



# St Leonard's CE(A) First School Educational Visits Policy

**Developed in consultation with:**  
Teaching staff  
Governing Board

Adopted by the Governing Board:  
Jan 2022  
Date for review: Jan 2024

Date of last policy reviewed	Changes made
May 2019	Dates changed.
Jan 2022	Adapted to include guidance from SCC (LOtC) Learning outside the classroom guidance and in light of Evolve training by co-ordinator.



## Educational Visits Policy Jan 2022

### **1. Introduction**

This policy should be read in conjunction with supporting documents, including:  
Staffordshire County Council Learning Outside the classroom (LOtC) information.

St Leonard's makes use of the Entrust Educational Visits Advisor (EVA) for advice and guidance. School staff use the Outdoor Education Adviser's Panel (OEAP) for National Guidance.

<http://oeapng.info>

### **2. Aims and Purposes**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. All visits will have sound and clearly stated educational aims.

Each year the school arranges a number of educational activities and visits that take place off the school site and/ or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Occasionally inter-school team sports, such as football
- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

### **3. Leadership and Management of Educational Visits**

#### **Responsibilities**

#### **Educational Visits Co-ordinator (EVC)**

Under the statutory guidance which came into effect on 1<sup>st</sup> March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision

of all visits and adventurous activities meet the Department of Education requirements and LA guidelines. This school's EVC is Mrs Kelly Stanesby (Headteacher).

St Leonard's ensures that our EVC is trained in line with requirements by attending revalidation training every 3 years and also that they have prior experience of leading Educational Visits.

The EVC ensures that all staff and adult volunteers helpers have a clear understanding of their roles and responsibilities including the risk assessment process.

St Leonard's uses an online system called EVOLVE to record, approve and manage Educational Visits.

SCC requires all maintained schools and services to use the online system EVOLVE for notification and approval. Entrust provide us with access to EVOLVE via their Educational Visits and Guidance SLA.

A key feature of EVOLVE is that visits and LOtC activities requiring formal EVA acknowledgment can be brought to the attention of the Entrust EVA. Those visits and activities not requiring EVA acknowledgment may also be viewed sampled or monitored using the database and diary facilities of the system.

### **Approval procedure for Visits**

SCC requires Headteachers to formally approve ALL off-site educational visits and LOtC activity taking place in accordance with these Management Arrangements and OEAP guidance.

It is the responsibility of the governing board to ensure the safety and wellbeing of the participants taking part in the visit.

Although approval is delegated, the school will and MUST additionally seek approval from the Governing Board and notify Entrust's Educational Visit Advisor in advance, of any higher risk visits and activities planned (before booking) which involve any of the following:

- An overseas visit.
- A residential or overnight stay (at home or abroad).
- An adventurous activity.
- Any higher risk visits and activities as follows:
  - Multi Activities (including those delivered by external providers)
  - Abseiling
  - Air Activities (excluding commercial flying)
  - Open Country activities (beyond 30 mins of nearest refuge and above 500m)
  - Camping
  - Paddlesport Activities including canoeing, kayaking, stand-up paddle boarding
  - Coaststeering / Coast Scrambling / Sea level traverse
  - Duke of Edinburgh Award Expeditions and training (including walking, cycling, canoeing and horse riding)
  - High level Ropes Courses
  - Hill Walking and Mountaineering
  - Horse Riding
  - Motorsport, all forms including Karting and Quad trekking
  - Mountain Biking
  - Rafting/Improvised Rafting
  - River / Gorge Walk / Scramble
  - Rock Climbing including natural rock and man-made indoor or outdoor walls
  - Sailing / Windsurfing
  - Kite surfing / buggying
  - Shooting including air, clay, laser tag sports, paintball and airsoft
  - Archery

- Skiing including skiing Indoor and dry slope
- Snowboarding
- Snorkelling and aqualung diving
- Swimming all forms excluding UK Public Pools
- Use of powered safety craft
- Water skiing and wake boarding
- Trampoline parks
- Field work in Coastal, River and upland locations
- Any other activity which has additional risks.

This notification includes any activities being delivered by external providers or approved competent establishment leaders, even those who hold the required NGB qualifications.

### **Regular and Repeated Educational Visits**

For regular visits such as weekly swimming or sporting fixtures, a blanket form will be completed on EVOLVE to cover all visits. These are done on a termly basis and all the details on there must be shared with any staff involved.

For PE activities, only the journey to and from the venue is covered by OEAP guidance. The organisation of the activity itself should be as required or recommended by specialist PE guidance, such as the Association for Physical Education (AfPE).

In addition, blanket forms will be used to cover regular visits in the local area such as visits to local places of worship, libraries and local parks.

### **Specific responsibilities include:**

- **Local Authority** - to approve overseas, residential and adventurous activities
- **Governing Board** - to ensure the safety and wellbeing of the participants taking part in the visit.
- **Head teacher** - to approve visits and assesses competence of visit leaders
- **EVC** - to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA
- **Visit/ activity leader** - to plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- **Supervising teachers and other adults** - to supervise children, continually assess risks, manage risks in line with risk assessment
- **Pupils/ parents/ volunteer helpers** - to follow instructions and procedures in line with the risk assessment

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

### **4. Parental Consent**

The EVC will ensure that those in a position of parental authority have been fully informed and appropriate consents obtained.

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgment of Risk').

We have a standard wording letter to parents which gives full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and details of other incidental activities is included. The letter also states the cost of the visit per child. (Please see charging policy for further details)

For day visits only, where written consent has not been received, verbal consent to two members of staff can be accepted (for example teacher and office staff),

## **5. Staffing**

### **Competence**

Any educational visit must be led by one of the senior leaders or teachers at the school.

The Headteacher is responsible for assessing the competence of visit leaders and their assistants.

They must be formally assessed as competent to undertake the responsibilities.

Where an employee regularly leads Educational Visits, the visit leader (VL) training is recommended.

The EVC will ensure that all staff and students taking part have received suitable and sufficient information, instruction and training appropriate for their responsibilities.

Staff who are leading Educational Visits in the adventurous or additional risk category should have additional National Governing Body Qualifications to lead effectively.

### **Supervision**

The law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is 'effective'.

Effective supervision should be determined by a proper consideration of:

- Age (including the developmental age) of the group.
- Gender and gender issues.
- Ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc.).
- Nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions).
- Nature of the transport involved
- Staff experience and competence.

When calculating ratios for groups, the establishment must ensure that there is sufficient competent staff to effectively supervise the group during all aspects of the visit. Staff from external visit providers should not be included in the supervision ratios as they may not be present for the whole visit. The competence of supervisors and the supervision arrangements are more important than ratios.

However a general guide and in normal circumstances, the adult /child ratio may be

Age

4- 6 - 1:6

7-9 -1:10

However, a professional judgement will be made for **each visit**, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio.

When using external providers, they hold the responsibility for delivering the activity and ensuring the safe delivery of that activity. School staff are required to supervise in a pastoral capacity during these periods. For periods such as downtime, transport and any other periods when the student are

not directly instructed by the provider, the direct supervision of the students becomes the responsibility of the School staff so clear and effective supervision plans must be in place and understood by all parties.

It is the school's responsibility to devise and implement a procedure regarding alcohol consumption by staff and students. This procedure must be written down and shared with all parties such as the school, staff, providers, students and parents. All parties should agree to this procedure. It is essential that staff can maintain effective supervision at all times and that the laws regarding alcohol consumption in the country visited are followed. St Leonard's procedure regarding this is that NO alcohol is to be consumed by any member of staff or student whilst on ANY educational visit.

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

Supervising parents will be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They will also be given a written list of the pupils in their immediate care.

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children.

### **Vetting and Disclosure and Barring Service (DBS) Checks.**

Employees who work frequently or intensively with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

For the purposes of these Management Arrangements:

- Frequently is defined as once a week or more.
- Intensively is defined as four days or more or overnight.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people. In addition, any safeguarding policies and procedures in place at the school must be followed. These may include specific local procedures but also those supported by SCC for maintained schools.

### **Volunteers**

Where St Leonard's makes use of volunteers for Educational Visits:

Only volunteers already working within the school will be selected to go on Educational Visits.

They will already have:

- An enhanced DBS check
- Induction to school policies and procedures
- Volunteers will not act as Visit Leaders

## **6. Risk Assessment**

St Leonard's has suitable and sufficient risk management systems in place to plan Educational Visits. The school will produce our own risk assessment for any Educational Visit. This is recorded and suitable and sufficient control measures identified and implemented.

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

The risk assessment of an activity should be balanced by the benefits to be gained from participating. The Health and Safety Executive (HSE) endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that people are exposed to well-managed risks so that they learn how to manage risk for themselves.

In considering risk, there are 3 levels of which visit leaders should be mindful:

- **Generic Risks** - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's generic self-assessment.
- **Event Specific Risk** - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- **On-going Risk** - the monitoring of risks throughout the actual visit as circumstances change.

The risk assessment is communicated to all staff, participants, parents and pupils as appropriate. Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness - an educational issue as well as a safety issue. It is an essential life skill.

The publication by Rospa - 'Group Safety at Water Margins' must be consulted when assessing risks where the visit involves learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit.

The health and safety of those involved in a visit overrides any disability act.

The Risk Assessment for the visit will include things for the staff to consider on the day of the visit such as,

- Referring to the visit checklist
- Collecting first aid kit(s)
- Taking Care plans for pupils with medical needs
- Taking asthma pumps and Epipens as necessary
- Briefing supervising adults, including parents
- Ensuring mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Counting the number of pupils regularly, and always when changing locations

### **Covid-19 Pandemic**

The implications of the Covid-pandemic are taken into account when planning any Educational Visit.

The risk assessment for the visit will also assess the risks of the transmission of the virus to pupils and staff and mitigation measures taken to reduce this risk.

- The current situation will be determined with regard to infection levels and include the scrutiny of Public Health advice.
- The venue and transport will be checked for appropriate hygiene measures and ventilation.
- The itinerary will allow for washing hands where appropriate.
- Lateral flow testing will be carried out prior to the visit if needed.
- Any pupils or staff falling ill with Covid-19 during the visit and the implications of this will be planned for
- The school will ensure that there is adequate insurance to cover the visit should it need to be cancelled.

### **Preliminary Visits and Provider Assurances**

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of people. It is a vital dimension of risk management.

Wherever reasonably practicable, the visit leader will carry out a preliminary visit.

St Leonard's staff will carry out visits where:

- If it is a new visit venue for the school.
- If the visit leader has no recent prior experience of the venue.

If this is not possible then the use of brochures, websites and previous knowledge from past visits or other establishments should be considered.

St Leonard's requires the following information from the provider.

- Risk assessments
- Hygiene/ lunch facilities
- Itinerary
- Drop off/ pick up points and associated hazards

Visit leaders will look to use nationally accredited, provider assurance schemes that are now available where possible to help choose quality educational experiences.

Examples of such schemes include:

- Learning Outside the Classroom (LOtC) Quality Badge
- Adventure Activities Licensing Service (AALS) licensing
- Adventuremark
- National governing body (NGB) centre approval schemes (applicable where the provision is a single, specialist activity).
- AHOEC Gold Standard

Use of non-accredited providers is possible for some adventurous and additional risk activities as some of these activities do not fall within the above accreditation schemes.

If activities we are being providing fall within the scope of AALS licensing, then the provider used must have a licence.

If they do not fall within this scheme the providers will be required to complete an EVC1 - Activity Provider Checklist. This will be completed and signed by the provider and added to the EVOLVE visit form. A new EVC1 form is not required for each visit as long as the information on the form refers



to the activity being carried out. If the provider has not been used within 6 months, then we will contact them to see if the information on the EVC1 is still correct.

If using a provider for residential accommodation including campsites used for more than one night, then the provider will be asked to complete an EVC2 Accommodation Provider form. The procedures in the previous paragraph apply if the venue is used on subsequent occasions.

## **Plan B**

Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking. Any contingency arrangement will be made in consultation with senior staff remaining in school.

## **Behaviour**

St Leonard's has high expectations for pupil behaviour on Educational Visits. These are explained to young people and parents before a visit, therefore reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where these are breached.

Expectations for discipline and sanctions on visits and any other rules needed are outlined within the risk assessment.

## **7. Transport**

Providing transport for off-site activities and educational visits is an integral part of the planning process.

The visit leader will ensure that coaches and buses are hired from a reputable company.

When school staff are driving minibuses, SCC employed staff will have a valid Minibus Assessment, non SCC employees must be verified as competent by the school.

Transporting people in private cars forms part of the planning and risk assessment process and where this occurs, there are recorded procedures. Appropriate checks are made on both the driver's experience and qualifications and that the vehicle to be used has the appropriate level of insurance, road tax and a valid MOT.

All pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

If any pupils are to travel by car, full permission will be sought from the parents of pupils to travel in the car. If this is a teacher's car appropriate insurance should be in place. This is also relevant to sports fixtures, and applies to both staff and parents' cars.

The level of supervision on any transport will be considered as part of the risk assessment process when planning the journey.

## **8. First Aid and Accident Reporting**

There is no legal requirement that all visits have a fully trained first aider on the visit leader team but this should be considered as good practice.

The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who has a good working knowledge of first aid. (At least one of the school's Paediatric First Aiders).

First aid kits are available from the office. If the visit involves the party splitting up, a kit will be taken for each group.

First aid training should be appropriate for the activity and environment the group are operating in.

Any staff who are leading adventurous and additional risk activities must have valid and relevant first aid training, which is also required in order to validate any National Governing Body (NGB) qualifications they may hold.

When using a provider, checks should be made regarding the level of first aid provision.

For visits some distance from the establishment, visit leaders must ensure they know the location of additional first aid assistance and how to summon it if required. This must be part of the planning and emergency procedures process. Guidance can be found at: <http://oeapng.info/downloads/good-practice>

All accidents that involve anyone – employees, pupils, service users, contractors or members of the public when engaged in SCC activities are to be recorded, investigated and reported in line with SCC's Accident Management Arrangements as in the school's Health and Safety Policy.

## **9. Emergency Planning and Critical Incident Support**

St Leonard's has a clear Emergency Plan in place to deal with Critical Incidents.

A critical incident includes where any member of a group undertaking an off-site activity has:

- Suffered a life threatening injury or fatality;
- Is at serious risk;
- Been missing for a significant and unacceptable period.

All members of the school including visit staff, leadership team and governors should be aware of this plan and how to implement it.

### **Action to take when a critical incident occurs**

1. In the first instance the school should refer to its Visit Emergency Plan and Business Continuity Plan.
2. If the level of incident is beyond the coping mechanisms of the above plans, then schools should contact SCC.

The 24 hour Emergency number for SCC is **07623 910065**. In the unlikely event that the SCC Director on call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling **08451 213322**. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message

In addition to the school contact numbers these numbers should be carried by leaders at all times during an off-site activity which runs beyond normal office hours or during weekends. In the first instance staff should contact their school emergency contact numbers and then their staff should use the above numbers if required. **Under no circumstances should these numbers be given to young people or to their parents or guardians.**

In case of an emergency every effort should be made to contact the link person in school so that they are able to follow the recommended Local authority emergency procedures.

For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

Designated emergency contracts have been identified that will work on a 24/7 basis where required.

## **10. Educational Visits Checklist**

The Educational Visits Checklist is an essential part of the risk management process and should be adhered to for all visits.

## **11. Inclusion and Equality**

Every effort should be made to ensure that Educational Visits and LoTC activities are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or

religion. If a visit needs to cater for people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

St Leonard's will take all reasonably practicable measures to include all young people. The principles of inclusion will be promoted and addressed for all visits and reflected in local policies, thus ensuring an aspiration towards:

- An entitlement to participate;
- Accessibility through direct or realistic adaptation or modification;
- Integration through participation with peers.
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### **12. Insurance for Off-Site Activities and Visits**

Employer's Liability insurance and Public Liability insurance are a statutory requirement and all establishments must have appropriate insurance in place which includes appropriate indemnities for both employees and non-employees.

Limited Personal Accident insurance is provided for all SCC employees in the course of their employment, providing predetermined benefits in the event of an accident in respect of qualifying injuries. Visit leaders will be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.

St Leonard's is part of the School Journey Scheme gives benefits that exceed those of most tour operators and provides a phone number giving rapid access to support and assistance in the event of a claim.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

For further information and advice on insurance matters our contact is the school's insurance provider or for SCC maintained schools: Ian Gough Risk & Insurance Manager, Insurance Services, Staffordshire County Council

Email [ian.gough@staffordshire.gov.uk](mailto:ian.gough@staffordshire.gov.uk) Tel 01785 276476

### **13. Charges for Off-Site Activities and Visits**

Governors, Headteachers, EVCs and Visit Leaders will take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996. For further information, please refer to NG document: Charging for School Activities. (See St Leonard's Charging and Remissions Policy)

### **14. Booking Procedure**

Please inform the following people about proposed visits out of school before arranging and booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- Officer Manager

#### **Procedures**

1. Inform the headteacher, check that proposed dates are convenient and put in diary.
2. Ensure that transport is available for the proposed visit and make a provisional booking (this will be done by the office manager)
3. Complete appropriate forms using EVOLVE website. (Visit Leader)
4. Liaise with the Office Manager with regards to booking transport and with the EVC to discuss cost, letter to parents and, if necessary, additional insurance
5. Inform parents using standard letter from EVC

6. Complete final details of visit on Evolve
7. Attach Risk Assessment and letter to parents to Evolve
8. Carry out pre-visit if possible and necessary
9. Office Manager will keep record of contributions made by parents via parent pay using class list.
10. Use an educational visits checklist as an aide memoir before and on the day of the visit  
If the headteacher/EVC has not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**

### **15. Data Protection**

Information about staff and participants, including recognisable photographs, is subject to data protection law. It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers for planning activities, and in the event of an emergency. Your establishment policies should allow appropriate sharing of personal data for visits, and set out procedures for handling it

### **16. Monitoring and Evaluation**

The Governing Board will ensure that any procedures in place to manage educational visits and LOTC is effectively monitored. SCC will check that off-site visit arrangements are in place through the Health, Safety and Wellbeing Audit process, however, the main monitoring role within schools is delegated to Headteachers and the EVC.

SCC will receive management information from Entrust regarding compliance with the use of EVOLVE and implementation of these Management Arrangements.

St Leonard's EVC will ensure that appropriate systems are in place for monitoring offsite visits. Monitoring should include checks on procedures, training, reviews following visits and sampling (field observation), to check that procedures are followed during visits. Records of any monitoring including field monitoring carried out by the establishment should be retained by the establishment.

Further information on monitoring is available in the National Guidance documents:

<http://oeapng.info/downloads/legal-framework-and-employer-systems>

As a general rule, all school staff including the Headteacher and EVC accompany educational visits due to the small nature of the school. This gives the opportunity to check that procedures are followed. It also gives opportunities for induction for new staff and succession planning (new employees learning from those more experienced). New employees will receive training from the EVC with regard to record keeping and the EVOLVE system where appropriate.

Within a week of a visit, the visit leader will evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning. An evaluation form will be completed on EVOLVE.

### **15. Review**

This policy is reviewed biennially. It is next due for review in Jan 2024.

## Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for **all** visits.

The visit should only go ahead if the answer to all applicable questions is 'YES'

### In advance of the visit:

1. Have the educational aims of the visit been clearly identified? (see Section D)  yes
2. Is the visit appropriate to the age, ability and aptitude of the group?  yes
3. Has there been suitable progression/preparation for pupils prior to the visit?  yes
4. Does the visit comply with any guidelines specific to your school?  yes
5. Does the visit comply with any specific LA guidelines? (see relevant sections)  yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA?  yes  n/a
7. If using an external provider or tour operator, has the provider satisfactorily completed and returned an 'SPQ'?  yes  n/a
8. Are transport arrangements suitable and satisfactory?  yes  n/a
9. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation?  yes  n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants?  yes  n/a
11. Have you conducted a pre-visit? If not, have appropriate additional checks been made?  yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).  yes
13. Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability?  yes  n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?  yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role?  yes
16. Are all support staff aware of and comfortable with their roles?  yes
17. Are all helpers aware of and comfortable with their roles?  yes
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties?  yes
19. Is insurance cover adequate?  yes
20. Does at least one member of teaching staff know the pupils that are being taken away, including any behavioural traits?  yes

21. Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff?  yes
22. Are pupils aware of the nature and purpose of the visit?  yes
23. Are parents fully aware of the nature (including contingency plans) and purpose of the visit, and has consent been obtained?  yes
24. Have all relevant details been issued? (eg. Itinerary, kit lists, etc?)  yes  n/a
25. Are staff aware of any medical needs and/or other relevant details of pupils?  yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?  yes  n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group?  yes  n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid?  yes
29. Is a first aid kit (appropriate to the visit) available?  yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and has parental consent been obtained?  yes
31. For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff?  yes  n/a
32. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency?  yes
33. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary?  yes  n/a
34. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?  yes  n/a
35. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?  yes  n/a
36. Does any specialist equipment conform to the standards recommended by responsible agencies?  yes  n/a
37. Have all financial matters been dealt with appropriately?  yes
38. Has the visit been approved by the Headteacher and Educational Visits Coordinator, and in line with Governing Body policy?  yes
39. Are full details of the visit at school and if appropriate with the School Emergency Contact(s)?  yes
40. If residential, overseas or involving adventurous activities, has the visit been approved by the LA?  yes  n/a
41. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit?  yes  n/a


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### During the visit

42. Do all staff have a list of pupils/groups? + emergency contact details?  yes
43. Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours)?  yes
44. Do staff have sufficient funds to allow for any contingencies?  yes  n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc?  yes  n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed?  yes
47. Are pupil numbers being checked at appropriate times?  yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?  yes  n/a
49. Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.)  yes  n/a
50. Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively?  yes  n/a
51. If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?  yes  n/a
52. Do pupils know what action they should take if they become separated from the group?  yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances?  yes

### At the end of the visit

54. Are appropriate arrangements in force for the dismissal of pupils?  yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator?  yes  n/a
56. Has the group been debriefed and any relevant follow-up work completed?  yes  n/a
57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?  yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?  yes
59. Have all staff and helpers involved in the visit been thanked for their input?  yes

<b>St Leonard's First School</b> <b>Educational Visits Booking Form</b>	
Title of the Visit	
Purposes of the visit	1. 2. 3.
Venue	
Address of Venue	
Telephone number of Venue	
Number of attendees	
Accompanying adults	
Travel method	
Travel company	
Departure time from school	
Activity start at Venue	
Departure time from Venue	
Arrival time back at school	
Insurance details and policy number	
Has the Risk Assessment from Venue and Itinerary been emailed to the EVC email address?	Yes/ No