



# Educational Visits Policy

This policy was approved and adopted by  
the Local Academy Board  
on 12<sup>th</sup> March 2026

It will be reviewed in Spring 2027



## 1. RATIONALE

We believe that children benefit academically, personally and socially when they take part in educational visits and we offer our children a variety of opportunities for learning off site. We recognise there is a level of risk involved and this policy is designed to help and support all those involved in the approval, organisation, planning and leading of educational visits so that children may benefit from well-organised, successful, safe and enjoyable activities.

Crawley Ridge Infant School follows the guidelines set by the LA and DfE, and staff involved in visits should ensure they are familiar with the more detailed information given in the OEAP National Guidance. <http://oeapng.info/>

## 2. PRINCIPLES

No guidelines can be expected to cover or predict every eventuality. Leaders therefore must be flexible in their thinking and prepared to adapt or change their plans according to the needs of their group or the situation in which they find themselves. The most important factor in safe and successful off-site activities is the quality of the leadership.

Educational visits should:

- Have significant educational value, academic and personal development and be consistent with the aims of the school, i.e. 'school away from school'
- Be linked to work within school through preparation and follow up activities
- Be suitable for the children concerned having regard to their age, abilities, needs and aptitudes
- Be evaluated to ensure all of the above in future trips

## 3. ROLES AND RESPONSIBILITIES

The following section outlines the roles and responsibilities of the Party Leader, the Educational Visits Coordinator (EVC), the Headteacher, supervisory staff and the Local Academy Board (LAB) with regards to educational trips and visits.

### **The Local Academy Board (Governors)**

The Local Academy Board (LAB) should be made aware of all visits in advance and should have sufficient information so that it can raise questions and give direction as necessary. Approval for school trips must be sought in advance for trips involving higher-risk visits,



such as those which include adventure activities. No such visits will take place without the prior approval of the LAB.

The LAB should ensure that:

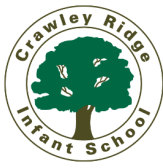
- There is a school policy for educational visits and that this policy complies with the Equality Act 2010.
- An agreement has been reached with the Headteacher regarding which types of visits they will be informed about and how this will be managed.
- There is a specific and stated objective for every visit and visits positively impact on pupils, teaching them life skills and providing new experiences. The LAB should challenge the nature of the visit if objectives are not clear or inclusive, or are not realistic or inappropriate for the group concerned.
- Significant issues or incidents are reported back to the LAB.
- The Headteacher and EVC have taken all reasonable and practical measures to include young people with SEN or medical needs on a visit.
- The LAB will ensure that the trip does not discriminate against a particular individual or group or pupils.

### **Headteacher**

The Headteacher will hold overall responsibility for educational visits. All off-site activities must have the approval of the Headteacher who should ensure proper supervision and planning of all activities. The Headteacher will ensure Governors are made aware of educational visits with approval is also sought in advance for high-risk activities. The Headteacher will communicate with the LA where necessary to ensure that LA requirements, including those of risk assessment, are carried out appropriately.

Responsibilities of the Headteacher are to ensure that:

- Appropriate policies and procedures are in place and there is a clear system for monitoring visits.
- An Educational Visits Co-ordinator (EVC) has been appointed and arrange training where required.
- Visits comply with all guidelines and regulations set out by the school and the LA regarding health and safety.
- The purpose of the activity/visit is appropriate for the group involved and the visit's educational objectives are clearly identified.



- A suitably competent, qualified and experienced Party Leader has been identified for each trip. The Party Leader must have an appropriate level of physical fitness for the nature of the activity.
- All necessary arrangements (including delegation of responsibility to Main Party Leader, permission from parents, risk assessments and emergency procedures) are in place before the outing.
- The ratio of supervisors to young people is appropriate.
- There is a system for evaluating all visits in order that future visits can be enhanced as necessary and training needs identified.
- The LAB is aware of all visits and has sufficient information so that it can raise questions and give direction as necessary.
- Risk assessments are complete and ensure safety measures are in place before the trip commences.
- School emergency procedures are in place and that these are understood by staff. Parents and carers of young people attending visits and journeys should also be given written details of these procedures.
- A de-brief is carried out with the EVC and Party Leader following any significant visit or incident.
- There are adequate child protection procedures in place.
- Group leaders have sufficient time to organise visits properly.
- Time is available for the induction of staff and volunteers, including pre-trip briefings. This should be delivered by a competent person.
- Arrangements have been made for the medical needs and special educational needs of all the young people. Adequate first aid provision is available.
- The mode of transport is appropriate and travel times (out and back) are known, including pick-up and drop-off points.
- The address and phone number of the venue to be visited and a contact name are known.
- Organise emergency arrangements and ensure that there is a duty officer in school for each visit.
- Party Leaders all have contact details and a copy of the emergency procedures.
- Accreditation or verification of providers has been checked. They have appropriate emergency procedures.
- The proper recording and reporting of accidents and incidents takes place. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- The Headteacher will ensure there is a contingency plan in place in the event of a member of staff being absent.



In addition, the Headteacher has a number of responsibilities pertaining to emergency procedures and arrangements. These are identified within the Emergency Procedures section of the SCC guidelines document (see Paragraph '17. Guidance' in this policy).

In situations where it is proposed that the children, relatives or close friends of staff will be with a school group on an off-site activity, there is a risk that a conflict of roles may occur. With this in mind, the role and responsibilities of the leader or any designated supervisor must be made absolutely clear, i.e., that his/her first duty is to the group as a whole. Any adult not accepting this should not be chosen.

### **Educational Visits Coordinator**

The named EVC will undertake the relevant training. This should be updated every three years or in the event that the role is handed over to a new member of staff. The EVC will ensure details and risk assessments of the trip are completed and retained on onedrive are approved by the Headteacher and LAB and are distributed and read by all adults taking part on the trip. They will liaise with appropriate parties including the local outdoor education advisor where appropriate when planning and organising trips.

The EVC's functions are to:

- Support and advise the Headteacher, LAB and Party Leaders with approval and other decisions.
- Work with the Headteacher to organise relevant training so that staff and volunteers can feel confident in conducting their duties.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips where appropriate.
- Partaking in training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Ensure that systems and procedures outlined in this policy are adhered to, overseeing the planning of trips, ensuring all documents including risk assessments are up to date and completed.
- Ensure that all DBS disclosures are in place as necessary.
- Ensure that the party staff understand how to contact the duty officer and other emergency contacts.
- Keep records of individual visits including reports of accidents and 'near accidents'.
- Review systems and, on occasion, monitor practice.



- Ensure that portable first aid kits are available to groups taking part in off-site activities and that these kits are checked regularly by a designated member of staff.

### **Party Leaders**

While visits normally involve two class teachers, the Headteacher will delegate responsibility for the visit to a single Main Party Leader. The Party Leader has overall responsibility for the control and leadership of staff and young people throughout the duration of the visit or journey. They should be appointed on the basis of seniority, personality and experience. Party Leaders should have two or more years' teaching experience. **The visit can only go ahead if there is a suitable party leader.**

The responsibilities of the Party Leader include:

- The Party Leader should consult with the Headteacher and discuss the suitability of the visit and gain the Headteacher's approval for the visit before further planning. (Destination, ratio of adults/children, times, length of journey, suitable clothes, footwear etc.)
- Visiting the site beforehand to check on suitability and safety. A risk assessment form should be completed (**see Appendix E**) and approved by the Headteacher and EVC. Party Leaders should be familiar with any onsite emergency procedures, e.g. fire drill. Any costs incurred may be claimed from school. Further information on preliminary visits and risk assessments can be found in sections 8 and 9 respectively of the SCC guidance document (see Paragraph '17. Guidance' in this policy).
- Ensuring all essential documentation has been completed and approved by the Headteacher and EVC.
- The Party Leaders should be aware of any sites to be visited that may be in any way sensitive including places of worship, environmentally sensitive areas, etc, and the group should be briefed accordingly.
- Preparing the staff attending the visit, ensuring that roles and responsibilities have been clearly established; this should also include the nomination of a Deputy Party Leader, who will assume leadership responsibilities if the leader is no longer able to lead.
- Carrying out pre-visit briefings to ensure supervisors/volunteers well informed concerning the programme and aims of the visit.
- Obtain the consent of parents/carers prior to the trip, having provided complete details of the visit including the nature and extent of activities, the contingency plan. No child may take part in a visit without a consent form. (**See Appendix D**).
- Ensuring adequate first aid provision is always available.
- Ensuring that all supervisors/volunteers are carefully chosen.



- Being aware of child protection issues.
- Stopping the visit or an activity if the risk to the health and safety of party members or members of the public is unacceptable and having a back-up alternative plan in place for such an eventuality.
- Ensuring supervision ratios are appropriate.
- All staff should be made aware of the emergency procedures and should know how to get hold of the school's emergency contact. Staff must also have a good knowledge of any medical or special needs the young people may have.
- Create an itinerary prior to the trip and distribute this to pupils, parents and staff.
- On all visits the Party Leaders remain responsible for the children from the time they leave the school building until they return.
- The designated Duty Officer in school will be the point of contact for the Main Party Leader and should be kept aware of any changes or concerns.
- Reviewing each visit, informing the Headteacher and EVC of any significant incident or where adjustments might be made.

The above points define particular responsibilities of the Party Leader, but it must be stressed that the Party Leader has overall responsibility for all aspects of the journey or visit and as such must be familiar with all the guidance within the SCC guidance document (see Paragraph '17. Guidance' in this policy), giving proper consideration to any directions or advice given.

### **Staff Sub-group Leaders**

The responsibilities of the staff include:

- Following the instructions of the party leader and ensure a good level of control and discipline amongst the party.
- Making the Party Leader aware of any issue that could or would have a significant impact on their ability to supervise safely.
- Stopping activities and informing the Party Leader if they think the risk to health and safety of anyone in the party is unacceptable.

All those accompanying children on outings are in loco parentis – ie, they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances. The law would be likely to expect a higher standard of care from professionals because of their training and experience.



In exercising the duty of care those involved should:

1. Try to think as a parent might think in similar circumstances
2. Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately, a court of law
3. If they are in doubt they should not go ahead until they have sufficient further information and advice to remove the doubt

### **Volunteers**

- Adhere to this policy and apply its principles when participating in the trip.
- Participate in any relevant checks before the trip in line with the DBS Policy.
- Read and understand relevant policies, such as the Behaviour Policy.
- Ensure they are competent and comfortable with their delegated responsibilities by attending the trip briefing.
- Supervise and ensure the safety of pupils by following the procedures and instructions of the Party Leader and ensure a good level of control over amongst the party.

## **4. PROCEDURAL REQUIREMENTS**

### **Assessing Venues and Providers**

When planning a trip to a new venue, teachers should undertake an exploratory visit, to evaluate the suitability and potential of the venue for meeting the aims and objectives required by National Curriculum and Early Years Profile. (Once a venue has been selected Party leaders must visit the venue as part of the risk assessment process- See Risk Assessment)

The government has introduced a Learning Outside the Classroom (LOtC) Quality Badge scheme. Providers can apply for a Quality Badge if they meet rigorous safety and educational criteria.

A provider must: a) have a process in place to assist users to plan the learning experience effectively; b) provide accurate information about its offer; c) provide activities, experience or resources which meet learner needs; d) review the experience and act on feedback; e) meet the needs of the users and f) have safety management processes in place to manage risk effectively.

Wherever possible off-site activities will be arranged for venues/providers that hold the Quality Badge, or who can demonstrate that their provision is in line with the Quality Badge provision. Details of the scheme are at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)



If an organisation does not hold the badge, the school must ensure that they're an appropriate organisation to use. This could include checking:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies
- their risk assessments
- control measures
- their use of vehicles
- staff competence
- safeguarding
- any sub-contracting arrangements they have
- that they have a licence, where needed

The school should have an agreement with the organisation that makes it clear what everyone is responsible for.

## **Ratios**

- The ratio of adults to children should be a minimum of 1/5 if under 5 and 1/6 if over 5. (In some circumstances the ratio of adults to children may be higher depending on the needs of the children and the type of trip planned.)
- The Party Leaders will ensure that they have a clear view of the purpose of the visit and the standard of behaviour expected of the children.
- The Party Leader may choose not to have a group in order to supervise all sub group leaders.
- No child who is not currently enrolled in the school will take part in outings.
- **Party Leaders retain the primary responsibility for the care and supervision of their classes at all times.** The Main Party Leader has the responsibility of the whole party.

## **5. RISK MANAGEMENT**

### **Risk Assessment Procedures**

- Party leaders must visit the venue as part of the risk assessment process.
- Comprehensive Risk Assessments will be completed by the Party Leaders in advance of the trip. These will be saved on the OneDrive retained and printed out prior to each trip.



- The Party Leader will have the skills, status and competency needed for the role, understand the risks involved and be familiar with activities planned.
- Risk Assessments will be reviewed and agreed by Headteacher and EVC.
- The risk assessment process will involve identifying hazards, deciding who might be harmed and how and evaluating risks and deciding on precautions. Findings will be recorded and implemented. (See **Appendix E.**)
- Children should be appropriately briefed before any visits. Pre-visit work will include learning about taking responsibility for themselves, risk awareness and managing risks.
- All children should be supervised in the toilet areas by an accompanying staff member and not left alone with members of the public. This may mean boys visit the girls' facilities.

### **Volunteers**

- The Party Leaders are responsible for choosing all volunteers and subgroup leaders carefully.
- The Party Leaders must brief all accompanying adults, ensuring that their roles and responsibilities of accompanying are clearly explained (purpose of visit, their responsibilities, the level of supervision required, the standard of behaviour expected and any potential hazards). All volunteers should read and sign a copy of the risk assessment at the briefing.
- Staff must ensure that all parents who help on offsite trips comply with the current DBS procedures;
- Volunteers should inform the Party Leader of any medical condition that could impact on their ability to supervise effectively;
- The Party Leaders will explain that only school staff should take photographs of the children throughout the day to comply with school policy, parental permissions and Safeguarding.

## **6. SAFETY & EMERGENCY PROCEDURES**

- Party Leaders should ensure that all subgroup leaders are given a list of children in their group and any necessary medical advice. Necessary medication should be in the care of the accompanying subgroup leader.
- A first aid kit and a set of spare clothes will be taken on every coach and the Party Leader should ensure adequate first aid provision is available.
- As a minimum, at least one member of school staff trained in Emergency First Aid must accompany every visit. However, depending on the nature of the visit a higher level of qualification may be required.



- For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid certificate.
- All staff members will be required to carry mobile phones with them at all times to use for emergencies.
- Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- Party Leaders should arrange meeting times during the day where or groups are working separately. A rendezvous point will be established and clearly communicated to the whole group.
- Parents will be reminded to ensure that no nuts/nut products or glass containers are included in packed lunches.
- Additional water will be taken for emergencies on long distance outings.
- In most circumstances, children will wear school uniform for identification when they go on visits. However in some circumstances this may not be appropriate due to the activities involved and suitable clothing will be decided in consultation with the Headteacher.
- Party Leaders must ensure that all reasonable safety precautions, those described in the Surrey guidelines and those dictated by common sense, are properly carried out. Additional particular arrangements may need to be made for children requiring extra supervision or care. The Party Leaders, SENCO, Headteacher and EVC will take reasonable and practicable measures to include young people with SEN or medical needs on a visit.
- Where necessary, individual children's medical needs will be included on the risk assessment.
- Party Leaders should be aware of venue emergency procedures and be clear about how these can be put into place. This responsibility overrides any other site leader except representatives from the emergency services.
- In the event of a serious accident the Party Leaders will follow the guidance notes given in the school's 'Emergency Plan'. A simplified version is carried in the First Aid Kit alongside Operation Duke cards.
- The Headteacher will keep a written record of any incidents, accidents or near misses.
- Staff should read the 'Supporting Pupils with Medical Needs' Policy in regards to medication of children being brought on trips.

## **7. IN THE EVENT THAT SOMEONE GOES MISSING**

The school places pupil and staff safety as its top priority when participating in school trips. Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy.



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

- 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 this person will look for the missing 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 party leader will contact the local police.
- 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.

## **8. TRANSPORT**

Most school trips will involve transportation by some type of bus, either a school minibus, hired minibus or hired coach. It is extremely important that staff and pupils use such transportation safely. Everyone must wear seat belts at all times. It is good practice for staff to remind all pupils of the need for good behaviour before all journeys regardless of means of transport. The Party Leader and office staff should ensure that coaches or buses are only hired from approved providers.

## **9. BEHAVIOUR DURING THE VISIT**

- Appropriate behaviour will be discussed with the children prior to leaving school. The children will be expected to follow the school rules as if they were still in the school grounds.
- When everyone is seated on the coach, Party Leaders will remind children about correct behaviour during travel e.g. sitting back in seat, quiet atmosphere, use of seat belts, etc.
- All adults will ensure that the children take care and behave appropriately whilst walking along and crossing roads and following pathways.
- All adults will model and monitor correct behaviour when moving around in public places.



## 10. HEIGHTENED SECURITY AWARENESS

- There is always the possibility of being close to, or caught up in, a significant event, e.g., a terrorist attack. This needs to be kept in perspective and managed in a thoughtful and proportionate way.
- The anxiety of parents, teachers and children is understandably heightened following an incident. As part of the response to staying vigilant and carrying on as normal, it is important to decide about each visit on its merit.
- When planning visits, the likelihood that the destination and venue could be at risk of a terrorist attack or other significant event will be considered.
- All staff should:
  - be aware of the latest news relating to the destination of the trip;
  - in the UK, know the current threat level (available at: <http://www.gov.uk/terrorism-national-emergency> )
  - consider the threat of terrorism as part of visit risk management.

See Appendices B.

## 11. INCLUSION

- Every child has the opportunity to take part in trips organised by their class/year group teachers. Parents are informed of the activities involved and return an exclusive permission slip for that specific trip.
- The visit's educational objectives will be inclusive.
- Best endeavours will be made for the medical needs and special educational needs of all the young people in consultation with parents.
- No child will be excluded for financial reasons.

## 12. INSURANCE

The school/academy has insurance cover for staff and pupils. Trips involving hazardous activities may require separate insurance and this should be discussed by the Visit Leader with the Finance Office.

Before booking any trips, the school will ensure the booking has been checked with the insurance company and/or venue to check it is covered in the event of a cancellation.

Party leaders should check insurance details with the Business Partner as well as the Headteacher who will ensure compliance through TAMAT's Compliance Officer.



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.

### **13. FINANCE**

Parents will be asked for a voluntary contribution to cover the cost of travel and entrance for all members of the party including children and accompanying adults. No child will be excluded for financial reasons, but the proposed visit may not take place if there are insufficient voluntary contributions.

### **14. EVALUATION**

Following the outing, Party Leaders should review and evaluate the visit, including the risk assessment and give the Headteacher and/or EVC details of any changes necessary.

In some circumstances there may be a de-briefing session with the Party Leader, EVC and Headteacher soon after the group's return, in order that future off-site activities can be enhanced if necessary. (National Guidance 2014 for Educational Visits and Outdoor Learning.)

### **15. MONITORING EVALUATION AND REVIEW**

This policy will be monitored, evaluated and reviewed by Local Academy Board, Headteacher and all teaching staff on a 2-year cycle.

### **16. LINKS TO OTHER POLICIES**

- Charging and Remissions Policy
- CRIS Emergency Plan
- Health and Safety Policy
- Learning Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs and Disabilities Policy
- DBS Policy
- Use of Photographic Images Policy

### **17. GUIDANCE**



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

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- The Health and Safety at Work etc. Act 1974
- SCC (2023) 'Guidance for Outdoor Educational Activities and Off-Site Visits 2023-2025'



## APPENDIX A

### Visit or journey planning check list for party leader

	Who	Done	Head/EVC Check
<b>Pre-visit (2+ months before)</b>			
<b>Initial planning</b>			
Have the aims and objectives been set?			
Has the date been initially identified?			
Has the venue been initially identified?			
Have the supervisory requirements been identified?			
Has OFFICE FORM BEEN COMPLETED?			
Initial approval from Head.			
Has the EVC been notified?			
<b>The venue</b>			
Has a venue been chosen considering best value, soundness of reputation, trip aims and objectives?			
Does the venue hold the Learning Outside the Classroom (LOtC) Quality Badge?			
<b>Transport</b>			
What are the transport needs?			
Obtain quotes (reputable rather than cheapest).			
Check insurance.			
Has transport been finally agreed and booked?			
If parents' cars are used, have they confirmed that they possess adequate insurance, tax, and MOT, where appropriate?			
Is there back-up transport in the event of an emergency or a breakdown?			
<b>Risk assessments</b>			
Has a satisfactory risk assessment been completed?			
Has it been submitted to the EVC and Head?			
Have all outcomes of the risk assessment been shared with all appropriate members of the party?			
If appropriate, has the risk assessment been approved by the LA?			
<b>Hazardous activities and higher-risk environments</b>			
Has approval been sought from the LEA?			



Have the activities been checked by the Adventure Activities Licensing Authority?			
Has someone (usually the LEA) checked activities not covered by the Adventure Activities Licensing Authority?			
<b>Staffing</b>	Who	When	Done
Have staff been identified and booked?			
Are the members of staff capable of meeting any special needs that might be in the party?			
Do staff need any special training or qualifications?			
Is there an appropriately trained first-aider available at all times?			
Have all supervisors understood and agreed their roles and responsibilities with the party leader?			
Has a hierarchy of responsibility been put in place and made clear to all in the party?			
Have all staff signed a medical disclosure form identifying any medical needs they have?			
Have DBS checks been completed where necessary?			
Has a duty officer been identified?			
<b>Insurance</b>			
Check cover for visit			
Communicate level of cover			

	Who	When	Done
<b>Prior to visit (1 week before)</b>			
<b>Preparing young people</b>			
Do the children know what standard of behaviour is expected of them?			
Do the young people know who their leaders are?			
Do they know what to do if lost or separated?			
Do they know what to do if approached by a stranger?			
<b>Preparing parents and carers</b>			
Are parents and carers fully aware of what all aspects of the visit entail, including cost, timings, venue and activities?			
Have parents and carers given informed consent for all activities to take place including the various methods of transport involved?			
Have parents/carers disclosed medical details and given medical consent?			
Has dietary information been gained?			
Are parents and carers aware of the kit list?			
Does the party leader have emergency contact details for all parents and carers for the duration of the visit?			



48 hours before	Who	When	Done
<b>Health and general welfare</b>			
Has first aid been considered as part of the risk assessment?			
Has appropriate first aid equipment been brought on the visit?			
Are designated supervisors aware of and suitably trained to administer young people’s medication?			
Have all young people’s medicines been collected and clearly labelled?			
Are dosages and timings for medicines clearly understood?			
<b>Equipment</b>			
First aid kit(s)?			

## APPENDIX B

### Reducing the Risk from Terrorism During a Visit (OEAP National Guidance 4.4 Terrorism)

When planning any visit, you should consider the likelihood of a terrorist attack. It is sensible to:

- Be aware of the latest news relating to your destination;
- Know the current threat level in the UK – available at [www.gov.uk/terrorism-national-emergency](http://www.gov.uk/terrorism-national-emergency)
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans – see OEAP National Guidance document 4.1c “Emergencies and Critical Incidents – Guidance for Leaders”
- Know what to do in the event of a terrorist attack, including specific situations such as marauding terrorist attacks or incidents involving hazardous substances – guidance is available at [www.protectuk.police.uk/resources/57](http://www.protectuk.police.uk/resources/57)
- Provide training in what to do in the event of a terrorist attack for the visit leaders and participants, appropriate to the nature of the visit and the group – training resources for schools and youth organisations are available at [www.protectuk.police.uk/resources/57](http://www.protectuk.police.uk/resources/57).

When visiting crowded places such as a major city, venue or event, where the risk of attack may be greater, consider within your planning:

- Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter;
- How to minimise waiting time at busy venues, and where to wait and gather for head counts and briefings
- How to minimise queuing times to speed up security screening and entry, such as not carrying unnecessary or forbidden items;



- Ensuring that staff phones are charged, and numbers shared;
- Ensuring that all leaders have all group information;
- Spacing leaders apart from each other;
- Providing a contact card for each participant giving a number to call if separated from the group, and the name and telephone number of the establishment;
- How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option (awareness of alternatives and access to emergency funds to pay for them);
- Whether it would be better not to leave the site immediately with the crowd at the end of an event;
- The possibility of an enforced overnight stay and what this might entail (for example reserves of any critical medication, funds);
- How you might manage an enforced group split.

During the visit:

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to;
- Be aware of the possibility of suspicious activity or items, and report them if you are concerned – see: [www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism](http://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism)
- When staying at any place for more than a short time, identify emergency meeting points in case the group is forced to move and becomes split;
- Avoid congregating too long around entrances to major public sites;
- At ports and airports don't linger unnecessarily on the public side of security screening.

If there has been a terrorist incident recently, especially if it has been in the vicinity of your planned visit, parents, staff and participants are understandably likely to be anxious. You can provide them with reassurance by demonstrating that, in deciding whether to go ahead with the visit, you are fully aware of the situation, have considered the risks carefully and have planned to mitigate them in line with current national and local guidance.

## APPENDIX C

### Preliminary visit check list

Have you met the venue manager or other senior staff member?	
Have you looked around the venue identifying potential risks, including heightened security risks, on or near the site?	
Have you confirmed with the organisation the type and level of supervision they will undertake?	
Are there proper arrangements for party members with special educational needs?	
Are there proper arrangements for party members with special medical needs?	



Have you agreed a programme with the organisation, confirming when and what responsibilities the organisation staff will have, regarding supervision and activity provision?	
Are there proper dining arrangements?	
Are there sufficient first-aid kits and trained personnel at the venue?	
Are there suitable emergency procedures, including fire exits, muster points, roll-calls and search procedures?	
Have you checked the facilities are 'fit for purpose'?	
Have you seen the organisation running activities for another similar party?	
Do the agreed activities have appropriate educational value?	
Has their insurance been checked?	
Does the LA know the venue?	
Does the venue have its own risk assessment? Have you obtained a copy?	
Does the organisation have a quality badge?	
Have you identified hazards, who might be at risk and actions needed to limit risks?	



## APPENDIX D

### Sample Letter to Parents and Consent Form

Dear Parents and Carers,

#### Year 2 Visit to Milestones Museum, Basingstoke

We are delighted to inform you that we have planned an educational trip for Year 2 to Milestones Museum in Basingstoke on [DATE]. This visit will enable pupils to experience learning away from the school site, as well supporting objectives in the history curriculum. We will be leaving school at approximately 9.00 am and we plan to return in time for dismissal at the usual time of 3.00 pm. The children will learn about what it was like to live in the past, specifically during the Victorian era, and they will have the opportunity to handle artefacts, ask questions about the past and use clues to find answers to some of their questions.

All children will require the following:

- **A small rucksack or similar bag** to carry lunch (this will leave the children's hands free).
- **Packed lunch from home or school (PLEASE SEE SEPARATE FORM.) (NO NUTS OR NUT PRODUCTS, SUCH AS NUTELLA PLEASE.)**
- **A drink** in a leak-proof drinking container – no glass bottles, fizzy drinks or tin cans please.
- **Pupils will be required to wear school uniform and should bring a coat.**

The cost of this trip is **£[AS CALCULATED]** which includes the coach fare and the cost of admission and educational activities led by a museum facilitator for each class. We would be pleased to receive this contribution no later than **[DATE]**. If you have a concern around payment, please contact the school office. Unfortunately, the trip may have to be cancelled if adequate contributions are not received. We aim to provide all trips at cost price.

You will be able to make your voluntary contribution, provide parental consent and select your packed lunch option through your Arbor account using +Pay from **[DATE] until [DATE]**.

**You will only need to complete and return the parental permission and packed lunch forms if you choose NOT to use +Pay** in which case these should be returned to the school office by **[DATE]**.

Yours sincerely,  
Year 2 Team



**PARENTAL CONSENT FORM**

**ONLY TO BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE IF YOU HAVE NOT MADE A VOLUNTARY CONTRIBUTION VIA ARBOR +PAY**

To: Headteacher

I give permission for my child to take part in the visit to:

**Milestones Museum, Basingstoke**

**On: [DATE]**

**Cost: £[AS CALCULATED]**

I wish my child to take part in the above-mentioned educational visit and, having read the information sheet, agree to him/her taking part in all or any of the activities described therein.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group, that any rules and instructions given by the adults in charge are obeyed.

I certify that as far as I am aware my child is medically fit to undertake the journey and associated activities and there are no known health reasons why he/she should not go. I authorise medical treatment to be provided should this become necessary during the course of the visit.

In summer months, I will provide protection against sunburn (i.e., protective clothing and, when appropriate, sun cream applied by myself prior to the visit).

I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a reasonable, prudent parent. I understand that in the event of unusual circumstances the Party Leader may elect to change the itinerary, bearing in mind that the health and safety of the children is paramount.

The Multi-Alliance Academy Trust will not be responsible for personal injury or any other damage or loss unless it is negligent.

Signature of parent/guardian.....

Child's Name.....

Child's Class.....Date.....

Cheque

Cash

(Please tick as appropriate)

I enclose: **£[AS CALCULATED]**

Cheques should be made payable to 'The Alliance Multi-Academy Trust'.



## APPENDIX E

### Risk Assessment

<b>Health &amp; Safety Risk Assessment Record    Crawley Ridge Infant School</b>				
<b>Applicable to:</b>				
<b>Assessment Date:</b>	<b>Lead Assessor:</b>		<b>Persons consulted:</b>	
<b>Review Date:</b>	<b>Further Action Required? (circle)</b>	<b>Yes</b>	<b>No</b>	

Process/Activity *	Hazards Identified*	Persons at Significant Risk	Existing Controls *	Are existing controls adequate? Y/N	What additional controls are required? (See Actions attached)




**ACTION PLAN**

Action Required	By Whom	Planned Completion Date	Date Completed