



Wisdom for life

Educational Visits Policy

Level of Delegation:	Finance, Audit and Risk Committee	Approval date:	23/11/2023
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Based on:	This policy is based on The Key model policy		

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

St Nicolas and St Mary C.E. School provides many opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. Educational visits form an integral part of our approach to furthering our pupils’ education and personal growth.

The value of off-site educational visits is well recognised by trustees and governors. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area.
- Day visits to places such as museums and other cultural and educational institutions.
- Sporting activities.
- Adventurous and recreational activities.
- Residential trips organised by the school.

2. Legislation and guidance

This policy is based on the Department for Education’s guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1. Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.

- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.

3.2. The educational visits co-ordinator (EVC)

The headteacher is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits.
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit.
- Assess outside activity providers.
- Advise the headteacher and governing board when they're approving trips.
- Access the necessary training, advice and guidance.
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

3.3. Trip lead

Every educational visit will have one member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers.
- Assign staff and volunteer roles, as needed.
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed.
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others.

3.4. Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher.
- Carry out any required risk assessments and work with the trip lead.
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs.
- Look out for the health and safety of themselves and those around them.
- Help manage pupil behaviour and discipline as required while on the visit.
- Share any concerns or worries with the trip lead and others, as appropriate.

3.5. Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable.
- Sign and return consent forms and any other documentation required in a timely manner.
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip.

3.6. Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for pupils.
- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.

3.7. Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip.
- Dress and behave as expected for the length of the trip.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behavior policy at all times.

3.8. CEO of Bishop Otter Academy Trust

The CEO is responsible for:

- Reviewing and updating model policies and risk assessments.
- Reviewing and monitoring schools implementing policy.
- Providing advice and support to schools.
- Reporting the Finance, Audit and Risk Committee, Ofsted and Health and Safety Executive and other external bodies as required.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Headteacher or another member of the senior leadership team as delegated to by the headteacher and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

- Add any additional minimum standards, depending on the age of the children

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the local governing body.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the trust's risk assessment template in **appendix 2**, and approved by the headteacher/EVC. Existing risk assessments are available on the school's system and/or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved and kept on (on the school system) by the headteacher, and a copy taken on the visit.

5.1. Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups).

- At least 1 supervising adult able to administer first aid is present on all trips.
- At least 1 qualified paediatric first aider is present on all trips.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in the medical room.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- Adults without a DBS check will not be left alone with pupils at any time.
- The trip lead will take regular headcounts and/or rollcalls.

5.2. Transport

Transportation for trips will be organised by the school, in line with our safety procedures (For example, see Risk Assessments and related policies e.g. first aid) We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3. Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip.
- The setting and circumstances of the trip.
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter/email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location.
- Pupil-to-staff ratios and staff qualifications, where relevant.
- Clothing and equipment required, and whether this is provided by the school.
- Expected behaviour and consequences of pupils' failure to meet these standards.

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached, if not already known.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

However, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential visits

The headteacher, together with the local governing body, will approve all residential trips.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training.
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip.
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks.

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Review

This policy will be reviewed every three years by the Headteacher / Local governing body who shall inform the CEO of the trust of any required changes.

The CEO will review the trust's model policy every three years and changes will be approved by the Finance, Audit and Risk Committee will approve the model.

12.Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to headteacher.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"> > Staffing > Volunteers > Physical supplies > Transportation 		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
[Insert additional information as required]		

Appendix 2: risk assessment template

RISK ASSESSMENT FOR OFF-SITE ACTIVITY

School:

Hazard issues associated with:			
Activity: Going off site		Location:	
Assessment completed by:		Checked by EVC / Head / Deputy	
Signed:	Date:	Signed:	Date

When writing/updating a risk assessment (RA),

1. Start with this generic one
2. Refer to any previous RAs for this venue/activity including any 'lessons learnt' (ask the Educational Visit Coordinator or previous trip leader)
3. Include/refer to any new RA provided by venue/provider (there's no need to duplicate!)
4. If you have visited the location, add any other risks that you have identified
5. Consider needs of your group of children/staff/helpers.

Ensure it is shared with all adults on the trip ie give them a hardcopy and make sure they understand it.

Part A – Generic Risk Assessment (likely to be relevant for most trips but may still need adapting)

Hazard / Anticipated harm to people	Groups / numbers exposed to hazards	How the risk will be controlled – Additional risks/activities Can hazard be: <i>avoided</i> (change activity); <i>isolated</i> (eg barrier); <i>reduced</i> (eg through knowledge/ protective equipment) etc	Risk Level Low-Med-High	Monitoring Post event Review (incl. review date)
<i>Generic Risk Assessment - Travel</i>				
Using coach (if applicable)	Children	<ol style="list-style-type: none"> 1. Children wait on school premises until coach arrives at the school. 2. Children walk, in pairs, on pavement to coach when it is parked and stationary. 3. Children to keep well away from the road and other pedestrians, dogs etc. 4. Children will board when safe to do so. 5. Children and adults must be strapped in before coach drives off. Children not to take seatbelts off until told to do so. 6. Good behaviour be maintained at all times. 7. No children will eat or drink on the coach 8. Children not to sit in front row of seats or middle seat of back row. 9. Adults to sit with their groups / throughout the coach to enable close supervision. Adults to remain seated unless it is necessary that they have to get out. 10.Children suffering travel sickness to sit near the front 11.Children given clear instructions and advised of hazards before disembarking (e.g. if in car park, near a busy road, etc) An adult will stand at the entrance/exit of the coach and will ensure that the children are sensible as it is quite a large drop between the stairs and the ground. 	Low	

		<p>12. Adults to ensure that coach is in safe place for boarding on the return journey.</p> <p>13. Driver to have PSV; Reputable coach company used.</p> <p>14. Adults to make themselves aware of emergency exits.</p> <p>15. If there is an accident or a break down, the adults will supervise all of the children as appropriate for the incident and will phone the school to inform them.</p> <p>16. The first aid bag will be on the coach; therefore, if anyone is feeling sick, they will be able to have a sick bag.</p>		
Other forms of transport	•	• Please adapt above.		
<p>Walking (if applicable)</p> <p><i>For more specific hazards – see next section</i></p>	All	<ol style="list-style-type: none"> 1. Children/adults to wear high visibility jackets if appropriate 2. Adults to plan and use safe routes and crossing points. 3. Children to walk in pairs, not overtake, and maintain good behaviour. (Younger children could hold hands). 4. Allow other pedestrians space. 5. Children to stay in groups under supervision of adult (adults could “top and tail”) 6. Road safety taught to children 7. Mobile phones to be available 8. Children to walk sensibly over/near specific hazards e.g. bridge, railway crossing etc. 	Low	
<p>Using cars</p> <ul style="list-style-type: none"> • (if applicable) • • ROAD TRAFFIC INCIDENT <p>Physical injury Minor injury, shock, serious injury or fatality</p>	<ul style="list-style-type: none"> • Staff, children & parent helpers 	<ul style="list-style-type: none"> • I. All car drivers to have (office to check): <ol style="list-style-type: none"> a) Appropriate insurance (Staff must have business use insurance) b) Current driving licence c) MOT certificate d) Road Tax in date <p>All drivers to have mobile phones with emergency numbers e.g. the school and leaders. (Trip leader/organiser to check)</p> <p>Drivers made aware of emergency procedures:</p> <ol style="list-style-type: none"> a) Ensure children are in the safest environment for the situation b) Ring emergency services 999 c) Inform school as to what has happened d) Emergency services to take over when they arrive <p>Note: Volunteers (eg parent drivers) not contact other parents directly in case of incident – do so via the school</p> <p>All children and adults to wear seatbelts Booster seat policy to be observed (E.g. Children under 135cm need to have a booster seat except in an unplanned emergency situation) Each car must have two or more adults OR two or more children (for safeguarding purposes) Staff to organise who goes in which car; driver to ensure he/she has correct children on return journey. Drivers to use agreed route / drive in convey as appropriate Adults must be in a fit state to drive (E.g. No alcohol) Drivers to supervise children closely when walking to car, especially in car parks and when crossing roads.</p>	Low	

<ul style="list-style-type: none"> Hazard / Anticipated harm to people	<ul style="list-style-type: none"> Groups / numbers exposed to hazards	<ul style="list-style-type: none"> How the risk will be controlled – Additional risks/activities Can hazard be: <i>avoided</i> (change activity); <i>isolated</i> (eg barrier); <i>reduced</i> (eg through knowledge/ protective equipment) etc	<ul style="list-style-type: none"> Risk Level Low-Med-High	<ul style="list-style-type: none"> Monitoring • Post event Review • (incl. review date)
Generic Risk Assessment - General				
Children with individual needs eg SEND or Behaviour	Specific children	1. Separate Risk Assessment to be carried out with control measures listed e.g. a) Wandering: One to one supervision b) Behaviour: One to one supervision; warning system; parent could be asked to attend c) Disability: Children with limited mobility, sight or hearing (etc) may need additional risk assessment d) SEN: Children with sensory needs (etc) may need additional risk assessment if required.	Low	
Child Protection	Children	1. Children to be adequately supervised at all times including using public toilets, shops, public areas, etc 2. Adults to have lists of children in their group. 3. Boys may need to go into toilets in groups if no male member of staff/helper (and vice versa for girls) 4. Children to be taught sensible attitude towards strangers. 5. Adults to have DBS checks (etc) in line with safeguarding policy	Low	
Drowning	All	1. Children to be adequately supervised near water, particularly if not barricaded 2. Any water-based activities must have separate risk assessment	Low	
Food allergies / choking etc	All	1. Children not to swap food from lunch boxes. 2. Adults to take list of children with food allergies if required. 3. Children with food allergies not to take part in activities if necessary. 4. Children to sit when eating and be supervised 5. Hands to be washed if required (e.g. after touching animals etc) 6. Food to be kept in lunchboxes, in cool place	Low	
Losing a pupil	Children	1. Registers taken / children counted at appropriate points (e.g. getting on to and off a coach, leaving each location) 2. Children allocated to an adult who will be responsible for checking that all members of their group are present. Relevant health and behaviour information passed on to adult in charge of group. 3. Rendezvous point(s) agreed with children to go to if they find themselves lost 4. Adults to have a list of children in each group. 5. Adults to have mobile phones and numbers of school/key staff as appropriate. 6. Children to wear school uniform (if appropriate) for instant recognition. 7. Consider giving children caps for easy identification e.g. yellow caps on a hike 8. Older children may have a buddy system	Low	

Slips, trips, falls, bangs	All	<ol style="list-style-type: none"> 1. Children and adults to wear suitable footwear 2. Adults to warn children to be aware of dangers e.g. uneven surfaces and steps, slippery/steep surfaces, low doorways, drops, machinery (eg on a farm) etc. 3. Adults plan alternative routes/activities if risk not acceptable. 4. Appropriate levels of supervision and good behaviour to be maintained at all times 	Low	
Medical	All	<ol style="list-style-type: none"> 1. Children and adults to be fit and well (or medical issues known and planned for) 2. Lead teacher to have access to medical information and contact details 3. First Aid kit (including inhalers, epi-pens etc) and First Aider to be present & known 4. Separate risk assessment to be undertaken for children/adults with specific disabilities or medical needs. 5. For some activities e.g. involving animals, any cuts or grazes on children's hands occurring before or during the visit should be covered with waterproof dressings (check plaster allergies) 6. For some visits e.g. farms/zoos, children should be made aware of hygiene issues arising from being in that environment (See section on animals) 	Low	
Weather e.g. hypothermia, sun burn, dehydration etc	All	<ol style="list-style-type: none"> 1. All to have suitable footwear and clothing including coats 2. Hats and sun cream to be used as appropriate. 3. Sufficient water to be taken/consumed 4. Weather forecast to be taken into account – activity could be changed/cancelled 5. Shade used where required e.g. for picnic/rests 	Low	
Specific Activities (See Section B below)	All	<ol style="list-style-type: none"> 1. Separate risk assessments undertaken for specific activities. 2. Any risk assessments undertaken by qualified coach/instructor(s) or by the place of interest visited or organisation used, will be adhered to. 3. Additional risk assessments may be required for those with SEN, behaviour, medical or other needs. 4. List of children and adults on trip to be given to school office. 	Low	
General	All	<ol style="list-style-type: none"> 1. At least one working mobile phone to be taken on trip. If groups are not together, each group leader should have a mobile phone 2. Emergency contact numbers to be taken – including of trip leader, school office and members of SLT 3. Group leader to identify for possible hazards in each location and advise group accordingly. 	Low	

See Specific Risk Assessments below

Part B – Specific Risk Assessment (likely to be relevant for some trips but may still need adapting with other ‘hazards’ added)

<ul style="list-style-type: none"> Hazard / Anticipated harm to people 	<ul style="list-style-type: none"> Groups / numbers exposed to hazards 	<ul style="list-style-type: none"> How the risk will be controlled – Additional risks/activities Can hazard be: <i>avoided</i> (change activity); <i>isolated</i> (eg barrier); <i>reduced</i> (eg through knowledge/ protective equipment) etc 	<ul style="list-style-type: none"> Risk Level Low-Med-High 	<ul style="list-style-type: none"> Monitoring • Post event Review • (incl. review date)
Specific Risk Assessment – DELETE SECTIONS THAT ARE NOT RELEVANT / ADD MORE ‘RISKS’/ ACTIVITES AS REQUIRED				
Animals – bites, stings, disease, trampling, etc	All	<ol style="list-style-type: none"> Lambing activity will take place inside lambing pen, which is designed to give maximum protection for all life forms – including humans! Hands must be washed as soon as possible if animals are touched, and before eating Children only allowed to touch animals, if advised by farmer, and should not touch their bottoms or tail areas. Adults should remind children not to touch their faces or put their fingers in their mouths after touching animals. Children not to touch any animals – including dogs, unless known to the school Children to be calm and follow instructions if approaching herds of cattle (note: if a dog is agitating cattle, the dog should be removed or let off lead) Insect bites or stings to be treated by first aider 	Low	
Castle (or similar) – slips, trips, falls, bangs etc.	All	<ol style="list-style-type: none"> Children and adults to wear suitable footwear Adults to warn children to be aware of dangers e.g. uneven surfaces and steps, slippery/steep surfaces, low doorways, drops etc. Adults plan alternative routes/activities if risk not acceptable. Appropriate levels of supervision and good behaviour to be maintained Children not to play football/running games at the castle and to stay well away from boundaries Children only to do ‘moat walk’ if accompanied by an adult. Children not to use sticks as weapons. 	Low	
Disease	All pregnant women	Pregnant women not to go on visit if lambing is in progress (Spring)	Low	
Ecoli	All	(From WSCC) • Do not put hands on faces or fingers in mouths while petting animals or walking round the farm. • Do not kiss farm animals nor allow children to put their faces close to animals. Do not eat or drink while touching animals or walking round the farm. This includes not eating sweets, crisps or chewing gum. • Do not eat anything that has fallen on the floor. • Do not use gels or wipes instead of washing hands with soap and water. Gels and wipes do not remove E. coli O157 that is in dirt. • Do wash your hands thoroughly with soap and water after you have touched animals, fences or other surfaces in animal areas. • Do wash your hands thoroughly with soap and water before eating or drinking. • Do remove and clean boots or shoes that might have become soiled and clean pushchair wheels. Then wash your hands thoroughly with soap and water. • Do supervise children closely to ensure that they wash their hands thoroughly. • Do eat and drink in picnic areas or cafes only	Low	
Fitness/fatigue	Children	1. Identify children who might struggle with the length of walk / activity	Low	

		2. Adult on standby at school to pick up child from collection points if needed		
Poisonous Plants	All	Children / adults not to touch plants unless advised it is safe to do so	Low	
Chemical / poisonous substances	All	All locked away Visit does not include entering buildings where these are stored	Low	
Moving machinery	All	Children/adults made aware of possibility of moving machinery Adults to act on adult instructions at all times	Low	
Off-site Sporting activity – personal injury	Children	<ol style="list-style-type: none"> 1. Children to follow the relevant sport rules at all times. 2. Children to obey the referee / coach / teacher (as appropriate) at all times. 3. Children to play and participate in a sportsman-like manner at all times. 4. Children to do appropriate warm up / warm down. 5. Adult/teacher to supervise children not taking part directly (including spectators and those on the “sub-bench) at all times. 6. Children to wear PE kit / Sports kit and protective clothing as appropriate e.g. shin pads, gloves, cycle helmets etc 7. Children to use sports equipment appropriately/safely e.g no swinging from goal posts, no throwing bats etc. 8. Sport to be stopped if weather prevents safe play e.g. surfaces too slippery because of rain. 9. Children to adhere to the rules/guidance of the host site. 10. Additional risk assessments to be carried out for specific sporting activities if required, including all water sports and any adventurous activities. 11. Additional risk assessments to be carried out if activity is beyond the local area, if required. 12. Adult in charge to ensure that all children are safely arrive/leave the event. 13. Adult in charge to ensure mobile phone available for emergency use. 	Low	
Uneven paths, rabbit holes	All	<ol style="list-style-type: none"> 1. Children to look where they are going 2. Arrange for a member of staff to be available to ‘pick up’ at designated points if a child is no longer able to walk for any reason. 	Low	
River/Water/ Falling in/ Drowning	All	<ol style="list-style-type: none"> 1. Children to walk only on the path as led by the adults 2. Children not to climb up banks or into ditches, minimising trip/slip risks 3. 1:6 ratio – adult to have constant sight of their group 4. Mobile phones available 	Low	
TBC	TBC	Please see separate Risk Assessment provided by [INSERT NAME OF VENUE/PROVIDER] – see below/attached [DELETE AS APPROPRIATE]	Low	

Appendix 3: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to **[insert member of staff]** at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found **[insert location]**.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- **[Add more points as needed]**

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff
- **[Add more points as needed]**

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 4: template letter for parents/carers and consent form

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

Parents and carers should sign and date the form and return it to the school office.

Trip destination:

Trip date(s):

I, _____, confirm that I am happy for my child, _____, to take part in the school trip to **[insert destination]**.

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact _____. Their relationship with the pupil is _____

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.