Lyminster Primary School

Model Policy for Learning Outside the Classroom

September 2026 – September 2028

Approved by:	**Kim Jones**
Last reviewed on:	September 2026
Next review due by:	September 2028
Reviewed by WSCC:	September 2023

CONTENTS:

1. Introduction

2. Roles and Responsibilities

3. Guidance Notes for Off-site Educational Visits

Appendix A – DfE Parental Consent **https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities**

Appendix B – Use of Local Area Visit Form Internal Permission/Cover arrangements

Appendix C – OE2 External Providers form

Appendix D – Standard Operating Procedure for Coach Travel

Appendix E – Standard Operating Procedure for Rail Travel

Appendix F – Lost Child, Young Person or Staff Member

Appendix G – Example Code of Conduct

Appendix H – Personal Challenge Commitment

Appendix I – Visit Flowchart

Appendix J – Planning Checklist

Appendix K – School policies to be applied when off-site

This policy should be read and applied in conjunction with the following policies:

Safeguarding and Child Protection
Health & Safety
Emergency Response Plan
First Aid Policy
Behaviour Policy
Staff code of Conduct

Model Policy for Learning Outside the Classroom and Off-site Educational Visits

1. Introduction

1.1 Lyminster Primary School provides many opportunities for its pupils to learn and develop through Learning Outside the Classroom (LOtC) activities and visits and recognise the key role they play in the development of an active curriculum. This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, and adventurous activities. Our aim is to ensure every member of our school community accesses LOtC activities throughout their curriculum and that LOtC is considered as an educational entitlement. We are passionate about offering these sorts of opportunities as they are fundamental to our core school missions of instilling confidence, instilling community spirit and fostering a life-long love of learning.

1.2 The value of LOtC activities and visits are well recognised by the Governing Body and fully supported throughout the school by all staff. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. The safety culture is such that children and young people are encouraged and supported to recognise hazards and manage risk in a way that supports their learning and development. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

1.3 This document outlines the specific policies and procedures for **Lyminster Primary School**. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom Activities and Visits.
- WSCC's Adventurous Activities Reference Document.
- The Department for Education (DfE) published guidance Health and Safety on Education Visits www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- OEAP National Guidance www.oeapng.info.
- DfE advice on health & safety: responsibilities and duties for schools https://www.gov.uk/government/publications/health-and-safety-advice-for-schools
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: http://www.hse.gov.uk/services/education/school-trips.pdf

2. Roles and Responsibilities

2.1 The **Governing Body** satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All residential experiences need to be approved by the Governing Body due to potential liabilities both financial and those related to safety and health. Such approval must be recorded in the minutes of the Governing Body.

2.2 The **Head Teacher** is delegated by the Governing Body to approve all LOtC activities and off-site educational visits of a low risk, local, daily, or regular nature. This is recorded through use of the **an Internal Permission form.**

2.3 The **Educational Visits Co-ordinator** (EVC) ensures that all LOtC activities and visits follow the correct procedures. The person with these responsibilities will approve the Visit Leadership Team for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leadership Team in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities.
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of incidents, accidents and 'near misses'.
- Review and regularly monitor policies and procedures.
- Liaise with the Outdoor Education Officer where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

2.4 The **Visits Leadership Team** is responsible for identifying the purpose and outcomes for the visit. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available at http://www.westsussexvisits.org).

This will take account of:

- Generic hazards.
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group, and other factors such as transport.
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes, and the risk management process.
-
- All policies that exist within the school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.

2.5 Participants are encouraged to consider hazards involved in LOtC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will

be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour. They will be able to evaluate the experience and the impact it has had on their learning.

3. Guidance Notes for LOtC Activities and Off-Site Educational Visits

To ensure good practice and compliance with the necessary regulations it is expected that:

3.1 All visit staff will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website (www.westsussexvisits.org).

Training for staff will be arranged by the school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Officer.

3.2 In order to plan LOtC activities and visits the **Key Stage Leader** should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned. It may be possible to approve a series of events on a termly or annual basis. No financial commitment should be agreed until all relevant approvals have been achieved.

3.3 Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. This can include digital copies and may utilise IT solutions including the Bromcom Teacher App

3.4 Parents & Carers provide generic consent for regular, low risk or routine visits such as sports fixtures.

3.5 An EVOLVE Visit form must be completed for all residential visits, overseas visits, visits out of county and or for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before the school becomes financially committed. Residential visits need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should avoid duplication of cover being provided by a tour operator, or external provider.

3.6 The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked'.

3.7 On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed to support any learning about a 'near miss' or where an incident took place the relevant reporting mechanism must be followed. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition, it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOLVE visit form.

3.8 Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see

www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

The Appendices, recommended in the contents section, will need to be included here. This can provide an opportunity for the establishment's internal documents, some of which will help staff to follow correct safety considerations and procedures, to be brought together and held in one place.

Appendix A

Consent form for school visits and other off-site activities

Wording included for trips and activities on Bromcom;

By enrolling you child, you are confirming that you have read the trip/activity letter, that you understand the purpose of the trip, that you are aware of what activities your child will take part in and that you give your consent.

Appendix B – Electronic Consent on Bromcom

General Consent – Local education Visit

By providing consent, we will be able to take your child on very local trips without seeking further consent. This might be to the around the local area, to the local park, Post Office or shop. We will always let you know if we intend to run a trip like this.

Appendix C

PROVIDER STANDARDS FORM OE2

WS Learning Outside the Classroom
Feeding an appetite for learning

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed by all providers and evidence submitted upon request. Section B (adventurous activities) must be completed if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection. ☐
2. Accident and emergency procedures are maintained, and records are available for inspection. ☐
3. The staff have the experience, competence, and professionalism to work with the age range and abilities of prospective groups. ☐
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere. ☐
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people ☐
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff. ☐
7. The provider has public liability insurance cover of at least £5million, ***(please attach a copy of your certificate of public liability insurance cover) (please note £10 million may be required for sub aqua and airborne activities).*** ☐
8. The provider will take all reasonable steps to allow inclusion and participation for any child or young people who has special needs or a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and The Equalities Act 2010. ☐
9. The provider encourages responsible attitudes to the environment as an integral part of the programme. ☐
10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment. ☐
11. A current fire certificate covers all accommodation – or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed. ☐

12. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.

13. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision. ☐

14. Visiting groups will have access to appropriate first aid. Provider staff are practised and competent (appropriately qualified where required) to respond to accidents and incidents. ☐

15. There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants. ☐

16. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice. ☐

Section B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

17. The provider meets the requirements of the Adventure Activities Licensing Service (AALS) ☐

For AALS licensable activities the specification in this section may be checked as part of an AALS inspection. However, providers registered with the AALS are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.

18. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and are informed by a risk assessment. ☐

19. The provider operates a policy for staff recruitment, induction and training which ensures that all staff, with a responsibility for participants, are competent to undertake their duties. ☐

20. The provider maintains a written code of practice, for each activity, which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards. ☐

21. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser. ☐

22. **Please list the adventurous activities you will be providing along with the <u>minimum</u> qualification or training your instructor will have**. Where appropriate please give details of the nature of the location to be used:

ACTIVITY	**MINIMUM QUALIFICATION/TRAINING**	**LOCATION**
e.g. Canoeing	*e.g. BC Paddlesport Instructor*	*e.g. Sheltered Lake*
……		
……		
……		
……		
……		
……*(continue on a separate sheet if necessary)*		

If any of the above specification overleaf cannot be met, or are not applicable, please give details:
Details of any accreditation e.g.: 'Learning Outside the Classroom' Quality Badge Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item**. The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed:

Date:

Name:

Position in Org:

Email (general):

Website:

Thank you for completing this form.
Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:-

Outdoor Education
The Grange, 2nd Floor,
County Hall
CHICHESTER
West Sussex
PO19 1RG
e-mail:
outdoor.education@westsussex.gov.uk

Appendix D

Standard Operating Procedure for Coach Travel

The following process will be followed whenever a coach is used to transport children or young people.

- Coaches will be only be booked from licenced operator whose details have been checked at **https://www.gov.uk/find-vehicle-operators**
- Where reasonable coach operators with one of the following will be contracted:
    - Coach Marque **https://www.coachmarque.co.uk/operators/?q=**
    - BUSK Benchmark **https://www.busk-uk.co.uk**
    - Road Operators Safety Council Safe Driver Award **http://rosco-uk.org/safe-driver-awards/**
- On arrival a member of the visit leadership team will meet the coach and ensure the driver is fully briefed, to include destination, timings, numbers, specific requirements.
- The member of staff will visually inspect the coach to ensure it appears safe key safety features are present for example fire extinguisher.
- The member of staff will raise any issues found with the driver.
- The member of staff will also satisfy themselves that the driver is fit to drive i.e. does not smell of alcohol, is not unduly tired.
- All participants will be briefed before leaving the school on how to board and disembark the coach this should include:
    - Wearing seatbelts at all times, if fitted
    - No standing whilst the coach is moving
    - What to do if they become ill
    - Information about eating and drinking on the journey
    - To remain seated on arrival until told to move by staff
- Staff will sit next to all emergency exits, if this is not possible as a minimum a member of staff will sit in the centre seat and at the rear of the coach and either at the middle exit or the front seat of the coach.
- On arrival a member of staff will disembark first to ensure it is safe for the children and young people and identify a safe rendezvous point.
- If the journey requires rest stops children and young people should be instructed on what to do and timings before leaving the coach. On return a register must be taken, head counts are not recommended.
- On the return journey a full register must be taken before departure, head counts are not recommended. The briefing given on the outbound journey should be repeated.

Coach Breakdown

If a coach suffers a breakdown the Visit Leader will discuss the best course of action with the driver to safeguard the children and young people. On a motorway the likelihood is that all passengers will be instructed to leave the coach and gather beyond the crash barriers.

The Visit Leader must notify the Emergency Contact as soon as possible.

All staff will monitor the use of mobile devices by the children and young people.

Coach Accident

The Visit Leadership must check everyone for any injuries and treat as necessary.

The Visit Leader must notify the Emergency Contact as soon as possible.

Advice given by the emergency services must be listened to and acted upon.

Appendix E

Standard Operating Procedure for Rail Travel

All staff, children and young people will be briefed in advance of any visits utilising rail travel, including underground trains and trams. This must include behaviour expectations, group members and leader, what to do if they miss the train, that they must not to operate doors or windows.

Large groups will be divided into sub-groups each with a competent adult leader. Children and young people will be assigned a 'buddy' with whom they must remain at all times whilst travelling.

Group leaders will complete a register before entering the station.

Group leaders will ensure the group moves in an orderly fashion.

Group leaders will ensure everyone stays well back of platforms edges.

Where required only group leaders will press door open buttons.

Leaders will board and disembark last.

If trains are overcrowded it may be necessary for small groups to travel independently of the main group, if this is the case pre-determined and agreed meeting points must be known to all adults.

Wherever possible children and young people will be seated.

If a pair miss the train, they should remain on the platform from which the train departed and ideally wait with a member of station staff for the school member of staff to return.

If travelling in London the Visit Leader should advise TFL beforehand to take advantage of any additional assistance that may be available on platforms and with boarding and alighting from Tube trains **https://tfl.gov.uk/info-for/schools-and-young-people/**

In the event of an incident or accident instruction given by the transport staff must be followed.

Appendix F

Lost Child, Young Person or Staff Member

To minimise the risk of a child, young person or adult being lost registers will be taken by the Visit Leader or Group Leader at key points, these include before departure, on arrival, when working in smaller groups, on return from activity, at break times and before departure. Head counts should be avoided especially when volunteers are being used who do not know the children or young people.

Staff, children, and young people may be issued with emergency contact details, this can be recorded on a card, lost child wrist band, labels or similar.

The following suggested actions are dependent on the age of the person missing, time of day, location, ability, known risks and should not be read as a definitive list of actions.

On discovering a member of the party if missing

- Gather everyone together, ensure their safety and keep them together,
- Send a member of staff to check the last place the missing person is known to have been,
- Send a member of staff to any key points where the missing person may have returned,
- Try to contact the missing person via phone or messaging service,
- Contact the Emergency Contact,
- Notify local police, tour operator if applicable,
- Discuss with emergency contact/member of school leadership team whether group should continue with the visit as planned or be moved to another appropriate location,
- Group moves on to next destination leaving a member of staff and tour company representative or other local expert to continue search (under direction of leadership team member and local authority),
- Keep in regular contact with the member of staff left behind and with school's emergency contact,
- Warn students and parents/carers in advance of the use of social media and the unnecessary concern this can cause,
- Following any incident, all present not to use social media, mobile phones, or text home until you have given them clear information and permission. This will be after you have discussed with the Emergency Contact.

Appendix G

Example Code of Conduct

You will agree to:

- behave responsibly at all times.
- comply with all instructions at all times.
- take responsibility for your own possessions.
- keep all facilities clean, tidy and undamaged.
- abide by all host facility rules and regulations.
- be aware of all emergency procedures.
- in the event of an emergency, follow emergency procedure instructions.
- understand the rules concerning the purchase, possession and consumption of alcohol.
- understand the rules concerning the purchase, possession and use of tobacco.
- understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden.
- inform staff of any relevant medical conditions or injuries.
- inform a member of staff of any hazards and report any damaged or unsafe equipment.
- wear appropriate clothing.
- return all borrowed equipment in the same condition in which you received it.
- safeguard personal belongings and borrowed equipment.
- ensure that you understand any restrictions regarding the use of mobile telephones.

On the coach

- Remain in your seat, unless given permission to do otherwise.
- Wear your seat belt whilst being transported in a minibus or coach.
- Luggage should not block the aisle and be kept on the luggage rack or under the seat.
- Litter should be put in the bags provided.
- Do not distract the driver – no shouting out, no flash photography etc.
- If you begin to feel travel sick, inform a member of staff.
- Not to disembark until asked to do so.
- When disembarking, be aware of traffic movement and direction.

Motorway service stops

- Follow instructions from staff regarding where you are allowed go and how long you may spend in the service station.
- Remain inside the service area for the duration of the stop and ensure that you are back on the coach at the given time.

On the ferry, at the airport and on the railway station

- Ensure you understand the importance of remaining in your group at these busy locations.
- Ensure that you understand that timings are vital.
- Ensure that you understand security arrangements and limitations.
- Follow instructions from crew members.
- Follow all instructions regarding being on boat decks.
- Visit shops in groups - never alone.
- Ensure that you stay back from the edge of railway platforms.

- Remember where the group is based and how to locate or contact staff.

Staying in the hotel

- Ensure that you read all notices and understand all instructions regarding fire and safety procedures.
- Ensure that you understand the location of duty staff.
- Ensure that you understand any instructions regarding permission to leave the hotel.
- Ensure that you understand any instructions, which limit your access to parts of the hotel. e.g. bar, casino, swimming pool.
- Ensure that you understand the dangers of balconies and any instructions regarding access.
- Ensure that you understand all instructions regarding access to other peoples' bedrooms.
- Ensure that you arrive on time for meals and meetings.
- Ensure that you understand any restrictions regarding the use of mobile telephones, taking pictures, internet access and viewing videos and DVDs.

Excursions

- Remain in your designated group.
- Know which member of staff is your nominated leader.
- When unaccompanied by staff, ensure that you understand any instructions and limitations.
- Ensure that you always carry your emergency contact card.

Failure to comply with this Code of Conduct may result in sanctions.

Appendix H

Personal Challenge Commitment

As staff we will work to ensure each activity will:

- provide a significant personal challenge,
- develop independence,
- develop team working skills,
- introduce a new part of the UK and its culture,
- provide an introduction to enriching leisure pursuits,
- do our best to meet the needs of every student,
- to support a challenge by choice approach,
- share decisions and be open and honest with every student.

As participants we will:

- be committed,
- be willing to take responsibility for ourselves and our own actions,
- be willing to work for the benefit of the team,
- to participate,
- respect the privacy and feelings of others.

Appendix I

Visit Flowchart

START
Is the LOtC Activity or Visit overseas, residential or adventurous or out of county?

YES

Will a member of your establishment's staff be leading an adventurous activity?

YES → The member of staff must be specifically qualified, with evidence available on EVOLVE, to lead the activity. Leader approval must be obtained via EVOLVE

NO

Will an external provider, activity centre or tour operator be used?

YES → Has the provider been 'checked' by the LA?

NO → Email an OE2 Provider Form to the provider (available on EVOLVE) attach the completed form to your EVOLVE visit form.

NO

NO

Has the all staff attending the visit be deemed as competent to lead the activity or visit, and are they able to comply with the Visit Leader Checklist? Or are they under the supervision of an experienced visit leader?

YES

Are enough staff attending to ensure the correct staff to children/young person ratio is maintained having considered the STAGED approach?

YES

Have parents/carers been informed and consent received if required? Has payment been requested via voluntary contributions as required? Has the programme been written? Have risk management processes been completed?

YES

Has an emergency contact person been identified who is back at base and who is available for the entirety of the activity or visit? Have they got full details of the activity or visit?

YES

Is the visit covered by the school's insurance?

YES

Has the visit been approved by the EVC and Head of Establishment?
If applicable, has Governing Body approval been obtained, and its policy complied with?

Outdoor Education Adviser, August 2023

Appendix J

Planning Checklist for Learning Outside the Classroom (LOtC)

This checklist has been designed to support Head Teachers, Educational Visits Coordinators (EVCs) and Visit Leaders to ensure:

- The maximum educational benefit to children and young people.
- The safety of all those involved in LOtC.
- Effective organisation and administration of LOtC.

It may be used both to aid planning and approval by the Head Teacher or EVC. It is recommended that visits are recorded on EVOLVE wherever possible.

Visit Leader

The Visit Leader must be an employee of the establishment. (e.g. the establishment has all the personal details, references, qualifications, DBS checks etc. that would be expected of an employee). The Visit Leader may be providing this service as a volunteer. ☐

Visit Type

Is the visit residential, overseas or does it include adventurous activities? If yes, then Local Authority approval is required and the visit must be submitted via EVOLVE. ☐

If no local policies may be followed although the use of EVOLVE is strongly encouraged. ☐

Purpose and Intended Outcomes

Are there clear educational outcomes, curricula or extra curricula, and have clear learning outcomes been identified and intent defined? ☐

Have these purposes and outcomes been clearly communicated with all staff and if applicable the external provider to support implementation? ☐

Are they appropriate to the age and ability of the group? ☐

Visit Date and Times

Is there adequate time and opportunity to plan and prepare for the visit? At least 4 weeks' notice required for LA approval. ☐

Venue – the location only and is not providing any activity e.g. a local park

Is the venue appropriate to the visit, purpose and intended outcomes? ☐

Has a there been a pre-visit to the venue? Consideration given to travel, access, equipment, emergency procedures, shelter etc. ☐

External Provider – the location's staff are providing some activity

If you are using an external provider have, they been checked by the Local Authority or do they hold a Learning Outside the Classroom quality badge? ☐

If no they need to complete and OE2 in advance of the visit? ☐

Adventurous Activities

Does the programme include Adventurous Activities? ☐

If yes, are the staff leading them appropriately qualified? ☐

Has the Visit Leader consulted the WSCC Adventurous Activities Guidance? ☐

The visit must be submitted for LA approval via EVOLVE. ☐

Travel Arrangements

Has appropriate transport been booked? ☐

If using school minibuses are drivers appropriately trained and checked? ☐

If using staff cars have vehicles and drivers been appropriately checked? ☐

If using parental transport organised by the school, have licences, insurances, MOT's etc. been checked, and copies taken? ☐

Are there procedures in place in the event of delay or cancellation? ☐

Staffing

Have enough staff been allocated to the visit to meet minimum ratio requirements? ☐

Are staff members and other adults suitably experienced and competent? ☐

Have all staff members and other adults been vetted? ☐

Have individual needs of group members been considered in the staffing plan? ☐

Is the staff team mixed gender? ☐

Does the staff team include enough suitable first aiders? ☐

Have staff been briefed on all aspects of the visit: ☐

- Roles and responsibilities.
- Learning outcomes.
- Group and individual needs including staff.
- Supervision plans.
- Communication arrangements.Programme.Standards of behaviour.

- Tasks.
- Use of social media and photographs.
- Emergency plans.

Attendees

Are all the attendee's pupils at the school? ☐

Have medical and other individual needs been considered? ☐

Has the ability of the group been taken into account? ☐

Have the attendees been briefed on: ☐
- Clothing and equipment.
- What do is they get lost or separated.
- Significant hazards.
- Group members and leader.
- Behavioural expectations.
- Outcomes.
- Social media and mobile use.
- Emergency plans.

Emergency Contact

Has a named emergency contact been identified? ☐

Are they available for the duration of the visit? ☐

Does the emergency contact have the following? ☐
- Group details, including staff and volunteers.
- Contact numbers.
- Programme.
- Access to the emergency response plan.
-

Insurance

Is the visit covered by an existing insurance policy? ☐

Has the provider's insurance been checked? ☐

Is any additional cover required? ☐

Does the visit leader have original signed parental/carer consent forms and medical forms for residential and overseas visits? ☐

Risk Assessments

Have the significant hazards involved in the visit been fully considered? ☐

Have suitable and sufficient risk assessments been prepared and recorded? ☐

Have participants with specific requirements been fully considered? ☐

Are event specific assessments required? ☐

Parental/Carer Letters

Have parents and carers been provided with enough information to allow them to give informed consent? ☐

Have any financial contribution requests been clearly itemised as those which are voluntary and those which are chargeable? ☐

Has a parents/carer information event been organised? ☐

Programme

Has the programme been designed to meet the learning outcomes and objectives? ☐

Is the programme suitable for the group? ☐

Are all staff aware of the programme? ☐

Are all participants aware of the programme? ☐

Are all parents/carers aware of the programme? ☐

Has a 'plan b' been made to cover foreseeable hazards such as bad weather, transport disruption or other delays? ☐

Other relevant documents

Staff cover requirements. ☐

Accounts? ☐

Code of conduct? ☐

Approval

Is the visit approved locally? ☐

Does the visit require LA approval via EVOLVE? ☐

Evaluation and Review

Were the intended outcomes and learning objectives achieved? ☐

Was the venue/provider suitable? ☐

Did the staff perform as required? ☐

Were the risk assessments suitable? ☐

Have all incidents been recorded and reported via your normal routes? ☐

Appendix K

In addition to this policy the visit leadership team will apply existing school policies to this visit, if these have been adapted this will be recorded on planning documents:

Safeguarding
Medicines Policy
Behaviour Management
Staff Handbook
Individual EHCPs, Care Plans, Behaviour Plans etc.
Incident reporting
Health and Safety Policy
Curriculum