



Educational Visits Policy

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An academy within:



"Learning together; to be the best we can be"
Bents Green Values



1. Introduction

- 1.1. At Bents Green School we are very proud and fortunate to have a very dedicated and supportive school community that share our core values:
- 1.2. We nurture relationships: We care about everyone in our school community. Unconditional positive regard is central to our approach to students, staff and the whole school community.
- 1.3. We are kind and respectful: We will treat each other with respect and kindness, and we are considerate of each other's feelings.
- 1.4. We celebrate individualism: Every individual is valued for who they are and what they contribute to the school. We are a school that encourages people to embrace their true selves and share their uniqueness with the world.
- 1.5. We communicate positively: We ensure that we focus on developing positive communication with students, staff and the whole school community.
- 1.6. We are lifelong learners: We believe that everyone can achieve and learn in the right environment and with the right support.
- 1.7. We use these values to underpin all our work, and all staff and visitors are expected to model these at all times.

2. Statement of Intent

- 2.1. This policy applies to any visit that leaves the school grounds, whether as part of the curriculum, during school time, or outside the normal school day.
- 2.2. We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Bents Green a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include but are not limited to:
 - Improvements in their ability to cope with change.
 - Increased critical curiosity and resilience.
 - Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
 - Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).



- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e., encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

2.3. The Educational Visits Policy is to ensure that the safety of students, employees and others is managed, to minimise risk as far as practicable, and is guided by government guidance issued by the DfE, SCC Educational Visits Guidance and the Outdoor Education Advisers Panel National Guidance.

2.4. This Policy is written in accordance with; DfES Health and Safety Advice on Legal Duties and Powers Feb 2014, Standards for Adventure 2008; DfES Learning outside the Classroom, Out and About Guidance 2006; LA Health and Safety Code of Practice 14 Guidelines for Educational Visits; RoSPA. Health and Safety at School- School visits

3. Employer Policies and Procedures

3.1. In addition to this Educational Visits Policy, Bents Green uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

3.2. All staff are required to plan and execute visits in line with school policy (i.e. this document). Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

4. Approval Process

4.1. The approval process is as follows for each type of visit:



Type 1 Visits

Local routine visits follow the Educational Visits Policy. These visits involve no more than an everyday level of risk, and are planned for in the curriculum of a given subject such as Preparation for Adulthood. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

These visits should have a Risk Assessment Procedures Checklist (appendix 1) completed that is signed by a member of SLT a week prior to the visit, and an up-to-date class/group risk assessment in place.

Type 2 visits

Day visits within the UK that do **not** involve an adventurous activity. Visit costing and SLT approval form (appendix 2) need to be completed and approved by Headteacher. These visits should have risk assessments and planning entered on EVOLVE and should be submitted to the EVC for checking at least **20 working days** in advance, and then forwarded to the Headteacher for final approval.

Type 3 visits

Overseas, residential, hazardous locations and/or involve an adventurous activity (see LA guidance for definition of 'adventurous'). Visit costing and SLT approval form (appendix 2) need to be completed and approved by Headteacher. These visits are entered on EVOLVE and should be submitted to the EVC for checking **30 working days** in advance. Applications should then be submitted to the LA **20 working days** in advance.

- 4.2. SLT will inform visit leaders if LA approval is required, and in those circumstances this must be uploaded onto EVOLVE at least 6 weeks prior to the trip. The following list are examples of when LA Approval is required:
 - Visits abroad
 - residential visits (*including overnight camping*);
 - hazardous locations (*mainly coast/beaches or natural inland waters*)
 - adventurous activities (*climbing, sailing, canoeing, abseiling, mountain biking etc.*)
 - joint visits with other establishments
- 4.3. It is essential that the 6 week deadline for completing the Risk Assessment on EVOLVE due to the LA requiring 4 weeks to approve it. If the deadline isn't met then the trip may have to be cancelled.
- 4.4. For further information look at this website sheffieldvisits.org.uk or contact martin.clist@sheffield.gov.uk

5. Roles And Responsibilities

5.1. Visit leaders are responsible for the planning of their visits, completing necessary paperwork, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any financial or other commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

Visit leaders:

- Have overall responsibility for the supervision and conduct, including direct responsibility for the student's health, safety and welfare
- Must ensure effective supervision of other staff and students
- Plan and assess (and manage) the risks
- Follow school policy and procedures
- Have the [skills, status and competence needed for the job](#)
- Understand the risks involved
- Be familiar with the activity
- Ensure all staff or volunteers are aware of the planning and risk assessments in place
- Ensure school mobile is taken on any off-site visits and that school office are aware of the number.

5.2. The Educational Visits Coordinators (EVC) are Adam Worrall, Assistant Head at Ringinglow and Adrian Symonds, Assistant Head at Gleadless. They will support and challenge colleagues over visits and learning outside the classroom (LOTc) activities. The EVC is the first point of contact for advice on visit-related matters and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The EVCs:

- Assist SLT and Governors with approval and other decisions
- Ensure educational visits meet LA and school's requirements
- Help visit leaders with planning, approval and ensure risk assessments meet requirements
- Help to organise training and induction
- Ensure parents/carers are informed and give consent
- Organise emergency arrangements
- Keep records of visits, accident or incident reports (if there has been any kind of incident/accident on a visit/activity all paperwork related to that student on that visit, including consent forms, visit information and records of accident/incident must be kept for 3 years after the student turns 18 (21yrs old). The same applies to residential visits).



- Review systems and monitor practice

5.3. **The Headteacher** has responsibility for approving all visits. Type 3 visits are work flowed via EVOLVE to the LA.

The Headteacher:

- Must follow the Trust's and the LA's guidance
- Formally authorise all visits and has overall responsibility for their safe planning and execution
- Appoint an Educational Visits Co-ordinator (EVC)
- Be satisfied that visit leaders have the correct qualifications (if appropriate) training, experience and personal qualities to undertake responsibility for the planned visit
- Ensure appropriate training, where necessary. (In order to help facilitate sufficient leaders with the above qualities/experience etc. an "apprentice" approach to visits is recommended)
- Ensure there is access to appropriate level of first aid on all visits
- Ensure that Visit Leaders (as well as other appropriate staff) are aware of the procedures for Critical Incidents and that Visit Emergency Procedures are in place for each visit and are understood by all staff involved.
- Ensure that relevant visits (outlined above) receive Employer Approval prior to the visit

5.4. The Headteacher will advise as to whether the visit should be approved and recommend what actions if any needs to be taken before approval should be granted.

6. Staff Competence

6.1. We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.
- Support staff with risk assessment process
- Provide CPD updates
- Encourage staff to communicate when they don't feel confident or have concerns
- Encourage staff to communicate about near misses and foster a culture of reflection and learning



- 6.2. In deciding whether a member of staff is competent to be a visit leader, the Headteacher will consider the following factors:
- Relevant experience.
 - Previous relevant training.
 - The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
 - Relationships with the students, knowledge of the pupils, the venue, and the activities to be undertaken.
- 6.3. Records will be kept on the staff HR systems of induction, training, relevant qualifications, and competence.
- 6.4. **ADEQUATE SUPERVISION IS PARAMOUNT.** Individual Student Risk Assessments relating to medical, mobility, behavioural and independence needs are written for every student in school. These records are updated on a regular basis (in Staff Library and on the MLE - Class Risk assessments). These should be attached to the EVOLVE with any amendments made based on any risks that need to be mitigated depending on the trip. (For example, if a student is fearful of animals and will come into contact with them.
- 6.5. Specific students will need higher levels of supervision for behavioural / medical / support reasons and must be named on the Risk Assessment. Staff teams will be aware of the supervision levels required by their own groups. Staff taking a mixed class group must check with class tutors. A 1:5 ratio is the minimum required for a relatively mature and stable group with experienced staff. Activity leaders must be confident with the levels of staffing before undertaking any visit or activity.
- 6.6. Accompanying staff will not be given responsibilities that exceed their level of responsibility in their normal workplace. Staffs' strengths and needs will be taken into account when planning any trip. Visit leaders will also risk assess any health or physical needs of staff or volunteers accompanying the trip.

7. Volunteers

- 7.1. Any volunteers who accompany a visit or activity will be vetted and be directly supervised by a member of staff. If volunteers are to have substantial unsupervised access to young people, then an enhanced DBS disclosure will be obtained, and they will undergo induction and training in their role and responsibilities. Reference should also be made to Bents Green safeguarding policy and school volunteer policy if in place.



- 7.2. Any volunteers must be pre-agreed and approved with a Risk assessment being done around this person, with also an induction for this person.
- 7.3. See Appendix 3 for guidance for parents and carers who are supporting an educational visit

8. Emergency Procedures

- 8.1. **A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**
- 8.2. The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 3). All staff on visits are familiar with this plan and it is reviewed at annually and following any major staffing changes.
- 8.3. When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Trust.

9. Parental Consent

- 9.1. **Annual consent:** Written consent will be gained annually for routine local visits and activities which are a normal part of our educational provision. A general letter is sent out annually to all parents/carers outlining the types of routine off-site activities which most students are likely to encounter throughout the year. This includes out of school activities in Preparation for Adulthood lessons and curriculum related visits which take place during timetabled lessons. All parents/carers are invited to contact school to discuss any aspect of these and/or give additional advice to school regarding their child's support needs. Parents /Carers are asked to sign a form giving permission for their child to participate in the routine out of school activities as described in the letter.
- 9.2. **Individual consent:** Whenever students take part in a planned off-site activity which is not part of the day-to-day curriculum routine or which involves more than a local journey, permission is required from a



person with parental responsibility. This will take the form of a letter or via electronic form which also requires SLT approval before being sent to families.

- 9.3. Full details of the visit including staffing levels, mode of transport and lunch arrangements should be explained in the letter, and parents/carers given the opportunity to advise school of any particular concerns etc.
- 9.4. Letters must go to Admin Support for typing and will be approved by SLT before going home. The letter will have a consent slip which must be completed and returned to school before the visit. Consent slips and any voluntary contributions will be dealt with by the admin team.
- 9.5. Very occasionally, in certain circumstances, e.g. a consent slip is lost en route or a student has an opportunity to take part in a visit at the last minute, consent can be given by telephone after approval by SLT. This phone call should be witnessed by another member of staff and written evidence should be filed with other consent slips.
- 9.6. Residential visits require the completion of the more detailed Parental Consent Form.
- 9.7. **Medical information:** We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

10. Inclusion

- 10.1. We support the principles that young people have a presumed right to participate, that accessibility is ensured through direct or practical adaptations or modifications, and that integration occurs through engagement with their peers.
- 10.2. We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.



- 10.3. We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

11. Behaviour

- 11.1. Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the school's behaviour policy. If there are any serious incidents on visits staff will contact school for support.

12. Charging / Funding For Visits

- 12.1. We will keep all charges for trips to an absolute minimum and also use Pupil premium and student Bursary funds to cover these where possible.
- 12.2. If there is a cost, parents/carers will be asked for a voluntary contribution. If this isn't forthcoming for the majority of students, the trip may have to be cancelled.

13. Transport

- 13.1. Where possible the school minibus will be used for all visits. The driver will complete the daily checks on the vehicle before setting off. All driver must hold up to date MIDAS test certificates.
- 13.2. If outside agencies are needed these are usually selected from pre-approved providers.
- 13.3. **Use of staff/private cars to transport pupils** – This is allowed as long as the staff produce documents as necessary (business insurance and a valid MOT certificate and driving license)

14. Insurance

- 14.1. All visits are covered by the Academy insurance for visits which is currently through RPA.



15. Monitoring

- 15.1. All accidents, near misses, incidents and concerns are reported to the School Office Manager in line with those procedures and policies.
- 15.2. Staff will be encouraged to complete review forms after visits.
- 15.3. New staff will be provided with training as part of their induction and supported by the EVC to gain confidence.



Appendix 1 – Local Learning Area

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Only need annual parental consent, parents will then be notified in advance if they are going out on a trip.
- Risk assessments will be done for each visit using the Risk Assessment Procedure Checklist and the Class/Group Risk Assessment

'No-go' areas

- Specific places or areas may be restricted during emergency situations (e.g. bomb scares, large fires etc)
- This will be based upon local intelligence, media, police information, information obtained from the LA and these will be reviewed each time a trip is requested,

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Student and staff needs

These are managed by a combination of the following:

- SLT must sign off any off site activity on the Risk Assessment Procedure Checklist
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- Staffing levels will always be in line with the needs of that group of pupils and this will be clearly shown on the risk assessments for each visit.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Appropriate personal protective equipment is taken when needed, HI VIS jackets are available for staff to wear in the local area and also on the minibus's should these be needed. (e.g., gloves, goggles)
- A school mobile phone will be taken and the number given to the school office.



Appendix 2 – Emergency Procedure

For further guidance on emergency procedures see [National Guidance Emergencies](#)

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority / Trust if the incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'local learning area', the visit leader will carry an emergency procedure reminder. *See National Guidance [4.1c Emergencies and Critical Incidents - Guidance for Leaders](#)*

In the event of a minor emergency, staff will inform school and request assistance if necessary. If the situation necessitates contacting parents/carers, this will be done by the office.

School Reception telephone number is: 0114 2363545 / 0114 2357028

In a more serious emergency, staff will:

- Ensure the well-being of the group
- Seek immediate medical/police assistance
- Ensure that any casualty going to hospital is accompanied by staff
- Maintain supervision of the rest of the group
- Inform school who will initiate the Critical Incident Plan if necessary
- Remember that no-one is to speak to the press or media
- Record everything as accurately as possible and preserve any evidence



Appendix 3 –EDUCATIONAL VISITS PARENT HELPER GUIDANCE

Educational visits are an integral part of learning at Bents Green and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper. You will have an important role to play in the success and safety of the school trip.

This document sets out what we do to make off-site trips successful and safe. It forms part of our school's off-site visit planning and risk assessment.

Please sign and return the form at the bottom of this agreement and return to the school in advance of the trip.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated group of children at all times ensuring that their well-being and safety is maintained for the total duration of the school trip.
- To stay with school staff except where the teacher has asked volunteers to lead separate groups within agreed boundaries and periods of time (e.g., to view museum exhibits in small groups).
- To promote polite, respectful and courteous behaviour towards each other and members of the general public.
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation, or following speakers for the trip.
- To contact your child's class teacher/school member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside School Staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff.
- Show commitment to their group and an interest in the focus of the visit
- Assist children in their learning by helping them to read signs/labels/information, and by asking questions that encourage children to think and reflect on the experience.
- Follow any further guidance from the school staff.

What is not permitted Volunteer helpers are not allowed:

- to leave the visit site/premises.
- to bring additional siblings on the school trip.
- to re-organise school visit groups.



- to smoke, drink alcohol or engage in any illegal practices.
- to take photographs of children.
- to give / buy their group any treats - e.g., ice-creams, biscuits, sweets, or any other gifts - before, during or after the school trip.

Volunteers will be under direct supervision of school staff and will not be allowed to carry out duties - such as escorting children to the toilet (unless essential in the circumstances) or leading a small group of children - without a member of the school's staff explicit instruction.

First Aid

You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

Emergencies

You will be given the number of the mobile phone(s) being used by the Visit Leader. Inform a member of staff as soon as possible if you become separated from the rest of the school party or encounter any problems by mobile phone or call the school directly on **0114 2363545 / 0114 2357028** if necessary.



EDUCATIONAL VISITS PARENT HELPER AGREEMENT

Dear Parent/Carer

We really appreciate your support for **Bents Green** and thank you for helping make our off-site visits run smoothly.

Please complete the short form below. The completed form will be kept on file for future visits and will be retained in line with the school GDPR policy.

Thank you

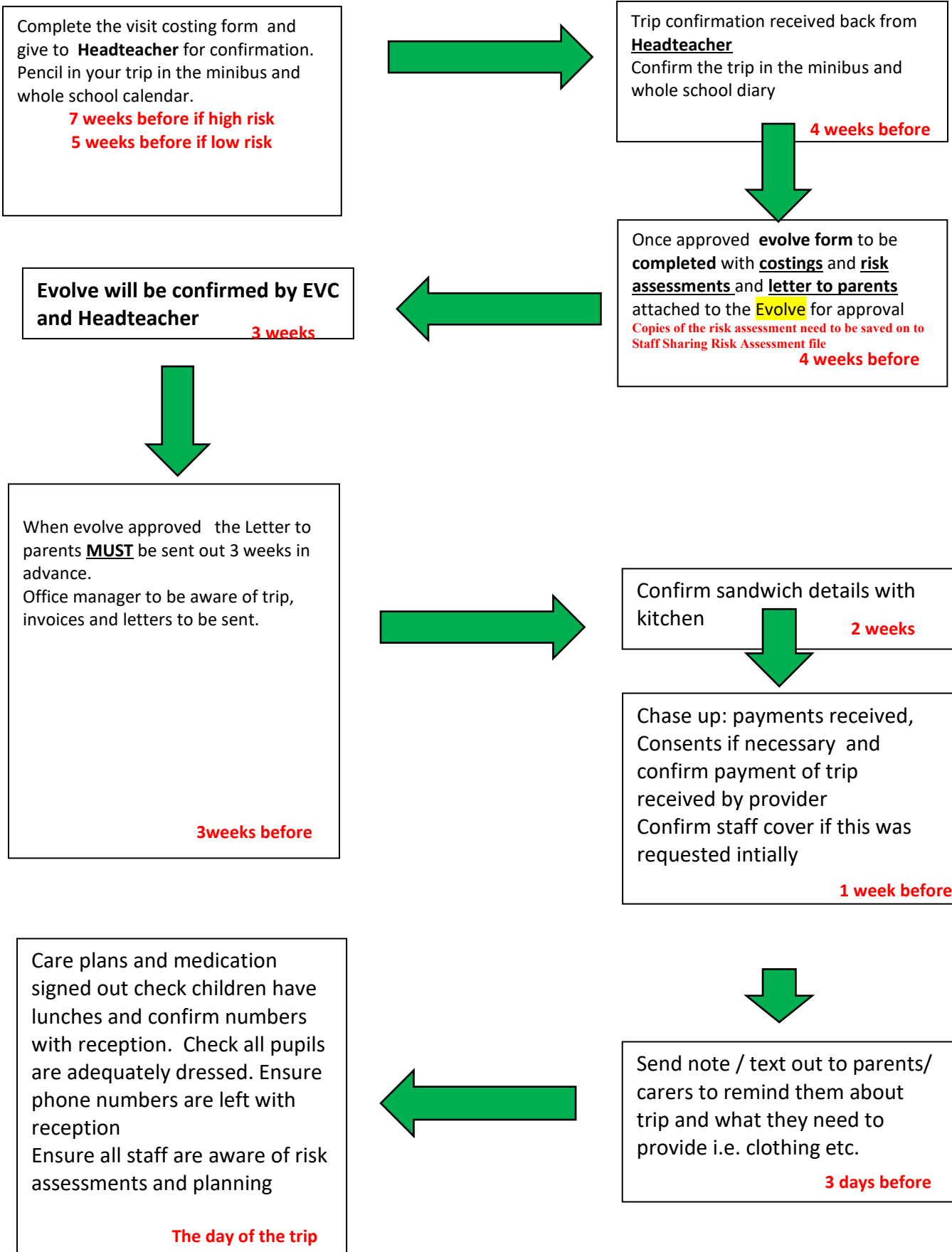
Your Name	
Child's Name	
Relationship to child	
Your mobile phone number	
Emergency Contact	Name:
	Telephone Number:
	Relationship:
Details of any disability, health or medical information that our first aider should be aware of, or which may affect your participation in the trip.	

- I confirm that I have read and will abide by the guidance in the Educational Visits Parent Helper Guidance
- I have signed the Volunteer/Student Confidentiality Agreement
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Name	
Signature	
Date	



EVC Guidelines. - Planning a School Trip it is your responsibility to make the booking and forward to finance once approved





Educational Visits

Charging for School Activities:

Schools **can charge** for:

- ☐ Music tuition
- ☐ Materials or equipment, for when product is taken home i.e. food technology
- ☐ Board or lodgings whilst on residential

Everything else schools can ask for a voluntary contribution. Schools can:

- ☐ Inform parents and carers of the actual cost of a trip
- ☐ Inform parents and carers that if not enough voluntary contributions are received, the trip may not go ahead

Charging for Educational Visits:

Please remember to include:

Any admission fees or activity costs

Use of minibus (fuel / wear & tear)*

Insurance**

Spending money

Food & drink – i.e. lunches

* Use of minibus – calculate per mile, 65p

Parking costs

Staff lunches:

There are certain circumstances when school can provide a lunch for staff, please see your Head of Department if you require staff lunches.



To be put onto letter head

Dear Parents / Carers

TRIP/VISIT INFORMATION- Class

What your child will be doing...

When?

What your child needs...

Cost...

*This is a local trip so permission has already been granted for this year.

**Permission for this trip will be granted through you replying to this letter via a text message.

Delete as necessary

Yours Sincerely



Appendix 4

Visits that involve adventurous activities, hazardous locations or are more than 30 minutes from the starting school site require SLT approval and also require the approval of the LA via EVOLVE (Educational Visits Online Virtual Environment) 4 weeks before any activity can take place.

Definition of 'Adventurous Activities'

The following activities are regarded as 'adventurous'. As such, each of them requires SLT and LA approval via EVOLVE.

- Abseiling
- Air activities (excluding commercial flights)
- All activities in 'open country' – (see * below for definition)
- All other forms of boating (excluding commercial transport)
- Archery
- Bush craft
- Camping
- Canoeing/kayaking
- Coaststeering/coastal scrambling/sea level traversing
- Cycling (all forms of this activity)
- Fishing in hazardous environments (for example: sea, fast rivers, on deep water)
- High/Low level ropes courses
- Hill walking and mountaineering
- Horse riding
- Motor sport – all forms
- Rafting or improvised rafting
- River/gorge walking or scrambling
- Rock climbing (including indoor climbing walls)
- Sailing/windsurfing
- Snorkel and aqualung activities
- Snow sports (skiing, snowboarding and related activities) including dry slope
- Swimming (all forms, excluding publicly lifeguarded pools)
- Underground exploration
- Use of powered safety/rescue craft
- Water skiing

'Open Country' is normally defined as any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time to walk back to an accessible road or refuge'.

In addition to the above list, the following activities are also classified as 'Adventurous' in the visit type to ensure the correct approval is obtained. During



completion, the visit leader will also have to complete the EVOLVE form to seek SLT and LA approval.

- field study activities which require access to water
- forest and beach schools and rock pooling
- visits to industrial sites, such as recycling centres and employer businesses

Please note that these lists are not exhaustive! If in doubt advice should be sought from the EVC

Hazardous Environments

Coastal visits and water environments

Leaders and other supervising adults should be aware that many of the incidents affecting pupils have occurred by or in the sea or in inland water environments. Visit leaders should refer to and follow the advice provided in the document Group safety at Water Margins which is available on EVOLVE.

Swimming and paddling in the sea or other natural waters

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group and should only be allowed as formal and supervised activities. Impromptu swimming or paddling should be never be allowed.

Schools contemplating these activities must give very careful and detailed consideration to the risk assessment which must be checked again on the day of the activity. In particular, water and environmental conditions and other significant factors must be checked again on the day. Supervision arrangements must be robust, understood and acted upon by all staff and pupils. Visit leaders should never be tempted to engage in such activities on an unplanned and impromptu basis.

Teachers must be prepared not to proceed with the activity if in any doubt about safety or their ability to control the situation (there should be an alternative "Plan B", properly risk assessed, available).

For swimming in the sea or other natural waters it is imperative that group leaders use only recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. Where this may not be available, swimming must never be allowed unless the group leader, or another designated adult in the group, holds a current, relevant lifeguard award (in the sea this is a different award than for swimming pools).



Paddling or walking in gentle shallow water may take place as an integral part of some learning activities. If it is proposed to undertake such activities without qualified lifeguard cover, e.g. for field studies or sensory development and awareness purposes, in addition to the advice provided above, teachers must follow the guidance set out in LA Generic Risk Assessment 15 Swimming and Paddling.

The visit leader should also be particularly aware:

- that many children who drown are strong swimmers;
- of the dangers of paddling, especially for young pupils. Moving water above calf depth can cause problems, especially for young children.

Further advice on swimming, paddling and operating in or near water environments is available from the Outdoor Education Adviser.

Swimming pools

If considering the use of a swimming pool not used before or monitoring the hazards of a regularly used pool it is advisable to observe and check the following issues.

The relevant section of LA generic risk assessment 15, along with the school's visit specific risk assessment, must be followed. Care must be taken if proposing to use leisure pools or swimming pools during public sessions because suitable supervision becomes more difficult than during a school swimming session, where the school has sole use of the pool. Particular care must be taken with hotel swimming pools, many of which do not have lifeguards present. Pupils must never be allowed to swim without a lifeguard present.

As well as gaining information on the parental consent form about pupils' swimming abilities, visit leaders should check for themselves the level of a pupil's swimming ability.

Farm visits

Farms can be dangerous even for the people who work on them. Taking children to a farm should be carefully planned. The risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E coli 0157 food poisoning and other infections – suitable washing facilities must be available for the group.

The site should be pre-visited to allow a suitable specific risk assessment to be completed by the visit leader.



Visit leaders should follow the guidance provided in the LA's Generic Risk Assessment 17 Visits to Farms and this should form the basis of the specific risk assessment.

Further guidance is also available on EVOLVE in Resources.

First aid and lifeguard requirements

Reference should be made to chapter 10 First Aid, for more detailed advice on first aid. As for all educational visits, there should be one competent first-aider with all groups. Most outdoor qualifications provided by National Governing Bodies are not valid without an appropriate, current, first aid certificate.

For swimming; there must always be a lifeguard provided at a beach or pool and if not the group leader, or another designated adult in the group, must hold a current, relevant lifeguard award. If this is not in place, swimming must not proceed.

Residential visits

Advice on supervision ratios for residential visits is contained in Chapter 8, "Supervision, Competence and Ratios". However, a good starting point for mainstream student ratio is 1 teacher or adult for every 10 pupils with male and female adult supervisors where the group is of mixed gender and always a minimum of 2 staff (for groups of 15 or more - 3 is better, to cover the eventuality of one having to leave with a pupil). These ratios however are far from appropriate for SEND students and as such staffing levels must be agreed with SLT beforehand.

The LA Generic Risk Assessment 3 Residential Visit Accommodation must be referred to and followed and a specific risk assessment must be completed by the visit leader following an exploratory visit. The outcomes of risk assessments must be shared appropriately with members of the party.



Appendix 7



Risk Assessment Procedures Checklist & Group Sign Out Sheet



Please write / circle / highlight responses.

This visit is covered in curriculum planning Yes / No

This visit is a one-off visit and SLT have approved Yes / No

SLT Signature _____

Visit Leader(s) _____

Date _____ Mobile no. (Visit Leader) _____

Destination _____

Risk Assessments

I have checked that staffing levels comply with group risk assessments Yes / No

I have read all group and individual risk assessments and made any necessary changes specific for this visit Yes / No

All staff members attending the trip have read the group and all individual risk assessments Yes / No

Number of staff members: _____ Number of students: _____

Parental Consent

I have all relevant parental consent for the activity Yes / No

Alternative student arrangements: (e.g. independent travel arrangements)

I have confirmed and got consent from all parents regarding any individual arrangements Yes / No / N/A

Venue / Activity Risk Assessments

I have read Bents Green School or LA generic Risk Assessments to cover the venue and activity and made any necessary amendments Yes / No

All staff members attending the trip have read Bents Green School or LA generic Risk Assessments to cover the venue and activity necessary Yes / No

AND, if needed:

I have completed an Event Specific Risk Assessment - EVC to approve a week before day of visit Yes / No / Not applicable

Outline of lesson:

Purpose of visit / learning intention:

Time departing school: _____

Travel method out: _____

Travel method return: _____

Time due back at school: _____

Do you have a First Aid Kit? Yes / No

Medication / care plans, if needed? Yes / No / N/A



	Name of staff	Tutor group	Name of student	Tutor group
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

STAGED model for planning and assessing additional risks	
Staff	
Transport	
Activities	
Group	
Environment	
Distance	



Appendix 8



Bents Green Specialist School Visit Costing and Final SLT Approval

IMPORTANT This form must be completed and approved prior to any communication with parents/careers or expenditure being committed

Visit Name and address:			
Expected Visit Leader:			
Date and Time of Visit:			
Class/Group:		Number of students:	

Brief Description of Visit (including aims and purpose of visit)

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What will be the outcomes for students learning?

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Expenditure exc VAT	Details e.g. Supplier Name / Venue		Number of staff needed (including Visit Leader)	
Admission charges:		£0	Cover Requirements NA	
Meals/Refreshments:		£0		
Transport (inc. school transport @ £50 per mile over 10 miles):		£0		
Insurance (inc. per student per day):		£0		
Accommodation:		£0		
Any other costs e.g. cover staff:		£0		
Total Estimated Expenditure:		£ -		
Number of Students attending:				
Estimated Cost Per Student:				
INCOME				
Contribution per Student:		£ -		
Number of Students attending:				
Total Estimated Income:		£ -		
Budgeted Expenditure:		£ -		
Budgeted Income:		£ -		
Surplus/Deficit:		£ -		
Business Manager's Approval (Signature):				
Headteacher's Approval (Signature):				
Date of signature:				

Note: Any cover requirements should be discussed with HLTAs before asking for SLT final approval