



**Ramsden Hall  
Academy**

**Ramsden 4R's**

We are Respectful. We are Resilient. We Reflect. We Repair

## **Educational Visits Policy**

### **Ramsden Hall Academy**

|                         |              |                      |               |
|-------------------------|--------------|----------------------|---------------|
| <b>Last Review Date</b> | September 25 | <b>Review Period</b> | Every 2 Years |
|-------------------------|--------------|----------------------|---------------|

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# Introduction

This policy has been developed in line with Essex County Council, Juniper Education and The OEAP National Guidance for the management of Outdoor learning, Off-site visits and Learning Outside the Classroom [www.oeapng.info/](http://www.oeapng.info/) and is designed to help ensure that the pupils and staff stay safe and healthy while on school visits.

The Employer/Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Ramsden Hall Academy reads this policy before contemplating or organising any educational visit or visit to be made by children from this school.

- Failure to follow these regulations may lead to consequences for insurance cover and legal liability.
- If procedures set out within this policy are not followed, then the visit will not be authorised.
- Failure to follow these procedures could also lead to disciplinary procedures.

# 1. Reasons for Visits

All schools are required to offer pupils a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

To enrich the curriculum, social development and support the academy's behaviour policy, we offer our pupils at Ramsden Hall Academy a range of educational visits, rewards and other activities that add to what they learn and develop at school. It is essential that all visits should have a clear purpose and that state the aims for the visit to receive approval.

# 2. The EVC

Under statutory guidance that came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DCSF Requirements and LA guidelines.

The EVC's for Ramsden Hall Academy are Kevin Blackmore and the SLT link Adam Robbins. Safeguarding compliance is the responsibility of the Designated Safeguard Lead, Danni Rose.

The role of the EVC co-ordinate the visits from the schools, ensuring that each has been planned to take accounts of the needs of the participants, the stated aim of the visit and to ensure that suitable arrangements are in place to manage risks. The EVC will also ensure that each visit is properly approved by the Headteacher/Senior Leadership team, Governors and in some cases, the Local Authority.

The Headteacher and EVC are responsible for:

- Ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- Ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010.
- Ensure the suitability and competence of all staff appointed to the visit.
- Ensure that the visit leader fully understands his/her responsibilities.
- Implement effective emergency contact arrangements.
- Ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- Have a system in place to record, audit and monitor school off-site visits.

### 3. Approval of Visits

All proposals for educational visits must be submitted in the first instance to Headteacher/SLT for authorisation. Any proposals must include educational purpose/purpose of the visit, initial summary of risks, number of pupils, number of staff, travel arrangements and cost.

All visits require a proposal and must have a fully completed visit proposal form submitted to the finance administrator for approval. This step is essential before the Educational Visits Coordinator can approve the Evolve risk assessment.

To ensure the process runs smoothly, the form must be completed and submitted at least **4 working weeks** prior to the visit date.

Failure to meet this deadline will result in the form not being approved by the **finance officer**, which will prevent the visit from proceeding. All matters relating to visits outside of the academy's approval of 'normal' day visits are at the discretion of the EVC/Headteacher. However, visits that involve:

- Travelling overseas.
- A residential experience.
- An adventurous activity (as defined in SBCs Visits Guidance).

Require the additional approval of the LA/Educational Visits Adviser (online through EVOLVE). Please provide **4 weeks notice** for approval. The Governing Body will also need to be informed about these visits prior to commitment being made. If an external provider or tour operator is being used that does not hold a LOCT Quality Badge, it may be useful to use the 'External provider Form' (in the form section of the website) to obtain essential information from them, at the time of provisional booking.

To gain approval any member of staff leading a visit must be trained as a Visit leader by completing the Visit leaders essentials course before approval for the visit is given. The Headteacher will determine whether staff are competent to lead visits. All Staff must have their paperwork checked and approval must be given by another from another member of trained staff.

If a member of staff will lead an activity which requires specialist skills (e.g. skiing or canoeing) it is essential that they hold suitable qualifications and have an appropriate level of experience. The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care. It is the responsibility of the Visit Leader to carry out Risk Assessment/Risk management for the visit. For further guidance please see [www.oeapng.info](http://www.oeapng.info) sections 3.3e – visit leader checklist and 3.4k visit or activity leader.

## 4. Visit Leaders

### **Requirement for Visit Leaders**

All visit leaders at Ramsden Hall Academy must hold a valid Visit Leaders Essentials (VLE) certificate before leading any off-site educational visit. This ensures they have the necessary knowledge and skills to manage visits safely and effectively, in line with national guidance and our school's commitment to safeguarding and best practice.

- The VLE certificate must be renewed as required (usually 3 yearly), and a copy should be provided to the EVC before visit approval.
- Staff who have not yet obtained this certification will not be able to lead an offsite visit. The EVC team are aware of who has completed the qualification.
- Visit leaders are responsible for making contact with the school when arriving to confirm students present and when leaving the Venue.
- Visit Leaders are responsible for all students making contact with home if a visit is going to arrive home outside of school hours.
- Visit leaders are responsible for all staff following the risk assessment in place for the visit.
- Visit leaders are responsible for students' medication.
- Visit leaders are responsible for a first aid kit being taken on the Visit.
- Visit leaders are responsible Evaluating the visit on Evolve post visit within 7 days on the form appendix.

## 5. Local Visits Area

These involve no more than an everyday level of risk of that of the school site, such as slips and visits and are covered by a school's current policies and procedures.

They only need a little extra planning beyond the educational aspect of the visit. They can be considered as lessons in a different classroom.

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

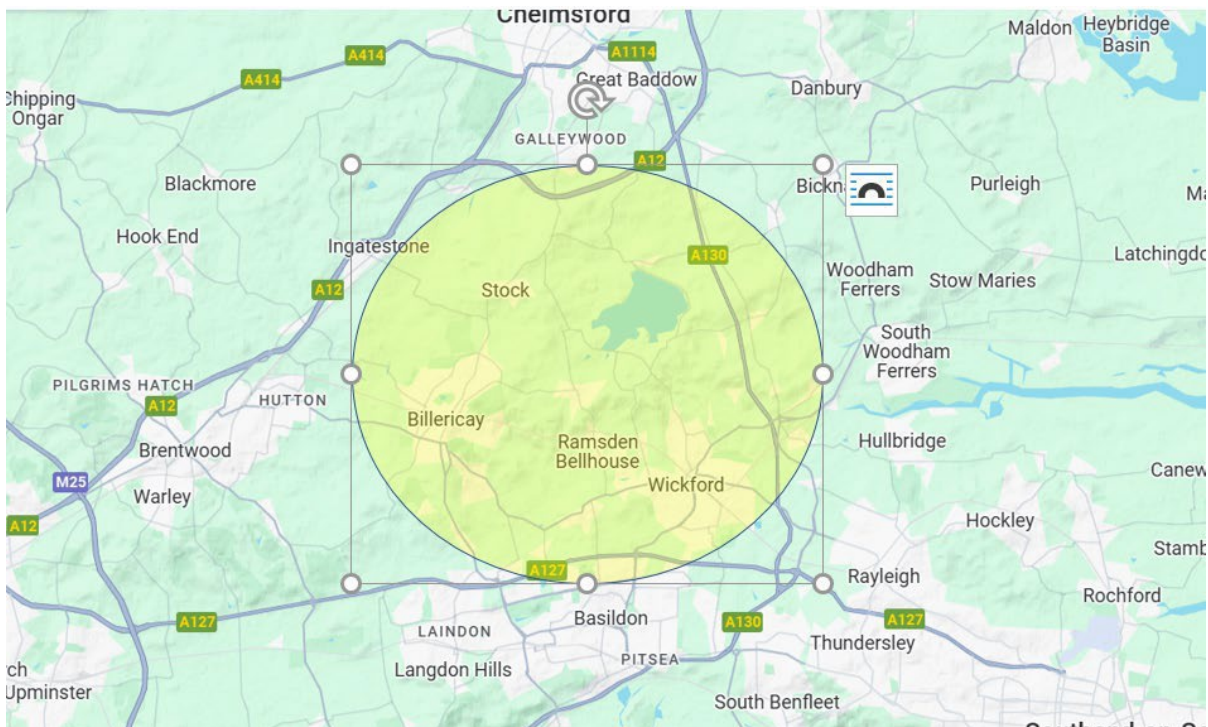
### **5.1 These visits/activities:**

- Must be recorded on EVOLVE via the 'Local Area Visit' module Or the local visits sheet that requires two SLT signatures.
- Do not require parental consent. Any Visits that require an enhanced Risk assessment above that of the school site will need a consent slip or email to the evolve mailbox stating which trip the consent is for in the subject line.

- Do not normally need additional risk assessments / notes
- 48hrs Notice if there is **no financial impact** (parking included) All Visits booked within the fortnight window will need any costs claimed back under business expenses.

## 5.2 Boundaries

- The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues are exceptions to the boundary Call of the Wild 18mins away, Rob Johns retail park and Hyland's Park (Chelmsford) 17 minutes away and Mayflower Retail Park 17 minutes away.



## 5.3 Residential Students

For students who stay in the **residential provision** of the school:

- Visits must be coordinated by the **residential team** to ensure duty of care responsibilities are maintained.
- Where a visit takes place **outside normal school hours**, this must be communicated with the residential team and approved by a **member of SLT**.
- Overnight or late returns (past 5:00 PM) should be discussed with residential staff in advance to avoid clashes with planned routines or activities.
- Any activity considered a local visit for residential pupils (e.g., walks, park visits, local shops) must be included in the **half termly residential planning** and reviewed by an **EVC**.
- A half termly trips will be uploaded to Evolve by a member of the Care team and the school EVC's must be informed.
- Parents will be informed by letter of the trips planned for the upcoming half term. This letter will include details of all potential evening offsite venues, in case there are any changes to the evenings offered to students.

- If parents do not respond to the letter by the stated deadline, this will be taken as consent for their child to attend the planned visits.
- Taster evenings will be covered under the general school visit permission form previously signed by parents.
- In case of any variation to the residential care plan, the school's **safeguarding lead** must be informed and appropriate documentation updated.

## 6. Sports Fixtures- Visits Policy

Sports fixtures which take place at another school and are either in or out of school time follow the Operating Procedure below.

**The Visit booking form will still need to be completed 2 weeks prior to the fixture:**

***These fixtures:***

- Should be recorded on EVOLVE (this is covered by the School consent form completed in September on Students Return and all new starters) (State if this is part of the school blanket (consent/parent contract)).
- Do not normally need additional risk assessments/notes (other than following the Operating Procedures below) are organised and run by a PE specialist.

Sports fixtures primarily take place at schools and locations listed below. These include, but are not limited to, the following frequently visited venues: e.g.

*Our home ground at Billericay football club which is within the school's Local Learning Area venues include the following, plus any SESSSA schools:*

- Langham Oaks school
- Endeavour Cooperative academy
- Cedar Hall school
- St Nicholas school
- Castledon school
- Kingswode hoe school
- Market field school
- White trees independent school
- Grove house school
- Doucecroft school

***This does not include:***

- Tournaments – if overnight
- adventurous activities
- Sports tours or visits

## 7. Risk Assessments

It is essential that all visits have clear risk assessments which provide evidence that potential risks have been identified and that appropriate measures to manage these risks have been outlined. A risk assessment involves a careful evaluation of both the educational benefits of the proposed visit and any potential risks to pupils, staff, or others. It must also identify the control measures required to reduce those risks to an acceptable (i.e. low) level. The assessment should demonstrate that the benefits outweigh the risks and should adopt a stepped approach to risk management in line with EVOLVE guidelines.

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

- Generic Risks – normal risks attached to any activity when outside of the academy (Please see RHA Generic Risk Assessment Appendix B)
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on the Generic Risk Assessment Form as additional comments (Appendix B) or within the additional risks section or for Overseas, Overnight or adventurous activity on the appropriate section of the EVOLVE online form
- On-going/dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change.

For further guidance on risk assessments see [www.oeapng.info](http://www.oeapng.info).

## 8. Staffing Ratios

A professional judgement must be made by the Visit Leader and Headteacher/EVC as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- Experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of travel involved
- distance from base
- A Minimum of 2 members of staff are needed for groups over 3.

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the minimum requirement for residential visits.

## 8.1 Trip Supporting Staff

To ensure all visits run smoothly and safely, clear guidelines apply for additional staff.

### a) Designation & Role

- **Named Support Staff** must be assigned for every activity.
- Their responsibilities include:
  - Assisting with **logistics** (e.g. registration, equipment, transport)
  - Helping supervise and maintain **group management**
  - Supporting pupils with **medical, behavioural, or SEN needs**
  - Serving as the **main point of contact** for the visit organiser and maintaining communication

### b) Pre-Visit Briefing

Support staff must participate in a **pre-visit briefing** with the organiser to cover:

- **Visit details** – objectives, timetable, duration
- **Supervision ratios** – accountability and group assignments
- **Health & safety** – first aid point, known care/medical needs, justice procedures
- **Emergency protocol** – missing child procedures, after-hours contact via EVOLVE or designated SLT
- **Behaviour expectations** – school code of conduct,
- **c) During the Visit**
  - Support staff accompany class/group at all times and know how to maintain accountability (e.g., headcounts before/after movements).
  - They monitor for and report any health, behaviour, or safeguarding concerns to the Visit Leader immediately.

## 5.4 Confidence in CPI Strategies (Off-Site Application)

All trip support staff must be **confident and competent** in applying CPI strategies as needed in off-site settings, ensuring both **staff safety** and **student dignity** at all times.

### a) CPI Expectations Off-Site

- **All support staff** must be current in their CPI training and understand the application of **all CPI levels**, including **preventive, verbal de-escalation, and physical interventions**, as appropriate.
- CPI strategies used during visits must reflect the **least restrictive approach**.
- Staff must remain aware of **environmental differences** when off-site (e.g., limited

exit routes, increased public visibility, access to help).

- De-escalation spaces and escape routes should be identified in advance during planning.
- Use of CPI should prioritise **verbal and non-physical strategies** in unfamiliar or public settings.

#### **e) Ongoing Development**

- Staff involved in regular off-site activities should participate in **half termly CPI refreshers** and practical scenario-based discussions on using CPI in public settings.

## **9. Safeguarding**

It is the responsibility of all staff and adults involved, to safeguard and promote the welfare of children and young people during off-site visits and learning outside the classroom. The planning process must fully consider potential safeguarding risks. Visits Leaders should ensure that they are informed of any children and young people who may be particularly vulnerable or have specific safeguarding needs and ensure that other staff/adults are made aware as necessary. Staff should adhere to the schools safeguarding and child protection policy at all times.

- Male Staff must use Separate Restroom facilities when possible or wait until all pupils have left to use Restrooms to safeguard themselves and Students.

## **10. Plan B**

Despite the most detailed and thorough pre-visit planning, unexpected challenges can still arise on the day of the visit. Examples might include a parent helper cancelling at short notice, a key staff member falling ill, transport failing to arrive on time, or the destination—such as a museum or outdoor Centre—being unable to accommodate the group due to a lost booking or unforeseen closure.

To avoid being forced into making reactive, high-pressure decisions in the moment, it is essential that some advanced thinking is dedicated to developing a **Plan B**. This is a carefully considered contingency plan that outlines how the visit or learning objectives can still proceed, albeit in a modified form, if the original plan becomes unworkable.

### **10.1 A robust Plan B should:**

- Identify potential points of failure in the original plan (e.g. staffing, transport, venue access, weather).
- Offer realistic alternatives that are still aligned with the intended learning outcomes.
- Be communicated clearly to all relevant staff in advance so it can be implemented swiftly if needed.
- Take into account safeguarding, supervision ratios, and any adjustments needed for pupils with SEND or medical needs.

The rationale for having a contingency plan is rooted in both **risk management** and **educational continuity**. From a risk perspective, it ensures the safety and well-being of pupils and staff by preventing last-minute improvisation, which can lead to confusion, increased risk, and stress. From an educational standpoint, a well-prepared Plan B helps ensure that learning opportunities are not lost and that pupils' time and expectations are respected.

Ultimately, having a Plan B reinforces professionalism, preparedness, and resilience—key qualities in delivering safe and successful educational visits. It also supports leadership teams and visit organisers in meeting their duty of care and legal responsibilities, aligning with best practice and frameworks such as EVOLVE.

## 11. Parental Consent

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. **Due to our robust consent paperwork on entry to Ramsden Hall Academy.** However, parents should be told where their child will be at all times and of any extra safety measures required.

- Adventurous activities.
- Visits returning outside of normal Academy opening times.
- Residential trips.
- Visits that have additional heightened risks due to location or venue.
- Overseas trips.

Further guidance can be found at [www.oeapng.info](http://www.oeapng.info) section 4.3d parental consent or via the DfE guidance [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

## 12. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

Only staff who have the appropriate driving licence categories or recognised qualifications and have approved occupational health clearance from a mini bus driver assessor and have been certified by a training provider as competent to drive a mini bus are approved to drive the academy mini buses.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. Staff should be distributed to support effective supervision without the need to leave their seat. If a minibus is being borrowed or hired, the driver must have passed

an appropriate driving test. Further advice can be found at [www.oeapng.info.pdf](http://www.oeapng.info.pdf) section

4.5e hiring a coach & 4.5f assessing a coach hire provider.

Staff at RHA are permitted to use their own car to transport students if this is the most appropriate form of transport or no other form of transport is available. The driver is required to properly understand their duty of care, safeguarding precautions and any agreed responsibilities for supervision. Documents have been provided to ensure vehicle and driver is safe. Which includes:

- Vehicle holds a valid MOT certificate
- Where relevant, that the driver certifies it has been serviced and maintained in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer.
- The driver holds a valid license for the type of vehicle and meet any employer requirements.
- There is a valid insurance policy covering the driver and the vehicle for the intended use. (Business cover)

Ramsden Hall Academy will keep evidence of these checks having been carried out. This information will be updated six monthly if not required prior and it is the responsibility of the driver to ensure that the school has all information required as well as any changes prior to each use. An approval for own car use form and mini risk assessment (appendix C) will need to be completed and signed by the Headteacher on every occasion staff use their own cars. Further information available at [www.oeapng.info.pdf](http://www.oeapng.info.pdf) section 4.5a transport general considerations and section 4.5 transport in private cars.

## 13. Medication Procedures for Academy Visits

### 1 **Student Medication List**

A complete list of all students attending an academy visit must be provided to the Medical Officer in advance. This enables appropriate preparation and packaging of any required medication. The Medical officer will check all trips on evolve and add a note to say they have checked and name the students that need medication.

### 2 **Verification of Student List**

Visit Leaders must check the student list for accuracy before departure. Any changes—such as students being added or removed—must be communicated immediately to the Medical Officer to ensure medication records and supplies are updated accordingly.

### 3 **Medication for Withdrawn Students**

If a student who takes medication is removed from the visit, their medication and associated Medication Administration Record (MAR) must be returned to the Medical Room prior to departure.

### 4 **Collection and Transport of Medication**

All student medication for the visit must be collected from the Medical Room. Controlled drugs must be transported in a locked medicine bag and accompanied by the relevant MAR.

### 5 **Storage on Return**

Upon return to the academy, the medicine bag and MAR must be returned directly to the Medical Officer. If the return is outside of working hours, the medication must be securely stored in the designated safe or locked cupboard in the front office.

### 6 **First Aid Kit**

A fully stocked first aid kit must be taken on all academy visits. This should be collected from the Medical Room prior to departure and returned upon completion of the visit.

## 14. Residential Visits

- A list of all students to be taken on an Academy visit, to be given to the Medical Officer, at least two weeks prior to visit. The medical officer will then liaise with parents/carers in order to obtain necessary medications, in correctly labelled containers.
- Medical officer will prepare MAR's for all medication, including analgesia (Paracetamol)
- Medication will be stored in a lockable container for the duration of the visit.
- A first aid kit with extra supplies to be taken.

Any unused medication will be returned to the parent/carers.

## 15. Emergency/ Critical Incident Procedures

All leaders must have read and understood our 'Emergency/Critical Incident Plan' and carry the school's 'Critical Incident information' with emergency telephone contacts and actions should an incident happen (z cards are available.) The schools Emergency/Critical Incident Plan can be found within the Staff Area of the Academy's website under 'RHA Staff Area Documents and Policies'. On return from the visit, the visit leader must comply with the school's normal accident reporting procedures.

## 16. The Visit

### 16.1 On the day

Leave in the school office:

- An amended list of children present and going on visit i.e. the register for the trip taken from evolve, a completed Day Visit Form (Appendix A). A copy should also be placed in the staff area for staff information.
- A copy of the risk assessment or EVOLVE agreement attached. (An evolve Register is proof the trip has been approved)
- The form should be fully completed with names/contact numbers and have signatures of the two members of SLT, Medication Officer and Visit Leader obtained.
- Collect First Aid Kit, sick bucket, inhalers and other medication e.g. epi pen and mobile phone.
- Copies of Emergency / Critical Incident plans and Risk Assessments given to all leaders. Please ensure all staff have read and understood the expectations and risks prior to departure.
- Ensure fully charged mobile phones are taken and contact numbers of those phones are clearly written on all paperwork.
- Collect a school phone from the office notifying the office of the number of the phone taken.
- Phone the school to confirm students taken

### 16.2 On Return

- Phone the office on leaving the venue.
- Complete e Inform office, staff and emergency contacts of safe arrival back and share any necessary information.
- valuation/update risks.
- Return any medication, first aid kits etc. back to appropriate place.
- Return the students to class or if being collected a member of staff must remain with uncollected children until all parents have arrived and all children have departed ensuring that each child departs with known and expected adult.

## 17. Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organizations. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Headteacher and staff. For Day visits this can be recorded within Evolve or on the evaluation form (Appendix E), for all adventurous, overnight or overseas visits these should be recorded in the evaluation section within EVOLVE.

## Appendix A: Day visit Form

### RHA DAY VISIT LIST FORM



**Ramsden 4R's**

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|                                                                                                                                                                                           |  |                                      |  |                          |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------|--|--------------------------|-----|
| Destination & Purpose of Visit:                                                                                                                                                           |  | Name of Venue, if office is to book: |  | Number of Places & Time: |     |
| Date of Visit:                                                                                                                                                                            |  | School phone taken.                  |  |                          |     |
| Visit Leader:                                                                                                                                                                             |  | First Aid Staff:                     |  |                          |     |
| Accompanying visit Staff:                                                                                                                                                                 |  | Name of Approved Drivers:            |  |                          |     |
| School Vehicle booked:                                                                                                                                                                    |  | Parking arranged*                    |  |                          |     |
| Departure Time:                                                                                                                                                                           |  | Return Time:                         |  | Own Car Approval:        |     |
| Petty Cash approved by:                                                                                                                                                                   |  | Amount: £                            |  | Date Approved:           |     |
| How many times have you accompanied this visit before?                                                                                                                                    |  |                                      |  |                          |     |
| How many times have you led this visit before? Note: if this is your first time leading this visit, please ensure you have read main RHA Risk Assessment documents that are found online. |  |                                      |  |                          |     |
| Have you read and understood RHA Generic Risk Assessment for Local Visits? Is it attached                                                                                                 |  |                                      |  |                          | Y/N |
| Have you checked and managed any additional risks specific to visit, outside of what is covered in the Generic Risk Assessment?                                                           |  |                                      |  |                          |     |

**The following must be arranged and completed 48 hours before departure (No finance available)**

|                         |                        |                                                                                                            |                                                                                                                                                                          |
|-------------------------|------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Child's Name            | Child's Name           | Visit Leader to check following in place                                                                   | tic k                                                                                                                                                                    |
|                         |                        | <b>Transport Arrangements</b><br>i.e. Minibus booked, adjustments to student transport to / from school.   | Y/N                                                                                                                                                                      |
|                         |                        | <b>Individual Student Risk Assessments</b> RAs are known to <u>All</u> staff participating on the visit    | Y/N                                                                                                                                                                      |
|                         |                        | <b>Consent Letters</b><br>Received if necessary.                                                           | Y/N                                                                                                                                                                      |
|                         |                        | <b>Catering Team</b><br>i.e. made aware if necessary (cancelling meals at school, preparing packed meals). | Y/N                                                                                                                                                                      |
| Medication required:    | YES<br>(please circle) | NO<br>(please circle)                                                                                      | If yes, a separate Medication Form needs to be completed by the Medical Officer. This must be taken on the visit if medication is required. Please attach to this form). |
| Signed: Medical officer |                        | Date:                                                                                                      |                                                                                                                                                                          |
| Signed: Visit Leader    |                        | Date:                                                                                                      |                                                                                                                                                                          |
| 1 Approved/signed: SLT: |                        | Date:                                                                                                      |                                                                                                                                                                          |
| 2 Approved/signed: SLT: |                        | Date:                                                                                                      |                                                                                                                                                                          |

## Appendix B

| <b>PRIOR TO ANY LOCAL VISIT</b><br><b>VISIT LEADERS NEED TO CHECK WITH PREVIOUS RISK ASSESSMENT PAPERWORK OR</b><br><b>VISIT LEADER TO ENSURE NO NEW RISKS HAVE ARISEN.</b> |                    |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Significant Risks &amp; Hazards</b>                                                                                                                                      | <b>Who at Risk</b> | <b>Risk Rating H/M/L</b> | <b>Control Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Additional control measures or notes to confirm leader has read, understood and minimised risks</b> |
| <b>Travelling to AND from Venue: Minibus and/or Private (Own) Vehicle</b>                                                                                                   |                    |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                        |
| Defective Vehicle, Breakdown or Road Traffic Accident                                                                                                                       | ALL                |                          | <ul style="list-style-type: none"> <li>✓ Vehicle is maintained in accordance with the manufacturer's instructions and establishment policy.</li> <li>✓ Effective vehicle defect report system in place and checked prior to departure</li> <li>✓ Vehicle covered by membership to motor recovery and breakdown organisation</li> <li>✓ Ensure seat belts are functioning prior to departure</li> <li>✓ Access to fire extinguishers and first aid kit available</li> <li>✓ Check sufficient number of seats</li> <li>✓ Pre drive inspection carried out and recorded by driver</li> <li>✓ Staff and students aware of emergency procedures</li> <li>✓ Aisles and emergency exits kept clear</li> <li>✓ Staff to sit next to emergency exit particularly at rear of bus</li> <li>✓ Ensure seat belts are worn</li> <li>✓ All passengers evacuated away from and kept away from passing vehicles and supervised at all times.</li> </ul> |                                                                                                        |
| Driver Tiredness                                                                                                                                                            | ALL                |                          | <ul style="list-style-type: none"> <li>✓ Plan Route, Share Driving if Required</li> <li>✓ Plan adequate rest periods if Required</li> <li>✓ Do not drive if tired, unwell or under the influence of drugs, alcohol or medication.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                        |
| Distraction from Poor Behaviour                                                                                                                                             | ALL                |                          | <ul style="list-style-type: none"> <li>✓ Students briefed prior to travel regarding behaviour and consequences</li> <li>✓ A second adult will accompany the driver and position themselves</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                        |

|                                                                                                                                                                                                  |          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
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|                                                                                                                                                                                                  |          |  | <ul style="list-style-type: none"> <li>amongst the students</li> <li>✓ Ensure seat belts are worn and luggage secure</li> <li>✓ Provide rubbish bags if required and insist rubbish is collect and not thrown.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Driver Error                                                                                                                                                                                     | ALL      |  | <ul style="list-style-type: none"> <li>✓ Drivers to have a current suitable driving licence</li> <li>✓ Drivers to inform establishment and DVLA of any medical condition that may affect ability to drive</li> <li>✓ Drivers ensure licences etc. to be checked annually by designated person within the establishment and appropriate records kept</li> <li>✓ No use of Mobile Phones while driving</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Injury/Illness                                                                                                                                                                                   | ALL      |  | <ul style="list-style-type: none"> <li>✓ All briefed regarding staying seated</li> <li>✓ Ensure seat belts are worn and luggage secure</li> <li>✓ Identify potential illnesses administer any medication prior if required</li> <li>✓ Ensure Air flow if required</li> <li>✓ Carry: First Aid Kit, Sick Bags, Gloves, Bottled Water ETC.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| Breaks in Journey/Service Stations/Boarding/Disembarking                                                                                                                                         | Students |  | <ul style="list-style-type: none"> <li>✓ Plan and inform passengers if required</li> <li>✓ Head counts on and off the bus</li> <li>✓ Ensure passengers are aware of risks including moving traffic</li> <li>✓ Travel in pairs or three's</li> <li>✓ Inform how and where they can contact staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| Additional risks using Private (Own) Vehicle to include: <ul style="list-style-type: none"> <li>➤ Defective/Unsuitable Vehicle</li> <li>➤ Safeguarding</li> <li>➤ Further Distraction</li> </ul> | ALL      |  | <ul style="list-style-type: none"> <li>✓ In addition to the control measure above</li> <li>✓ The following documents must be checked and recorded regularly by the designated person:               <ul style="list-style-type: none"> <li>➤ MOT Certificate</li> <li>➤ Motor Insurance</li> <li>➤ Breakdown Cover</li> <li>➤ Road Tax</li> <li>➤ Driving Licence</li> </ul> </li> <li>✓ Provide a second adult who are aware and are capable of handling challenging behaviour if required.</li> <li>✓ Seat young people in the back of vehicle.</li> <li>✓ Avoid where possible transporting one student with one adult.</li> <li>✓ Use door child locks if available</li> <li>✓ Plan route and share purpose of the transport</li> <li>✓ Do not transport any passenger you feel may pose a risk</li> </ul> |  |
| <b>While at Venue</b>                                                                                                                                                                            |          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

|                                          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                |
|------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| All Incidents, Accidents or Emergencies  | ALL      | <ul style="list-style-type: none"> <li>✓ Emergency Plan &amp; Contact in place - share with staff and students</li> <li>✓ At least one leader to carry a suitably charged mobile phone with the ability to call NOTE: weak signal areas may need an alternative</li> <li>✓ Visit leaders and/or Establishment/Emergency contact will have immediate access to copies of all names, addresses and contacts for each young person</li> <li>✓ An adult accompanying the visit should have an appropriate level of first aid or an alternative.</li> <li>✓ A complete first aid kit should be available</li> <li>✓ Medical knowledge/concerns of all students obtained.</li> <li>✓ Any personal medication to be kept secure and accessible only to visit leaders and administered at appropriate times.</li> </ul> | <p>Emergency Contact(s):</p> <p>Number(s):</p> |
| Exposure to weather conditions           | ALL      | <ul style="list-style-type: none"> <li>✓ Consider possible weather conditions, plan appropriate programme and ensure students have and are aware of any clothing or equipment required.</li> <li>✓ Specialist equipment and clothing made available to group members if appropriate</li> <li>✓ Plan and make arrangements for those students without suitable equipment/clothing.</li> <li>✓ Obtain weather forecast adjust plans accordingly</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |                                                |
| Individuals lost or separated from group | Students | <ul style="list-style-type: none"> <li>✓ Staffing ratios appropriate to type of and individuals on visit</li> <li>✓ Staff competent and aware of their roles and potential risks</li> <li>✓ Buddy system, Groups of three, smaller groups with named leaders</li> <li>✓ Students aware of itinerary and arrangements</li> <li>✓ Brief students on what to do if become separated, discuss dangers meeting points etc.</li> <li>✓ Conduct regular head counts particularly when moving, embarking/disembarking, separating/reforming groups</li> <li>✓ Maintain adult supervision</li> </ul>                                                                                                                                                                                                                     |                                                |

|                                                                                                                                                                        |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
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| Special Needs of Young People:<br>Medical<br>Behavioural<br>Social<br>Educational                                                                                      | Students | <ul style="list-style-type: none"> <li>✓ Obtain information</li> <li>✓ Take advice from others</li> <li>✓ Follow individual risk assessments</li> <li>✓ Carry out individual risk assessment if required</li> <li>✓ Additional/Adequate supervision to be arranged if required</li> <li>✓ Staff/Student Ratio's adapted</li> </ul>                                                                                                                                                                                                                                                                                |  |
| Injury/Illness                                                                                                                                                         | ALL      | <ul style="list-style-type: none"> <li>✓ Emergency procedure in place and followed (See All Incidents, Accidents or Emergencies above)</li> <li>✓ First aid kit available and accessible</li> <li>✓ Medical knowledge/concerns of all students obtained.</li> <li>✓ Any personal medication to be kept secure and accessible only to visit leaders and administered at appropriate times.</li> <li>✓ Carry: Sick Bags, Gloves, Bottled Water ETC.</li> </ul>                                                                                                                                                      |  |
| Misbehaviour and or Confrontation with a member of Public                                                                                                              | Students | <ul style="list-style-type: none"> <li>✓ Appropriate and or Adapted staffing and supervision levels</li> <li>✓ Code of Conduct/Expectations shared and agreed by students including consequences prior to departure</li> <li>✓ Follow individual risk assessments</li> <li>✓ Carry out individual risk assessment if required</li> <li>✓ Smaller groups with named leaders</li> <li>✓ Students aware of itinerary and arrangements</li> <li>✓ Emergency procedure in place and followed (See All Incidents, Accidents or Emergencies above)</li> </ul>                                                            |  |
| <b>Other/Specialist Risks</b>                                                                                                                                          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Use of Public Transport – Trains, Underground, Bus                                                                                                                     | ALL      | <ul style="list-style-type: none"> <li>✓ Journey planned and assessed – key risk points identified and shared with all</li> <li>✓ Careful supervision, particularly in crowded areas, entry, exit and change points use head counts</li> <li>✓ Large groups divided into small groups each with leader(s).</li> <li>✓ Emergency plan in place (see above) – pupils briefed where they are going, what to do if separated from group.</li> </ul>                                                                                                                                                                   |  |
| Visits within the proximity of water and/or coastlines to include:<br><br>Drowning<br>Tides/Beaches/Exit Routes<br>Falls, Falling rocks & Cliffs<br>Waterborne Disease | ALL      | <ul style="list-style-type: none"> <li>✓ Paddling and swimming are not allowed except if organised according to policy and risk assessment.</li> <li>✓ From site-specific risk assessment decision made regarding route, supervision, location of activities, footwear etc.</li> <li>✓ Close supervision by experienced staff.</li> <li>✓ Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast and state of sea.</li> <li>✓ Take sensible hygiene precautions: cover wounds, grazes, etc.</li> <li>✓ Do not drink river water.</li> </ul> |  |

|                                                                                                                                                           |  |  | <ul style="list-style-type: none"> <li>✓ Follow basic hygiene rules at all times.</li> <li>✓ Avoid transmission of infection from hand to mouth.</li> <li>✓ Check hand washing facilities on pre-visit.</li> <li>✓ Wash hands thoroughly before eating.</li> <li>✓ Change or clean footwear before leaving site, wash hands</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <p>Visits to Farms to include:</p> <p>Hazards on the site – Machinery, chemicals, animals, barbed wire, electric fences</p> <p>Infections and illness</p> |  |  | <ul style="list-style-type: none"> <li>✓ Follow basic hygiene rules at all times.</li> <li>✓ Avoid transmission of infection from hand to mouth.</li> <li>✓ Check hand washing facilities on pre-visit</li> <li>✓ Wash hands thoroughly before eating.</li> <li>✓ Change or clean footwear before leaving site, wash hands</li> <li>✓ Site is pre-visited by leader and risk assessed.</li> <li>✓ Inform students and supervise to minimise risks. <ul style="list-style-type: none"> <li>○ Avoid moving machinery.</li> <li>○ Do not climb on bales, walls or fences</li> <li>○ Be aware of barbed wire, possible toxic chemicals or electric fences.</li> <li>○ Do not touch or feed animals unless the farm personnel are supervising/give permission.</li> </ul> </li> </ul> | <p>Note: arrangements at farms can change daily. Re-assess at start of visit</p> |
| General Visit Leader Comments                                                                                                                             |  |  | Details of any New Risks or Concerns                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                  |
|                                                                                                                                                           |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                  |

## Appendix C: Approval For Own Car Use Form

|                                                                                                              |                  |
|--------------------------------------------------------------------------------------------------------------|------------------|
| Approval for own car use for transporting students<br>(To be completed and signed before <b>any</b> journey) |                  |
| <b>Date:</b>                                                                                                 |                  |
| Name of Driver                                                                                               |                  |
| Name of students                                                                                             |                  |
| Purpose of visit                                                                                             |                  |
| Destination                                                                                                  |                  |
| Estimated Mileage                                                                                            |                  |
| Mobile telephone number                                                                                      |                  |
| I have read and complied with the pre-use daily vehicle checklist                                            | Signature: _____ |
| To be approved by the Headteacher                                                                            | Signature: _____ |
| Time out                                                                                                     |                  |
| Time in                                                                                                      |                  |

|                                                                                                                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Generic Risk Assessment. Please indicate actions taken                                                                                                                                                                                                                                                 |  |
| AVOID LONE WORKING<br>WHERE POSSIBLE<br>Seatbelts to be worn at all times<br>Student to sit in back of the car<br>Member of staff observes student and staff member leaving<br>Student delivered to adult<br>Staff member to talk to adult<br>Staff member phone taken<br>Consider using in car camera |  |

## Appendix D: Insurance Details

The Academy's insurance policy details can be found on the RHA Website-Staff Area, RHA Staff Area Documents and Policies. The document is titled 'Academy Insurance Certificate (RPA)'.

## Appendix E : Evaluation form

### Ramsden Hall Academy Educational Visit Evaluation – 2025

This evaluation form must be completed in sufficient detail to highlight any safeguarding concerns and to inform future visits within 7 days.

|                                            |  |
|--------------------------------------------|--|
| <b>Ramsden Hall Academy</b>                |  |
| <b>Name of person completing this form</b> |  |
| <b>Date of visit</b>                       |  |
| <b>Visit ID number (Evolve)</b>            |  |

|                                                                                        |         | Comments                                                           |
|----------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------|
| Did the Educational Visit meet your expectations?                                      | Yes /No |                                                                    |
| Were all the learning objective for this educational visit met?                        | Yes /No |                                                                    |
| Were there any safeguarding issues or concerns?                                        | Yes/No  | If yes; date and time the DSL was notified: (logged on Sleuth) Y/N |
| Were there any significant behavioural related incidents?                              | Yes/No  | Sleuth Event Number:                                               |
| Are there any Positives to be logged?                                                  |         |                                                                    |
| Were there any accidents /incidents or near misses?<br><br>(Including first aid given) | Yes /No | Sleuth Event Number:                                               |

|                                                                                                                                                                         |        |                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------|
| Would you run this Educational Visit again?                                                                                                                             | Yes/No | If no please give details:                                     |
| Considering all aspects of this Educational Visit (example aspects) – please give useful information for future leaders including things that worked particularly well. | Yes/No | (Transport, accommodation etc.)                                |
| Would you change anything for the next visit?                                                                                                                           | Yes/No | (Time, location, day of the week, transport, year group, etc.) |

|                            |  |
|----------------------------|--|
| <b>Date form completed</b> |  |
|----------------------------|--|