



**omega**  
MULTI-ACADEMY TRUST

# Educational Visits and School Trips Policy

<b>Version Number</b>	2.0
<b>Date policy last reviewed</b>	October 2024
<b>Policy Type</b>	Non-statutory
<b>Owner</b>	Chief Finance and Operating Officer
<b>Approved By</b>	Trust Board
<b>Approval Date</b>	October 2025
<b>Next Review Date</b>	October 2027

## Review Date and Summary of Changes

Date of review	Summary of changes
September 2025	5.0 Added in the change to the recording of Risk Assessments through the Evolve portal.

Signed by:

Chief Executive Officer

\_\_\_\_\_

Date: 14<sup>th</sup> October 2025

\_\_\_\_\_

Chair of Trustees

\_\_\_\_\_

Date: 14<sup>th</sup> October 2025

\_\_\_\_\_

## **Contents:**

### Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Roles and responsibilities](#)
4. [Planning school trips](#)
5. [Risk assessment process](#)
6. [Vetting providers](#)
7. [Equal opportunities](#)
8. [Transport](#)
9. [Parental consent](#)
10. [Staffing ratios](#)
11. [Insurance and licensing](#)
12. [Accidents and incidents](#)
13. [Missing person procedure](#)
14. [Pupils with SEND](#)
15. [Finance](#)
16. [Trips abroad](#)
17. [Evaluating trips and visits](#)
18. [Monitoring and review](#)

### **Appendices**

- a. [Learning outside the Classroom \(Educational Visits\) Day Trip pack – Alsop High School Example](#)

## **Statement of intent**

Omega Multi Academy Trust understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. All schools within the Trust aim to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

## 2. Definitions

**'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

**'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

**'Residential'** means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

## 3. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the LA as necessary.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.

- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- 
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.
- Ensuring that the requirements of this policy are carried out across all schools.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the

trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

## **4. Planning school trips**

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

When planning an educational trip or activity, the governing board will ensure the trip does not discriminate against a particular individual, group of pupils or single school. School trips will be agreed upon at board level before any formal plans have been implemented. Each school will have an equal opportunity to participate in a pre-planned trip or activity. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

## **5. Risk assessment process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual

carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip, this will then be uploaded to the Evolve Portal and the EVC, Headteacher and CFOO will approve trips.

## **6. Vetting providers**

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

## **7. Equal opportunities**

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

## **8. Transport**

The health and safety officer is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Before driving abroad, the educational visits coordinator will contact the LA for guidance on which licence is required. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent will only be required for:

- Trips that need a higher level of risk assessment.
- Trips that are outside of normal school hours.

The school may ask parents to sign a consent form when their child enrolls. This consent form will cover them for their whole time at the school.

## **9. Staffing ratios**

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

- Abroad: 1;10
- Other residential: 1;15
- High risk: 1;10
- Day trip visits: 1;15

## **10. Insurance and licensing**

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

## **11. Accidents and incidents**

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

## **12. Missing person procedure**

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## **13. Pupils with SEND**

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **14. Finance**

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

## **15. Trips abroad**

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

## **16. Evaluating trips and visits**

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

## **17. Monitoring and review**

The effectiveness of this policy will be monitored by the CFOO in conjunction with the headteacher and Exec team. The governing board will review this policy annually. The scheduled review date for this policy is every two years.



# Alsop High School

LEARNING OUTSIDE THE CLASSROOM  
(Educational Visits)

## DAY TRIPS PACK

Please ensure that you keep a copy of this pack to take on your educational visit with you. You will need this for all emergency contact information.

### CONTENTS

1. Flow chart for daily UK trips.....	2
2. Emergency contact numbers .....	3
3. Minibus / coach bookings .....	3
4. EV1 - Educational Visit Application Form .....	4
5. Parental Letter and reply slip template .....	5-6
6. EV2a – Staff Information Form .....	7
7. EV2b – Student Information Form .....	8-10
8. Educational Visit Itinerary Form .....	11
9. Risk Assessment forms .....	12-28

**FLOW CHART FOR UK / DAY TRIPS**

	Action	Tick when complete
<b>STEP 1</b>	Trip organiser to ensure EV1 form signed off by Headteacher and Cover Manager <u>3 weeks</u> prior to trip. If permission is given the Cover Manager will put it in the calendar as 'provisional'.	<input type="checkbox"/>
<b>STEP 2</b>	For trips where students are paying - trip organiser to open up a trip account with School Business Manager. Please note we will only pay the money to the provider/venue for those who have paid so if a parent has not paid the deposit by the deadline date, then that student will not be able to go on the trip. If the parent pays the deposit and does not pay the final instalment, they will lose the deposit. Parents can pay weekly, monthly* or in one lump payment. (*depending on notice given by trip organiser)	<input type="checkbox"/>
<b>STEP 3</b>	Generate parental letter and reply slip and give to students / send to parents. UK Insurance is covered for trips by the school	<input type="checkbox"/>
<b>STEP 4</b>	<p>Trip organiser to ensure EV2 form and all additional documentation is submitted to the <a href="#">EV Coordinator</a> <u>AT LEAST 14 DAYS</u> before departure date.</p> <p><b><u>CHECKLIST:-</u></b></p> <ol style="list-style-type: none"> <li>1. EV1 Application form</li> <li>2. Parental Letter (template)</li> <li>3. EV2a - staff information form</li> <li>4. Ev2B – student information form</li> <li>5. Itinerary</li> <li>6. Travel risk assessment (RA)</li> <li>7. Activity RA</li> <li>8. Any other relevant RAs</li> <li>9. Incident Form</li> </ol> <p>If all required forms are not received within deadline and or paperwork is not complete, the trip will not be approved. Once approved, forms can be uploaded to Evolve: <a href="https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=ednet.co/evolve">https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=ednet.co/evolve</a> (Simone Breedon can create a login for you if you do not already have one)</p>	<input type="checkbox"/>
<b>STEP 5</b>	EV Coordinator to check all paperwork is present and correct. Trip will then be changed to 'approved' in the calendar once the EV Coordinator is satisfied – trip organiser will be kept updated by email.	<input type="checkbox"/>
<b>STEP 6</b>	In the unlikely event of an accident / incident happening please complete the incident form (Appendix 9)	<input type="checkbox"/>

**Emergency Contact Numbers:**

School, Main Reception	Monday – Friday 8am-4pm	01234 567890
------------------------	-------------------------	--------------

EVC:	Monday – Friday 8am-4pm	01234 567890
Headteacher:	24hrs	01234 567890
School Business Manager	24hrs	01234 567890

If for whatever reason you are unable to contact any of the numbers above and this is not a 999 emergency call.

### **Minibus / Coach bookings**

#### Minibus:

If you need to use a minibus for the trip, please contact XXXX or email on XXXX to check availability of buses and suitable drivers (if you are not licenced to drive yourself).

**Please note:** if you are planning to go over the Runcorn Bridge, through the Mersey Tunnels or via any tolls, please inform the School Business Manager before the trip and tell them which minibus has been booked for you so they can arrange payment to be made.

#### Coaches:

Once you have full details of dates and times, you can obtain quotes from XXXX or XXXX and once a price has been agreed, you will need to raise a Purchase Order.

### **PP funding:**

If PP money is being used to fund / part-fund transport or any element of your trip, Jeni Cassidy will need to email Finance with the name and date of the trip along with the amount to be allocated.

## EV1 - Educational Visit Application Form

<b>Trip Organiser:</b>	
------------------------	--

<b>Other staff Attending:</b>				
<b>Date of trip:</b> Click or tap to enter a date.				
Departure time:		Return time:		
<b>Destination/provider:</b>				
<b>Number of Students:</b>		<b>Year Group:</b>		<b>Teaching Group:</b>
<b>Cover required</b> (For all staff involved) <i>Please check for correct timetabled week.</i>				
Period 1	Period 2	Period 3	Period 4	Period 5
Low Risk: <input type="checkbox"/> High Risk: <input type="checkbox"/>				
<b>Staffing Ratio = Low Risk Visits <u>1:15</u> High Risk Visits <u>1:10</u>.</b> <b><u>This is only a guideline</u> - staff should also take into account students' needs and arrange staffing accordingly.</b>				
Total cost of trip: £		Cost per student: £		
Travel arrangements:				
Students must have an appropriate level of attendance and standard of behaviour (consult with Inclusion team) before inviting students on a trip. Once EV1 has been seen and signed by EVC and Headteacher and full approval given, entry into the school calendar will be provisional until all additional EV forms are submitted. Once all additional documentation and risk assessments have been seen and signed by EVC and Headteacher the trip will be approved.				
Signature				<b>Staff Organiser</b>
Signature				<b>Staff in Charge</b>
Signature				<b>Line Manager</b>
Cover office authorisation				
Head teacher (international)/ EVC authorisation				

**Parental letter template on next page: once the trip details are complete,  
please select 'custom print' and only print pages 5 & 6**

Dear Parent/Carer,

The **Faculty/Department** are pleased to invite your child on an **educational visit/trip to venue/location** which will take place on [Click or tap to enter a date](#).

The purpose of the visit is **reason or expected outcome** and will be led by **trip leaders - staff name/s**.

Students will leave school at **time** and return by **time** and will travel via **minibus/coach/walking/own arrangements to be made** and they will need to wear **full school uniform / their own clothing**.

**The cost of the trip is £ and this will need to be paid via ParentPay by [Click or tap to enter a date](#) / There is no charge to parents for this trip.**

**Lunch will be provided / Your child will need to bring a packed lunch. If your child is on free school meals, you can indicate this on the reply slip on the next page.**

If you consent to your child attending this trip, please complete and return the reply slip to your child's **subject teacher** by [Click or tap to enter a date](#).

If you have any queries, please contact **trip leader's email address** or call XXXXX.

Yours faithfully,

XXX

PA to Headteacher / Educational Trips Coordinator

## EDUCATIONAL VISIT REPLY SLIP

**Trip name and venue:**

**Date of trip:**

Please return this reply slip by **Trip Leader to enter date**

I give permission for my child \_\_\_\_\_ Form Group \_\_\_\_\_

to attend \_\_\_\_\_

I understand by signing and returning this form I am liable for the full balance of the trip unless the school cancels the trip, in which case a full refund will be given.

**Emergency contact numbers:** (please provide up two numbers)

1. Name and relationship to child:

2. Name and relationship to child:

---

### **Medical Conditions / Dietary Requirements:**

**Meals:** My child requires a Free School Meal: YES / NO (please circle)

### **SEND:**

If your child has any Special Educational Needs or disability that may affect their Health and Safety and wellbeing on this trip please contact the trip organiser or XXXX to discuss. This is required to ensure your child has the necessary support for the trip.

### **Museum/Gallery/Exhibitions:**

Students will be allowed to move around exhibits unsupervised by staff. They will be encouraged to do so in groups and will be informed about procedures within the exhibition centre if they need any help whilst there. Students are expected to maintain exemplary behaviour standards as they will be representing the school. Please discuss this with your child in advance of the trip.

Print name: \_\_\_\_\_ Parent/Carer

Signed: \_\_\_\_\_ Parent/Carer

Date:

## 1.1 EV2a – Staff Information Form: List of staff on trip/external activity

### 1.2

Trip Organiser:					<b>Staffing Ratio: Low Risk Visits - 1-15. High Risk Visits – 1 - 10.</b> This is only a guideline and staff should also take into account pupils needs and arrange staffing accordingly <b>Ensure all contact details are clearly stated on this form</b>		
Staff Attending: <i>See below</i>							
Leaving:		Return					
Date	Time	Date	Time				
Destination/provider:							
STAFF SURNAME	STAFF FORENAME	COACH	PASSPORT CHECK LIST IF APPLICABLE	ADDRESS	NEXT OF KIN	STAFF MOBILE NUMBERS	MEDICAL INFORMATION NEEDED FOR PUPIL (I.E NUT ALLERGY, EPILEPSY)
<b><u>Lead Member of Staff (Signature):</u></b>							<b><u>Date:</u></b>
<b><u>Form checked by EVC/SLT (Signature):</u></b>							<b><u>Date:</u></b>
<b><u>Authorisation Headteacher (Signature):</u></b>							<b><u>Date:</u></b>





STUDENT NAME	REG. GROUP	EMERGENCY CONTACT NUMBERS	MEDICAL INFORMATION (e.g.: Allergy, Epilepsy)	PASSPORT NUMBER (if applicable)	VALID EU PASSPORT Y / N	If no, have necessary additional documents been applied for
<b>Lead Member of Staff (Signature):</b>				<b><u>Date:</u></b>		Click or tap to enter a date.
<b>Form checked by EVC/SLT (Signature):</b>				<b><u>Date:</u></b>		Click or tap to enter a date.
<b>Authorisation Headteacher</b>				<b><u>Date:</u></b>		Click or tap to enter a date.



## RA1: General Day Visit Risk Assessment

<b>Date of Visit:</b>		<b>Group Leader (Signed):</b>	
<b>Destination:</b>		<b>Other staff:</b>	
<b>Learning Activity (Please add itinerary to documentation):</b>		<b>Group Size and Supervision Ratio:</b>	
<b>Hazard</b>	<b>People at risk</b>	<b>Risk control</b>	<b>Further action</b>
Young person(s) gets lost	Young people	Head count taken on a regular basis. Make sure group remains together at all times.	<p>Pupil(s) to inform authorities they are lost and missing from the group. Authorities to apply their procedure.</p> <p>Lead member of staff to have pre-arranged a suitable rendezvous meeting place, should they become aware that a member of the group has become lost. The group are to go immediately to the meeting place and wait for missing person(s). Group are not to leave location until missing person(s) located and accounted for.</p> <p>Lead member of staff to inform the school.</p>
Child Protection	Young People	Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account.	If there is not same sex supervision for this, use the unisex disabled toilet for the sex without direct supervision.

<p>Young person becomes ill or is injured</p>	<p>Young people</p>	<p>Young people informed what to do in the case of emergency.          If appropriate or necessary, drive to the nearest hospital with the casualty, if not call emergency services.          Member of staff identified to accompany the injured or ill young person to hospital if necessary.          Staff will remain there until other supervision is arranged or the patient is released.          Check if destination has First Aid procedures.</p>	<p>Supervision re-organised to take into account the member of staff now off-site if coach is able to continue its journey.          Arrangements to return the member of staff and young person if necessary either to hotel or the intended destination if coach is able to continue its journey.</p>
<p>Member of staff becomes ill or is injured</p>	<p>Staff</p>	<p>Supervision re-organised to take into account the member of staff now missing.           Contact made with establishment so that next of kin can be informed as soon as possible.           Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	<p>If appropriate or necessary, drive to the nearest hospital with the casualty, if not call emergency services.</p>
<p>Pupils who have specific medical requirements or ailments e.g ADHD, asthma</p>	<p>Young people</p>	<p>Lead member of staff to inform these two pupils that they must take their required medication before they travel and the other pupil must bring his own inhaler.           Make sure parental consent has been confirmed.</p>	<p>If medication is unsuccessful member of staff are to contact the emergency services for further medical advice.</p>

Loss of valuables	All	<p>Pupils told not to bring items of real value</p> <p>Items not left in lockers, but given to responsible member of staff</p> <p>Give guidance as to how much money to bring</p>	School, External Provider and parents to be informed.
Pupil harmed by activity	Young people	<p>Teacher competent/qualified to lead that activity</p> <p>Safety policy of the venue to provide the activity risk. All relevant risk assessments to be gathered from external provider.</p>	<p>First Aid to be consulted.</p> <p>If required member of staff are to contact the emergency services for further medical advice.</p>

## RA2: Minibus Risk Assessment

<b>Date of Visit:</b>		<b>Group Leader (Signed):</b>	
<b>Destination:</b>		<b>Other staff:</b>	
<b>Minibus registration and MOT Details (P. McLoughlin to provide)</b>		<b>Group Size and Supervision Ratio:</b>	
<b>Hazard</b>	<b>People at risk</b>	<b>Risk control</b>	<b>Further action</b>
Road accident - driver	All	<p>The driver holds the relevant qualification for driving the minibus on their license.</p> <p>Current best practice is followed in respect of driving and rest hours. Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</p>	Use current RoSPA guidelines.
Road accident - vehicle	All	<p>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. Leader of group to do a visual check of vehicle, (bodywork, tyres, seating and safety belts).</p> <p>Do not overload the vehicle, if in doubt check at a public weighbridge.</p>	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.

Road accident – injuries to passengers	All	<p>Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.</p> <p>Exits must not be blocked with luggage or equipment. Young people must not be allowed to move around the vehicle when it is in motion.</p> <p>Young people must not distract the driver when the vehicle is in motion.</p> <p>Appropriate insurance is arranged for young people during the journey.</p>	Staff supervision to ensure that this is complied with throughout the journey.
Road accident	All	<p><b>If the accident is not serious.</b></p> <p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not move the young people to a safe location protected from oncoming traffic and from the sun.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p> <p><b>If the accident is serious</b></p>	<p>Control communications with parents.</p> <p>Contact school as soon as possible.</p> <p>Control communications with parents.</p> <p>Contact school and emergency services as soon as possible.</p> <p>Co-operate with the emergency services and one adult accompanies an injured young person to hospital if possible.</p>
Mechanical breakdown - motorway	All	Get the party behind the side crash barrier as soon as possible.	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.

<p>Mechanical breakdown - normal roads</p>	<p>All</p>	<p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not, move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p>	<p>Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</p>
--	------------	---	---

### RA3: Coach Risk Assessment

<b>Date of Visit:</b>		<b>Group Leader (Signed):</b>	
<b>Destination:</b>		<b>Other staff:</b>	
<b>Coach Operators License Number</b> <i>(Finance Team to provide)</i>		<b>Group Size and Supervision Ratio:</b>	
<b>Hazard</b>	<b>People at risk</b>	<b>Risk control</b>	<b>Further action</b>
Road accident - driver	All	<p>The driver holds the relevant qualification for driving the coach on their license.</p> <p>Current best practice is followed in respect of driving and rest hours.</p> <p>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</p>	Use current RoSPA guidelines.

Road accident - vehicle	All	<p>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. Leader of group to do a visual check of vehicle, (bodywork, tyres, seating and safety belts).</p> <p>Do not overload the vehicle, if in doubt check at a public weighbridge.</p> <p>Do not overload the combination of vehicle and trailer, if in doubt check at a public weighbridge.</p>	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.
Road accident – injuries to passengers	All	<p>Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.</p> <p>Exits must not be blocked with luggage or equipment. Young people must not be allowed to move around the vehicle when it is in motion.</p> <p>Young people must not distract the driver when the vehicle is in motion.</p> <p>Appropriate insurance is arranged for young people during the journey.</p>	Staff supervision to ensure that this is complied with throughout the journey.

Road accident	All	<p><b>If the accident is not serious.</b></p> <p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not move the young people to a safe location protected from oncoming traffic and from the sun.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p> <p><b>If the accident is serious</b></p> <p>Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.</p> <p>Deal with casualties as best as you can until emergency help arrives.</p>	<p>Control communications with parents.</p> <p>Contact school as soon as possible.</p> <p>Control communications with parents.</p> <p>Contact school and emergency services as soon as possible.</p> <p>Cooperate with the emergency services and one adult accompanies an injured young person to hospital if possible.</p>
Mechanical breakdown - motorway	All	Get the party behind the side crash barrier as soon as possible.	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.

<p>Mechanical breakdown - normal roads</p>	<p>All</p>	<p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not, move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p>	<p>Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</p>
<p>Young person becomes ill or is injured</p>	<p>Young people</p>	<p>Young people informed what to do in the case of emergency.</p> <p>If appropriate, drive to the nearest hospital with the casualty, if not call emergency services.</p> <p>Member of staff identified to accompany the injured or ill young person to hospital if necessary.</p> <p>Staff will remain there until other supervision is arranged or the patient is released.</p>	<p>Supervision re-organised to take into account the member of staff now off-site if coach is able to continue its journey. Arrangements to return the member of staff and young person if necessary either to hotel or the intended destination if coach is able to continue its journey.</p>
<p>Member of staff becomes ill or is injured</p>	<p>Staff</p>	<p>Supervision re-organised to take into account the member of staff now missing.</p> <p>Contact made with establishment so that next of kin can be informed as soon as possible.</p> <p>Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	<p>If appropriate or necessary, drive to the nearest hospital with the casualty, if not call emergency services.</p>

<p>Young person gets lost</p>	<p>Young people</p>	<p>Head count taken on a regular basis especially when young people leave and re-board transport.</p>	<p>Pupil(s) to inform authorities they are lost and missing from the group. Authorities to apply their procedure.</p> <p>Lead member of staff to have pre-arranged a suitable rendezvous meeting place, should they become aware that a member of the group has become lost. The group are to go immediately to the meeting place and wait for missing person(s). Group are not to leave location until missing person(s) located and accounted for.</p> <p>Lead member of staff to inform the school.</p>
<p>Child Protection</p>	<p>Young people</p>	<p>Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account.</p>	<p>If there is not same sex supervision for this, use the unisex disabled toilet for the sex without direct supervision.</p>

## RA4: Walking Risk Assessment

<b>Date of Visit:</b>		<b>Group Leader (Signed):</b>	
<b>Destination:</b>		<b>Other staff:</b>	
<b>Learning Activity (Please add itinerary to documentation):</b>		<b>Group Size and Supervision Ratio:</b>	
Hazard	People at risk	Risk control	Further action
Pavement or footpath  If no pavement  Crossing the road	All group members, including leaders	Where possible walk on the left-hand pavement with your back to the traffic.  Walk on the right-hand side of the road facing oncoming traffic, be prepared to walk single file, keep close to the side of the road.  Choose a safe place to cross, subway, footbridge, zebra or	
Confrontation with a member of public	All group members, including leaders	Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, buffet etc.	

<p>Pupils being harmed</p> <p>Aberrant behaviour</p> <p>Weather</p> <p>Group visibility</p> <p>In daylight</p> <p>In the dark</p> <p>At night</p>	<p>All group members, including leaders</p>	<p>Put pupils in groups.</p> <p>Teachers attached to defined groups of pupils.</p> <p>Teachers carry full lists of attending pupils.</p> <p>Pupils wear clearly recognisable clothes.</p> <p>Code of Conduct with clear briefing on behaviour.</p> <p>Teacher supervision, recommended PTR.</p> <p>PTR</p> <p>Code of Conduct</p>	
<p>Young person becomes ill or is injured</p>	<p>Young people</p>	<p>Young people informed what to do in the case of emergency.</p> <p>If appropriate, drive to the nearest hospital with the casualty, if not call emergency services.</p> <p>Member of staff identified to accompany the injured or ill young person to hospital if necessary.</p> <p>Staff will remain there until other supervision is arranged or the patient is released.</p>	<p>Supervision re-organised to take into account the member of staff now off-site if coach is able to continue its journey.</p> <p>Arrangements to return the member of staff and young person if necessary either to school or the intended destination if coach is able to continue its journey.</p>

<p>Member of staff becomes ill or is injured</p>	<p>Staff</p>	<p>Supervision re-organised to take into account the member of staff now missing.</p> <p>Contact made with establishment so that next of kin can be informed as soon as possible.</p> <p>Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	<p>If appropriate or necessary, drive to the nearest hospital with the casualty, if not call emergency services.</p>
<p>Young person gets lost</p>	<p>Young people</p>	<p>Head count taken on a regular basis. Especially if group split up when crossing road.</p> <p>The leader should pre-walk the route.</p> <p>Choose the optimum safe route.</p> <p>Organise the group before departure.</p> <p>Keep group together.</p>	<p>Pupil(s) to inform authorities they are lost and missing from the group. Authorities to apply their procedure.</p> <p>Lead member of staff to have pre-arranged a suitable rendezvous meeting place, should they become aware that a member of the group has become lost. The group are to go immediately to the meeting place and wait for missing person(s). Group are not to leave location until missing person(s) located and accounted for.</p> <p>Lead member of staff to inform the school.</p>
<p>Child Protection</p>	<p>Young people</p>	<p>Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account.</p>	<p>If there is not same sex supervision for this, use the unisex disabled toilet for the sex without direct supervision.</p>

## RA5: Public Transport Risk Assessment (Bus, Train or Taxi)

<b>Date of Visit:</b>		<b>Group Leader (Signed):</b>	
<b>Destination:</b>		<b>Other staff:</b>	
<b>Learning Activity (Please add itinerary to documentation):</b>		<b>Group Size and Supervision Ratio:</b>	
<b>BUS TRAVEL</b>		<b>Bus number/route:</b>	
<b>Hazard</b>	<b>People at risk</b>	<b>Risk control</b>	<b>Further action</b>
Road accident - driver	All group members, including leaders	The driver holds the relevant qualification for driving the bus on their license. Current best practice is followed in respect of driving and rest hours. Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.	Use current RoSPA guidelines.
Road accident - vehicle	All group members, including leaders	Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. Leader of group to do a visual check of vehicle, (bodywork, tyres, seating and safety belts). Do not overload the vehicle, if in doubt check at a public weighbridge. Do not overload the combination of vehicle and trailer, if in doubt check at a public weighbridge.	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.
Road accident – injuries to passengers	All group members, including leaders	Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion. Exits must not be blocked with luggage or equipment. Young People must not be allowed to move around the vehicle when it is in motion.  Young people must not distract the driver when the vehicle is in	Staff supervision to ensure that this is complied with throughout the journey.

Road accident	All group members, including leaders	<p><b><u>If the accident is not serious.</u></b></p> <p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not move the young people to a safe location protected from oncoming traffic and from the sun.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p> <p><b><u>If the accident is serious</u></b></p> <p>Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.</p> <p>Deal with casualties as best as you can until emergency help arrives.</p>	<p>Control communications with parents.</p> <p>Contact school as soon as possible.</p> <p>Control communications with parents.</p> <p>Contact school and Crisis Line as soon as possible.</p> <p>Cooperate with the emergency services and one adult accompanies an injured young person to hospital if possible.</p>
Mechanical breakdown - motorway	All group members, including leaders	Get the party behind the side crash barrier as soon as possible.	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.
Mechanical breakdown - normal roads	All group members, including leaders	<p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not, move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p>	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.
Young person becomes ill or is injured	Young people	<p>Young people informed what to do in the case of emergency.</p> <p>If appropriate, drive to the nearest hospital with the casualty, if not call emergency services.</p> <p>Member of staff identified to accompany the injured or ill young person to hospital if necessary.</p> <p>Staff will remain there until other supervision is arranged or the patient is released.</p>	Supervision re-organised to take into account the member of staff now off-site if coach is able to continue its journey. Arrangements to return the member of staff and young person if necessary either to school or the intended destination if coach is able to continue its journey.

Member of staff becomes ill or is injured	Staff	Supervision re-organised to take into account the member of staff now missing. Contact made with establishment so that next of kin can be informed as soon as possible. Group return home early if supervision levels fall below the required standard for safety to be maintained.	If appropriate or necessary, drive to the nearest hospital with the casualty, if not call emergency services
Young person gets lost	Young people	Head count taken on a regular basis especially when young people leave and re-board transport.	Pupil(s) to inform authorities they are lost and missing from the group. Authorities to apply their procedure. Lead member of staff to have pre-arranged a suitable rendezvous meeting place, should they become aware that a member of the group has become lost. The group are to go immediately to the meeting place and wait for missing person(s). Group are not to leave location until missing person(s) located and accounted for.
Child Protection	Young people	Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account.	If there is not same sex supervision for this, use the unisex disabled toilet for the sex without direct supervision.

<b>TRAIN TRAVEL</b>		<b>Train times / booking ref:</b>	
<b>Hazard</b>	<b>People at risk</b>	<b>Risk control</b>	<b>Further action</b>

<p>On platform - Getting hit by train door opening as train arrives</p> <p>Falling from platform onto track</p> <p>Falling between train and platform</p> <p>Getting caught in automatic door as it closes</p> <p>Being left behind on platform due to pressure of numbers on train</p>	<p>All group members, including leaders</p>	<p>Whilst boarding, leaders will ensure that group remains in orderly line well back from edge of platform until the train is stationary and the doors are open</p> <p>Young people to be briefed about waiting well back from platform edge</p> <p>Supervisors to be appropriately positioned on platform for effective supervision of the group</p> <p>Only leaders will be allowed to open the train doors to either board or leave the train, and the young people will be briefed accordingly</p> <p>Leaders will ensure that boarding and leaving the train is carefully supervised by a staff member, and in an orderly manner</p> <p>Leaders will be the first and last to enter when boarding, and the first and last to exit when leaving</p> <p>Leaders will have a prepared contingency plan if the train is overcrowded and some of the group cannot enter the train due to pressure of numbers</p> <p>Leaders will be available to assist with the lifting of luggage onto/off the train</p> <p>Seats will be booked in advance, and wherever possible, in a single block within the same carriage</p> <p>A leader will always remain with each group if the party becomes separated</p>	<p>Seek out First Aider and consult.</p> <p>If required member of staff to call emergency services to inform of incident/accident and to seek further medical advice and guidance.</p>
<p>Falls if train suddenly stops, slows, or has collision</p> <p>Falls from train, out of train doors</p> <p>Leaning out of windows as train passes another train or bridge etc.</p> <p>Collision</p> <p>Hit by luggage falling from rack above</p>	<p>All group members, including leaders</p>	<p>All group members will be briefed to stay seated, wherever possible, during the journey</p> <p>Leaders will sit at separate locations amongst group to maintain good order and sensible behaviour.</p> <p>A leader will be positioned at each end of group to give permission/be aware when individuals leave the group to go the toilet or buffet</p> <p>Young people will be given particular instructions not to lean out of windows or to open or touch any exterior doors</p> <p>If a major emergency occurs that requires the train to stop, a leader will notify the guard or pull the emergency lever/alarm, if considered necessary</p> <p>Leaders will check that all luggage is stored securely, and that heavy items are placed, wherever possible, on low racks at end of carriage</p> <p>Young people will be instructed to remain in their seats whilst train is visiting stations</p>	
<p>Confrontation with a member of public</p>	<p>All group members</p>	<p>Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, buffet etc.</p>	<p>Emergency services to be called</p>

<b>TAXI TRAVEL</b>		<b>Taxi Company Name and Contact Number:</b>	
<b>Hazard</b>	<b>People at risk</b>	<b>Risk control</b>	<b>Further action</b>
Road accident - driver	All group members, including leaders	Drivers must be in possession of a valid UK Driving License for the class type vehicle being driven. The driver holds the relevant qualifications.  Current best practice is followed in respect of driving and rest hours.	Use current UK Highway Code guidelines.
Road accident - vehicle	All group members, including leaders	Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. Leader of group to do a visual check of vehicle, (bodywork, tyres, seating and safety belts).	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.
Road accident – injuries to passengers	All group members, including leaders	Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.  Young People must not be allowed to move around the vehicle when it is in motion.	Staff supervision to ensure that this is complied with throughout the journey.

Road accident	All group members, including leaders	<p><b><u>If the accident is not serious.</u></b>  On normal road keep pupils safe by remaining in the transport if it is safe to do so.  If not move the young people to a safe location protected from oncoming traffic and from the sun.  When moving follow the highway code and use staff to supervise the young people to avoid danger.</p> <p><b><u>If the accident is serious</u></b>  Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.  Deal with casualties as best as you can until emergency help arrives.</p>	<p>Control communications with parents.  Contact school as soon as possible.  Control communications with parents.  Contact school and Crisis Line as soon as possible.  Cooperate with the emergency services and one adult accompanies an injured young person to hospital if possible.</p>
Poor Driving Weather Conditions	All Group members, including leaders	Consideration should be given to expected weather conditions. For example, if, on the day of travel there is thick fog, icy conditions or heavy snow, the journey should be postponed or cancelled.	
Mechanical breakdown - motorway	All group members, including leaders	Get the party behind the side crash barrier as soon as possible.	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.
Mechanical breakdown - normal roads	All group members, including leaders	<p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.  If not, move the young people to a safe location protected from oncoming traffic.  When moving follow the highway code and use staff to supervise the young people to avoid danger.</p>	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.

Young person becomes ill or is injured	Young people	<p>Young people informed what to do in the case of emergency.</p> <p>If appropriate, drive to the nearest hospital with the casualty, if not call emergency services.</p> <p>Member of staff identified to accompany the injured or ill young person to hospital if necessary.</p> <p>Staff will remain there until other supervision is arranged or the patient is released.</p>	<p>Supervision re-organised to take into account the member of staff now off-site if coach is able to continue its journey.</p> <p>Arrangements to return the member of staff and young person if necessary either to school or the intended destination if coach is able to continue its journey.</p>
Member of staff becomes ill or is injured	Staff	<p>Supervision re-organised to take into account the member of staff now missing.</p> <p>Contact made with establishment so that next of kin can be informed as soon as possible.</p> <p>Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	<p>If appropriate or necessary, drive to the nearest hospital with the casualty, if not call emergency services</p>
Young person gets lost	Young people	<p>Head count taken on a regular basis especially when young people leave and re-board transport.</p>	<p>Pupil(s) to inform authorities they are lost and missing from the group. Authorities to apply their procedure.</p> <p>Lead member of staff to have pre-arranged a suitable rendezvous meeting place, should they become aware that a member of the group has become lost. The group are to go immediately to the meeting place and wait for missing person(s). Group are not to leave location until missing person(s) located and accounted for.</p> <p>Lead member of staff to inform the school.</p>
Child Protection	Young people	<p>Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account.</p>	<p>If there is not same sex supervision for this, use the unisex disabled toilet for the sex without direct supervision.</p>

You're all done!

Enjoy your trip – remember to take lots of photos for our website and social media accounts!