any time that remote supervision takes place the group leader must ensure that students are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered. As a minimum students should have the following:

- telephone numbers and emergency contacts if lost;
- maps and plans and any other information for them to act effectively;
- a knowledge of how to summon help;
- a knowledge of out of bounds areas or activities;
- details of a rendezvous point.

It is important that students are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules. A general rule of thumb is the students should be in groups of four. Students should be advised on how to take care of themselves in terms of the weather, hydration, traffic and what to do in an emergency.

Communicating with parents

Before residential visits, or when the students are to travel abroad or engage in adventure activities, parents/carers should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents /carers who cannot attend or who have difficulty with communication in English. Parents/carers need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent/carer would. The following information on matters that might affect student health and safety should be given to parents/carers:

- dates of the visit;
- visit's objectives;

- times of departure and return – parents/carers must have agreed to meet their child on return;
- the location where the students will be collected and returned;
- mode(s) of travel including the name of any travel company;
- the size of the group and the level of supervision including any times when remote supervision may take place.
- Parents should raise with the group leader any concerns or additional information regarding their child's needs. This includes health conditions, allergies or potential issues staff may need to be aware of.

Transport, Insurance etc

Insurance:

All participants in Type II visits must be insured through the school's visit and journeys insurance policy.

Occasionally package trips will include a specific insurance for the activities involved. In these circumstances the parents should receive full details of the insurance cover and sign to confirm their acceptance and understanding of the insurance in place to cover the trip.

Coaches and Taxis:

Coaches and taxis should always be arranged via the school's approved suppliers and students will always be accompanied by at least one member of staff.

Seatbelts are to be worn at all times.

Minibuses:

Minibuses must be used in accordance with the school's minibus policy.

Private Cars:

Students are not permitted to travel in private vehicles belonging to staff.

Public Transport:

Often public transport will be used. Staff members will ensure students follow all safety guidelines during the journey. The school will ensure that there is an appropriate level of supervision at all times.

Procedures

Ensure that the Evolve application process and timeline are completed at least three months in advance for TYPE II visits and a minimum of 10 days for TYPE I visits.

Trips/visits which involve overnight stays must be agreed by the Governors.

No visit can go ahead without the permission of the Headteacher or Educational Visits Co-ordinator and without an approved visits application authorised by the

EVC. All trips and visits should be communicated and recorded in the school calendar.

Supervision and Staffing ratios

The Norwood School will ensure that there is an appropriate level of supervision at all times for all visits. This must be approved by the EVC or Headteacher. The suitability on the level of staffing on an individual visit will be based on the following factors:

- The type, level, and duration of activity.
- The nature and requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and other factors.
- The contingency or Plan B options

A visit must not go ahead where the EVC or Headteacher is not satisfied that an appropriate level of supervision is in place.

Staff assigned to support the special needs of an individual cannot be included in the overall staffing ration.

There should be 2 adults on any trip with ratios of 1:18 for Type 1 visits and 1:15 for Type 2 visits. This is to be reviewed according to the need/detail of the trip eg location, means of transport, teacher experience, type of pupils etc. Where it is anticipated that particular activities or students on the trip would incur more complex arrangements to be made, then the ration should be considered and potentially reduced to mitigate risk.

Pupils on a trip should always be able to reach a member of staff. This includes being able to 'touch base' whilst having independent group time during the day and always having a member of staff available at hotel or hostel sites during residential trips. No pupil should be left alone in a hotel or hostel whilst the rest of the group are elsewhere.

It is strongly recommended that for all Type II visits and when the minibus is used for a long journey that a teacher and a second adult accompany the party.

Emergency Procedures:

In the event of an emergency during an offsite activity the following procedures should be followed:

- Primary concern is to ensure the health and safety of all members of the Group at all times. Any actions needed to ensure this should be taken immediately, in the given circumstances. E.g. contacting emergency services, administering 1st Aid, obtaining local assistance, etc.

- If urgent information is required from the affected person's Emergency Contact to assist with the affected person, then this should be done. Otherwise, the school will make contact with Emergency Contact.
- The EVC, Headteacher or SLT line manager should then be contacted as soon as possible on the emergency numbers and fully briefed on the situation. Wherever possible decisions should be made in liaison with the Headteachers to ensure safety and well being of those affected and the wider group.

The Norwood school will then:

- Provide the Group Leader full remote assistance, contacting necessary authorities, services, organisations etc to ensure safety of the Group.
- Contact the affected person's Emergency Contact, to inform them of the situation and how it is being managed.

The Norwood school will inform the Group Leader:

- Of any further relevant information regarding the affected participant provided by the Emergency Contact.
- Of any intention by the Emergency Contact to make their way to the location of where the affected participant is being treated.
- Under no circumstances should any media contact be made by anyone within the Group. The Headteacher will manage any communications regarding the media in conjunction with the Governors and the Local Authority.
- In order that the situation can be managed in an orderly manner, other members within the Group should be discouraged from making communications on their mobile phones regarding the incident. Any unmanaged communications to parents/carers may cause undue distress.

Trips, Visits and Risk Assessment

Please consult with George Wolstenholme who oversees all off site visits before any trip is organised. Considerable inconvenience is caused by colleagues not adhering to proper procedures when arranging trips and visits. It is hoped that the checklist below, which is mandatory in many respects, will be useful.

Due regard should be given to age, ability and known behaviour of pupils when planning activities and supervision levels. Extra supervision would be advisable in some instances, considering different methods of transport, types of activity or, in extreme cases, selection or exclusion of some pupils. Heads of Faculty and Year Heads will advise and should be notified of the name of pupils selected for a trip or visit at the earliest possibility.

School trips/visits: Procedures

1. The trip leader discusses the potential trip with their Line Manager to ensure it is appropriate and beneficial to the students and school
2. The trip leader emails trips@thenorwoodschool.org with an outline of the trip, who is involved and a provisional date and time.
3. APA, who oversees the school calendar will confirm date, time and staffing cover if the trip is to go ahead. She will advise to progress to application via Evolve
4. Complete the Evolve trip application & risk assessment which will pass through various stages of authorisation. Initially the application goes to the AVC for checking, it is passed to APA to ensure staff numbers, times and dates are correct. Finally it is authorised by the Headteachers and the application process is finalised.
5. Book venue and transport if required – see the School Business Manager to do so any trip requiring financial input such as the buying of tickets or booking of transport should be undertaken with plentiful notice so that arrangements can be made and costs accounted for. Preferably this should be 4 weeks in advance for type i trips and 3 months in advance, at least, for type ii trips.
6. Send out letters to parents giving full details including departure and arrival time, method of transport, location of trip and the amount of money parents need to contribute. Letters must include a permission slip to be returned by parents giving consent to their child attending the trip. Please request a contact telephone number on the permission slip. A copy of the letter should be passed to GFW, and the school office.
7. Inform teaching staff of intention to run the trip so that planning can be adapted and disruption to learning is minimised. Consult premises staff if you wish to use the premises/car park out of school hours.
8. Let the kitchen manager know the number of free packed lunches required at least 7 days prior to the visit and the total number of pupils going on the trip.
9. Email a full list of pupils going on the trip a week in advance, at least, to staff and to KGA for inclusion in staff notices on the day. Ensure you leave your contact details and have on you the school number and Line Manager's contact number. For a type ii trip then make sure you have the contact number for one of the Co-Headteachers or both.
10. For type ii trips hold a parent meeting in advance of the trip taking place. Ensure parents have the opportunity to raise any issues or concerns pertaining to their child and record these.

11. Trip leaders must share the risk assessment associated with the trip in advance with all adults accompanying the trip. Adults must sign the risk assessment to confirm it has been read.
12. For type II trips add further information regarding weather conditions to the risk assessment - especially if there is risk of severe weather such as snow, storms or heatwaves. Detail mitigating actions that will be taken should severe weather occur.
13. Ensure the office has a list of all students who are in attendance to the trip and given them a clear time of return to school. If this changes then inform the office.
14. For type II trips Trip leaders should stay in daily contact with the Headteachers via email, phone or whatsapp, raising any concerns as needed.

NORWOOD SCHOOL – APPLICATION TO TAKE PUPILS ON A DAY VISIT



For residential visits an initial appointment should be made with HOF first

Please submit this form to your HOF/Line Manager and GFW once a preliminary conversation has taken place.

Form 1

| | | |
|--|-------------------------|--|
| Date of visit: | | Destination (Please provide full address if known): |
| Number of boys: | Number of girls: | Year/Form: |
| How does the proposed visit compliment the curriculum? | | |
| Names of staff accompanying party: (Normal ratio 1:15) | | |

| | |
|---|---|
| Time and place of departure: | Time and place of return: |
| Cost per child: | Method of payment: n/a |
| Signature of teacher in charge of visit: | Signature of Head of Department: |
| Date: | Date: |

Cover required (work to be left in staffroom or in classroom. Please inform Bernie Davis

| Period | Class | Subject | Room |
|--------|-------|---------|------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

Application: Approved/Refused:

Reason for refusal:

Signed: Date:

Circulation: HOD/HOF/DTO



The Norwood School

Generic Risk Assessment for Trips and Visits 2025

| | | | |
|--------------------------------|--|---|--|
| Trip Leader | | Contact Number | |
| Staff Accompanying Trip | | Location/Venue Address | |
| Date of Trip | | Travel Arrangements (include travel company and email address etc) | |
| Departure Time | | Where From | |
| Return Time | | Where To | |
| Purpose of Visit | | Number of Students Staff/Student Ratio | |

| | | |
|--|-------------------------------------|-------------|
| | Signature of Group Leader | Date |
| <i>I have read, understood and completed this risk assessment and I agree to adopt as standard the control measures and precautions identified within it</i> | | |
| | Signature of Headteacher/EVC | Date |
| <i>I have studied the application and I am satisfied with the planning, organisation and staffing of the visit. Approval is given.</i> | | |

| <p align="center">Significant HAZARDS</p> <p><i>Likely places/ways that people could be harmed or seriously harmed</i></p> | <p align="center">CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice</p> <p><i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra at the end of the form as required</i></p> |
|--|--|
| <p>Inadequate planning and organisation</p> <p><input checked="" type="checkbox"/> Accidents/injuries</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Trip leaders will have read and will follow the School Trips Policy <input type="checkbox"/> All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities <input type="checkbox"/> Leaders will meet the accompanying staff prior to departure to discuss and share risk assessments <input type="checkbox"/> All accompanying staff will be made aware of their roles and responsibilities prior to departure <input type="checkbox"/> Trip leaders will brief young people regarding hazards and the safety expectations <input type="checkbox"/> Parents will be informed of arrangements prior to visits and written consent given |
| <p>Exposure to adverse effects of weather</p> <p><input checked="" type="checkbox"/> Cold injury, heat injury, over exposure to sun etc</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (inc. hat, sun cream etc) <input type="checkbox"/> Specialist personal protective clothing and equipment will be made available to group members if appropriate <input type="checkbox"/> Staff will plan and make provision for young people who may not bring suitable kit, including arranging check up before departure <input type="checkbox"/> Staff will obtain daily weather forecasts and adjust plans accordingly |
| <p>Young person lost or separated from group</p> <p><input checked="" type="checkbox"/> Trauma/upset/injuries</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Group leader will ensure that supervising staff are competent and understand their roles <input type="checkbox"/> Staffing ratios will be appropriate and sufficient <input type="checkbox"/> Leaders will use suitable control measures (eg buddy systems, large groups split into small groups etc) <input type="checkbox"/> Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements <input type="checkbox"/> Young people will be briefed as to what to do if separated from the group <input type="checkbox"/> Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups |
| <p align="center">Significant HAZARDS</p> <p><i>Likely places/ways that people could be harmed or seriously harmed</i></p> | <p align="center">CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice</p> <p><i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra at the end of the form as required</i></p> |
| <p>Leaders take their own children or other family members on a visit</p> | <ul style="list-style-type: none"> <input type="checkbox"/> If staff family members or volunteers accompany group, the supervision and care of young people will not be compromised |

| | |
|---|---|
| <input type="checkbox"/> Inadequate supervision/accident | <input type="checkbox"/> Staff ratios will be amended accordingly to take account of split responsibilities <input type="checkbox"/> The Deputy Leader will be fully briefed and competent to take over full leadership if required |
| Visit returns after school hours <input type="checkbox"/> Accident/upset/lost/abducted | <input type="checkbox"/> Parents/carers and young people will be fully informed regarding collection/drop off arrangements after a visit <input type="checkbox"/> Young people due to be collected will not be left alone, and will be properly supervised until they are collected <input type="checkbox"/> Attempted contact will be made with parent/carer of young people not collected |
| Emergencies Inadequate procedures <input type="checkbox"/> Delayed help/support <input type="checkbox"/> Deterioration of condition | <input type="checkbox"/> All staff on the trip aware of the emergency plan for dealing with an incident on a school visit <input type="checkbox"/> At least one member of staff will carry a fully charged mobile phone <input type="checkbox"/> Staff will carry sufficient amounts of cash or cards for emergency spend <input type="checkbox"/> Staff will have school and relevant individual's contact numbers on them <input type="checkbox"/> A complete first aid kit will be checked and taken with the group <input type="checkbox"/> Contact details of parents/carers will be held by group leader <input type="checkbox"/> Group leader will brief young people regarding emergency procedures <input type="checkbox"/> Group leader will have a contingency plan in the event of an accident/vehicle breakdown |

| Significant HAZARDS <i>Likely places/ways that people could be harmed or seriously harmed</i> | CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra at the end of the form as required</i> |
|---|---|
| Activities in, on or near water <input type="checkbox"/> Drowning/hypothermia | <input type="checkbox"/> All accompanying staff are made aware of the particular and higher risks associated with many water based activities <input type="checkbox"/> Activities involving water will be carefully pre-planned, and appropriate risk assessments and control measures put in place, including availability of life saving equipment and competent, trained staff <input type="checkbox"/> Staff will know the swimming ability and confidence of group members and will plan accordingly |
| Special medical, behavioural needs of specific young people <input type="checkbox"/> Injury/illness | <input type="checkbox"/> Up to date information regarding special/medical needs of all group members will be obtained <input type="checkbox"/> Advice will be taken from SENCO, head of year, first aiders and parents/carers if necessary <input type="checkbox"/> Individual needs and associated specific risks will be identified, recorded and shared with all relevant personnel <input type="checkbox"/> Young people will have written parental consent and will inform leaders if medication is taken or required <input type="checkbox"/> Young people (and parents in letter) will be reminded to bring personal medication if required <input type="checkbox"/> Accompanying staff will carry information regarding medical conditions and any relevant medication |

| | |
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| | <input type="checkbox"/> Staff will check before departure that young people and/or accompanying staff will carry any necessary medication <input type="checkbox"/> Staff will be fully briefed regarding those with special/medical needs and how to treat/respond accordingly <input type="checkbox"/> The programme/itinerary will be will be arranged with due regard to the mobility and special needs of all members of the group <input type="checkbox"/> Young people will be briefed to eat/drink sensibly and have sufficient sleep <input type="checkbox"/> Particular care will be given to ensure safe access and involvement for all, especially with regard to transport, accommodation and activities |
|--|---|

SPECIFIC VISIT RISK ASSESSMENT (Please also check weather predictions ahead of the trip in case this impacts on planning required)

This form should be completed, in addition to the generic risk assessment used, to record the risks associated with a specific visit, taking into account the particular activities undertaken, the locations visited, and the individuals involved (add extra sheets if necessary).

| Specific Individuals at Risk (SEN, Medical etc) | Precautions and Control Measures |
|---|----------------------------------|
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| Time , Place, Activity | Significant Hazards (location, activity, weather conditions etc) | Precautions and Control Measures |
|------------------------|--|----------------------------------|
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