



EDUCATIONAL TRIPS & VISITS POLICY

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Appendix 1: CCHS Example Process

Appendix 2: Sign-Off Flow Process

Appendix 3: External Proposal, Internal Proposal and Risk Assessment Templates

The flow diagram and document check list in the appendix must be followed. School Emergency Contacts during the trip must be contactable at all times. Every school trip must be signed off by the Headteacher (not delegated), where the trip is high risk (e.g. International, Residential or Adventurous) they must also be approved by Entrust through the EVOLVE system.

1. Introduction

- 1.1. Experiences gained by children through off-site educational opportunities should not be seen as isolated opportunities but as a vital part of the progression of a child's education. That they have a profound effect on children is an indication of their relevance within a broad and balanced curriculum.
- 1.2. The experience provided can support children's education.
 - 1.2.1. Personal and social education. These skills are developed through such activities as problem solving, decision-making and teamwork. Working and playing together, particularly in a residential situation, afford plenty of opportunities for development in these areas.
 - 1.2.2. Residential experiences. These provide an opportunity for development of social skills through living and working together.
 - 1.2.3. Environmental awareness. The cross-curricular theme of environmental education is catered for specifically when pursuing off-site activities. A rich variety of environments,

both natural and manmade can be experienced by students of all ages.

- 1.2.4. Aesthetic and creative development. Project and topic work related to the vast range of activities available, give rise to a multiplicity of opportunities related to creative and aesthetic interpretation.

- 1.3. The range of activities covered by this policy are classified in three categories.

- 1.3.1. **Category A visit:** These visits are close to the school, done on a regular basis involving environments known to the staff. It would include normal daily life activities. Examples include walks and exploring the area near the school site, visits to the local church, library, school sporting fixtures and other regular non-complex activities. It can also include transport if needed.

- 1.3.2. **Category B visit:** These visits are to areas beyond the local area involving more complex environments and activities and will be a one-off or irregular activity in the school year. The leaders will be approved to lead the visit by the Educational Visits Co-ordinator (EVC). There may be some specialist training attached to some activities in this area. Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activities.

- 1.3.3. **Category C visit:** These visits include residential visits and overseas visits, adventure activities and activities involving water. The Leadership Team must scrutinise and approve all category C visits. If you are unsure whether your visit is category C, please contact the EVC.

- 1.4. It is not possible to provide a completely definitive activities list. Examples of activities included would include Duke of Edinburgh expeditions, outdoor adventure activities including hills and mountains, adventures on water or field studies involving water and motorsports. For current legislation related to adventurous activities, visit the HSE Adventure Activities Licensing Service website.

2. The Legal Framework

- 2.1. The health and safety at work requirements must be taken into consideration whenever an activity is being planned. Many activities will fall within the “normal” school day and will, therefore, be included in “directed” time. However, where an activity falls partly or solely outside the school day, there are implications for employment.
- 2.2. Staff cannot be required to undertake activities out of their normal working time. It is, therefore, crucial to ensure that staff have volunteered their services for out of school hours activities and that full indemnity is available for all those taking part in such activities. Under the Health and Safety at Work, etc., Act 1974: employers are responsible for the health, safety, and welfare at work of their employees.
- 2.3. Employers are also under a duty of care to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This duty of care extends to the students in school and includes participants in off-site visits.
- 2.4. The Management of Health and Safety at Work Regulations 1992 requires the employer to assess the risks of activities, to introduce measures to control those risks and to tell employees

about the measures taken.

- 2.5. Responsibility also falls to the employee to take reasonable care of their own and others' health and safety; to co-operate with their employer over safety matters; to carry out activities in accordance with the instructions and training they have received and to inform the employer of any serious risks they encounter.
- 2.6. Staff also have a common law duty to act "in loco parentis" (as a reasonable parent), as indeed would any other employee involved in an off-site activity.
- 2.7. All staff or volunteers carrying out educational visits and activities must comply with Cannock Chase High School (CCHS) policies in particular those relating to Safeguarding and Child Protection, Allegations of Abuse Against Staff and Low-Level Concerns, Staff Code of Conduct.
- 2.8. All educational visits and activities booking and purchasing must comply with the CCHS Procurement Policy in liaison with the Finance Department.

3. Scope and Remit

- 3.1. All CCHS personnel are required to adhere to this policy for the management of all off-site visits and related activities.
- 3.2. The EVOLVE visits online system has a useful resources section with guidance to help prepare and deliver successful visits and trips.
- 3.3. This policy applies to CCHS employees, contractors and volunteers whose work involves any one of the following, regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods:
 - 3.3.1. direct supervision of children undertaking experiences beyond the boundary of their normal operational base;
 - 3.3.2. facilitating experiences for children undertaking experiences beyond the boundary of their normal operational base;
 - 3.3.3. deploying staff who will supervise or facilitate experiences of, or for, children undertaking experiences beyond the boundary of their normal operational base.
- 3.4. This policy and associated guidance does not cover the following:
 - 3.4.1. work experience as defined in the publication "Work Experience: a guide for secondary schools";
 - 3.4.2. Physical Education activities, led by CCHS employees, that do not fall within the scope of Adventurous Activities, as defined by <https://oeapng.info/> in their guidance document 7.1a-Adventure- activities.pdf. The activity supervision should be that required or recommended by specialist PE guidance, such as that provided by the [Association for Physical Education](#) (AfPE). The journey to and from the venue and any adventurous activities and activities provided by third parties are covered by this policy and associated guidance.
- 3.5. The following terms are used in this policy:
 - 3.5.1. off-site visits and activities will include; educational visits, Learning Outside the Classroom (LOtC) and outdoor learning activities that take place beyond the boundaries

- of the establishment site (i.e. school);
- 3.5.2. an EVC is an appropriately competent CCHS employee appointed to ensure that all off-site activities meet the requirements of their employer's policy and guidance, as well as the requirements of establishment policy and procedures;
- 3.5.3. a Leader is any adult with supervisory responsibilities for children on an off-site visit;
- 3.5.4. a Visit Leader is a responsible person (employed or contracted), engaged throughout the duration of the trip, with overall responsibility for an off-site visit;
- 3.5.5. the Headteacher has overall accountability for all visits and trips;
- 3.5.6. establishment refers to Cannock Chase High School.

4. Advice and Support

- 4.1. As the employer, CCHS will provide the following.
 - 4.1.1. Appropriate guidance. The resources section in EVOLVE has lots of useful information and guidance about off-site visits and activities. Employees must be familiar with this policy, forms, and checklists and how to access OEAP National Guidance;
 - 4.1.2. Access to training upon request to ensure that those trained are kept up to date.
 - 4.1.3. Access to advice and expertise from appointed staff who have experience in managing offsite visits and the management and mitigation of risk.
- 4.2. Where an employee experiences problems finding specific material, or requires clarification or further help and guidance, they must contact the (EVC), in the first instance.
- 4.3. If the EVC is unable to resolve a problem, they should contact the Headteacher.

5. Cannock Chase High School EVOLVE

- 5.1. EVOLVE is a web-based system that provides the following:
 - 5.1.1. an online notification and approval system for visits;
 - 5.1.2. CCHS Policy and guidance for off-site visits and related activities;
 - 5.1.3. CCHS forms and documents essential for the visit process;
 - 5.1.4. best-practice forms and documents that may be adapted by establishments to support the visit process;
 - 5.1.5. links to important national documents;
 - 5.1.6. search and reporting facilities.
- 5.2. All staff involved in the visit process will be given an appropriate personal EVOLVE account to enable them to access key policies; employer and national guidance; good-practice forms and documents; the notification and approval process for visits.

6. Role-Specific Requirements

- 6.1. CCHS is required to have an EVC in place who, through experience and training, is appropriately competent to fulfil that role in the establishment.

6.1.1. The EVC may receive administrative support but remains responsible for scrutinising visit approval requests and either the subsequent submission of visit approval forms to the Headteacher or return of the visit form to the Visit Leader.

6.2. The Headteacher is responsible for ensuring that visits are authorised in accordance with CCHS's requirements in Appendix 2. The Headteacher must not delegate authorisation of any school trip.

6.3. Every off-site visit must have a designated Visit Leader.

6.3.1. The Visit Leader must be a Leader who is accompanying the visit.

6.3.2. Where a visit is to be unaccompanied, a Visit Leader must be designated and identified on the visit form with a note clearly stating the visit is to be unaccompanied.

6.3.3. Joint Visit Leaders are not permitted, though, Deputy Visit Leader(s) may be appointed as required.

6.4. Stakeholder roles and responsibilities should reflect those detailed in OEAP National Guidance: Section 3.1b Requirements and Recommendations for Establishments.

6.5. CCHS is required to ensure that all Visit Leaders and Leaders have been assessed as competent and confident to undertake responsibilities they have been assigned in line with OEAP National Guidance: Section 3.2d Assessment of Competence.

See also *OEAP National Guidance: Section 3.4: Roles & Responsibilities*

7. Notification and Approval of Off-Site Visits and Related Activities

7.1. The CCHS procedure for the notification and approval of off-site visits and related activities in Appendix 2 must be followed.

7.2. **Lead in timings:** Please note the timescales below for when things need to be submitted in advance of the date of the trip/visit.

Nature of Trip/Visit	Visit Leader/Proposer: Proposal to LT	EVOLVE Form submitted to:		
		EVC	Head	Entrust
Local or Regular	½ Term	2 Weeks	1 Week	Not Required
Local with Additional Risk	1 Term	5 Weeks	4 Weeks	3 Weeks
Residential UK	1 Term	6 Weeks	5 Weeks	4 Weeks
Foreign	1 Year	10 Weeks	8 Weeks	6 Weeks

Only in **exceptional** circumstances can these be modified, please contact the EVC to discuss.

7.3. All trips, visits and related activities must be recorded in the EVOLVE system.

7.4. Category A and B visits and related activities must be signed off and agreed by the Headteacher before the trip is commenced (recorded in the EVOLVE System).

7.5. Category C visits and related activities are required to seek CCHS approval before the visit or activity takes place.

7.6. CCHS will require at least 15 working days' notice to review and process documented

information.

- 7.7. For overseas visits and those involving complex arrangements, staff must be prepared to discuss such visits with CCHS well in advance, ideally 12 months before the departure date.
- 7.8. Trip costs must be agreed with the Finance Department in advance of setting up the trip. The level of scrutiny/review is dependent upon the cost and complexity of the visit. For a simple local and low-cost trip this may involve a quick review, however, for an overseas visit involving many different transport and accommodation suppliers the review may need to be more in-depth. This is to be decided and agreed by the Finance Department.
- 7.9. Finance Department must follow the CCHS Financial Regulations and ensure that required businesses cases are completed and approved in advance of the visit.

8. Monitoring

- 8.1. The Headteacher is responsible for monitoring the implementation of this policy and associated guidance.
- 8.2. Monitoring should be carried out through systems put in place by the Headteacher and EVC in accordance with OEAP National Guidance: Section 3.2b Monitoring. This will include monitoring, on a sample basis, visits in progress (sometimes referred to as field monitoring).
 - 8.2.1. CCHS Leadership Team will monitor selected visits and activities from time to time to ensure Health and Safety compliance.
 - 8.2.2. CCHS Executive Business Manager will monitor selected visits and activities from time to time to ensure finance compliance.
 - 8.2.3. CCHS Leadership Team will, from time to time, collate type and frequency of educational visits to inform discussion about equity and variety of visits and experiences for children.
 - 8.2.4. CCHS will review this policy and process annually.

See also OEAP National Guidance: *Section 3.2b Monitoring*

9. Risk Management

- 9.1. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.
- 9.2. Risk management tasks should be carried out by the Visit Leader (and Leaders) with the support of the EVC and other colleagues as required.
- 9.3. A 'detailed visits plan' and risk assessment must be produced detailing how any risks will be managed to include any individual safeguarding, SEND or medical requirements whilst arranging trip. All control measures, information and emergency provision must be recorded and accessible to all staff involved with the visit.

- 9.4. To minimise the risk of any additional ‘over the counter’ medication being required during the visit please ensure consent and up-to-date medical information (including details of all allergies and regular medication) is gathered for each child prior to the visit. Ensure that parents are notified about what home remedies will be carried by Visit Leaders and what the process for issuing these will be, in line with the ‘Supporting Children with Medical Needs’ policy.
- 9.5. CCHS should arrange training for staff in risk management, for all staff who are co-ordinating leading and supporting the trip as required.

See also OEAP National Guidance: *Section 4.3c Risk Management*

10. Training

- 10.1. CCHS recognises, requires, and recommends, as appropriate, the following basic training courses for visit stakeholders:

10.1.1. Educational Visits Co-ordinator (EVC) Training:

- All CCHS staff with EVC accounts on EVOLVE must have completed an CCHS EVC Training course delivered by an approved provider.

10.1.2. EVC on-going professional development:

- EVC will keep up to date on educational visit developments and additional information as required. CCHS requires the EVC to be familiar with and share information, when necessary, and implement actions in these communications.
- CCHS may provide additional continuing professional development opportunities for EVC and (EVOLVE System) Headteacher account holders that will provide training to raise awareness and competence to supplement previously completed EVC training.

10.1.3. Leader Training:

- Leaders are required to be appropriately competent to fulfil their responsibilities. This will require them to be current in their knowledge of good practice and be able to apply it when planning and leading visits.
- Leaders, and particularly Visit Leaders, must have completed Leader Training which will be delivered by CCHS or a CCHS approved provider, this will include OEAP and CCHS core messages for those leading off-site visits and activities.

- 10.2. The following training courses are also recognised for Visit Leaders in certain visit contexts:

- Off-Site Safety Management, OSSM (Royal Geographical Society, RGS) - training for expedition leaders leading educational visits in remote or hostile terrain.
- Snowsports Course Organiser award, SCO (Snowsport England) training for staff organising and/or leading snow sports educational visits.
- Lowland Expedition Leader Award (Leadership Skills Foundation), Lowland Leader Award with Camping Leader Award (Mountain Training UK), Hill and Moorland Leader Award with Camping Leader Award (Mountain Training UK) or Mountain Leader Award (Mountain Training UK) – for staff organising and/or leading off-site Duke of Edinburgh’s Award expedition activities completed on foot.

- 10.2.1. Further advice and information relating to training for off-site visit stakeholders may be obtained from the CCHS EVC.

11. Insurance

- 11.1. CCHS holds visit insurance and this covers personal injury and cancellation costs for specific reasons, with certain medical conditions extra cover may be necessary. If in doubt, these can be checked with the Business Services Office.
- 11.2. It is expected that activity providers will have specialist insurance to cover higher risk activities. If you are planning on running activities that may be classed as higher risk, you must confirm cover is in place by the activity provider and record the insurance details on EVOLVE.

12. Management of Incidents, Emergencies and Critical Incidents

- 12.1. In the event of an emergency or incident Visit Leaders must contact the emergency contact who will provide any additional support – for more information please follow guidance on the Critical Incident Policy.
- 12.2. All staff who have the responsibility as a school Emergency Contact for individual visits must have 24-hour contact capability during the duration of the visit in the case of an emergency. It is their responsibility to support the Visit Leaders and communicate with both parents/carers (as appropriate) and senior leaders.
- 12.3. Visit Leaders must ensure any incidents are reported and information included on EVOLVE.
- 12.4. Safeguarding concerns must be recorded on the school based electronic system.

Implementation date:	February 2023
Last review date:	January 2025
Next Review date:	January 2026
Statutory Policy:	No

Example Process

The below is not intended to be an exhaustive check list. It is intended to provide an overview of common questions/answers for the EVC and Headteacher/LT to discuss when considering a student offsite trip/activity.

Stage 1 – Visit Proposal/Activity Pre-Visit

To undertake a full and comprehensive assessment of risks, it will be essential in most cases to undertake a pre-visit.

Even where the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, several variables need to be considered.

- Visit Leader (person leading the trip)
- Educational purpose of the activity/trip – how will it benefit the children?
- Trip; Detail; Date – Visa's required?
- Children requiring specific medical needs - protocol established between the school, the parents and the medical practitioner depending upon the differing circumstances of the activity.
- The number of children involved.
- The age of the children, their gender, ability, and general behaviour.
- Medical, communication, SEND, vulnerabilities. Advice and guidance must be sought from both the DSL and the SENDCo.
- The previous experience of the group in undertaking off-site visits.
- The time of the day and the time of year.
- The travel arrangements.
- The hazards of the environment being visited.
- The numbers, experience and quality of accompanying staff and volunteers.
- The nature of the activity.
- Remoteness of the activity – does it require a qualified First Aider to accompany the trip?
- Trip destination licensing/insurance to carry out activity with groups of children.
- Visits organised by third parties - licensing/insurance/regulatory registration.
- Trip destination.
- Cost (funded/cost to be met by student?)
- How many children (Year Group/Targeted?)
- Transport Information (Academy Minibuses/ Coach – is cost covered?)
- Staff Attending (Safeguarding - staff ratio to child; male/female needed?) (any classroom cover needed?)
- Insurance (Does our current policy cover this? If not contact Zurich for advice.)

Prepare a Risk Assessment using above information and the example Risk Assessment template in Appendix 3.

Stage 2 - Headteacher and LT Activity

Once the above information is received, this should be taken to LT for approval. LT will discuss the following.

- Educational benefit.
- Is the date free on the school calendar? Are there any foreseeable issues with this date?
- Risk assessment – is the care for children appropriate?
- Discuss details of the trip (Can we afford the required staff? Look at cover, staff who can drive the minibus etc), (Look at costs – Are these realistic? Do they cover all costs like transport/diesel?)
- Student numbers (Do we reduce numbers to fit minibuses- more cost effective? Is this a Year group that we would want to take? Student number: staffing etc)
- Any other points to discuss.
- LT will then - Need further info/stipulate conditions (i.e. max number); Decline proposal; Accept proposal.

LT will then either: need further info/stipulate conditions (i.e. max number); decline the proposal; approve the proposal.

Stage 3 - Trip Approval Accepted

If the trip is approved, the following stages need to be completed.

- The Visit Leader, with support from EVC, will complete the EVOLVE system online form.
- Complete a Risks Assessment and attach to the EVOLVE form.
- The flow diagram will be followed in Appendix 2 ensuring that signatories are recorded (attached email of support or formal signing in the EVOLVE system) in EVOLVE depending upon the category of the trip/activity.
- The Headteacher will sign off in the EVOLVE system trip to record their agreement to the trip being carried out. All trips to be checked by EVC, signed off by the Headteacher and Category C (High Risk, Residential, International) must be approved the Headteacher and also by the Local Authority (through EVOLVE).
- The trip be recorded on the school calendar.
- The Visit Leader will draft trip letter (letter draft approval from Headteacher's PA). If there are any costs attached this will be included within the letter with any instalment information.
- The Finance Department will keep payment information up to date and pay suppliers.
- The Visit Leader/EVC will complete all necessary requirements on EVOLVE system and submit for Headteacher approval.
- Letters and trip details to be uploaded to ClassCharts and/or ParentPay
- Any transport and tickets can then be booked – by Finance/minibus bookings.
- Responses – consent, payments, medical. Photo and dietary requirements (if applicable) and any changes to student emergency contacts.
- Order FSM packed lunches (if applicable) one week prior to departure.
- Finalise the student and staff list and send to EVC to check if the Annual Parental Consent forms have been completed.
- EVC will collate student and staff information and forward it to the Visit Leader.
- Visit Leader to print off the following documents and take with them: the EVOLVE Form, Risk Assessments (and any other attachments to the EVOLVE form), student and staff information sheet(s), any IHCPs and medical forms.
- Attendance to be informed of the student names.

Stage 4 – Day of Visit

On the day of the trip/activity:

- Collect any forms/medication.
- Emergency contact details – risk assessment – student care/medical information.
- Collect FSM packed lunches.
- Register children and inform the Attendance Team of attendees
- Ensure (if a residential, overseas) the school Emergency Contact has all the relevant information.
- First-aid: in all cases a first-aid box is to be readily available during the course of an off-site activity. (The provision of first aid must be considered fully in the activity risk-assessment.)
- Make sure all students have the correct kit, bags etc. before you depart

Throughout the visit, an ongoing assessment of risk should take place and unexpected or unplanned events or changes to circumstances should be considered using the principles outlined in this policy.

Stage 5 - During Trip and Feedback

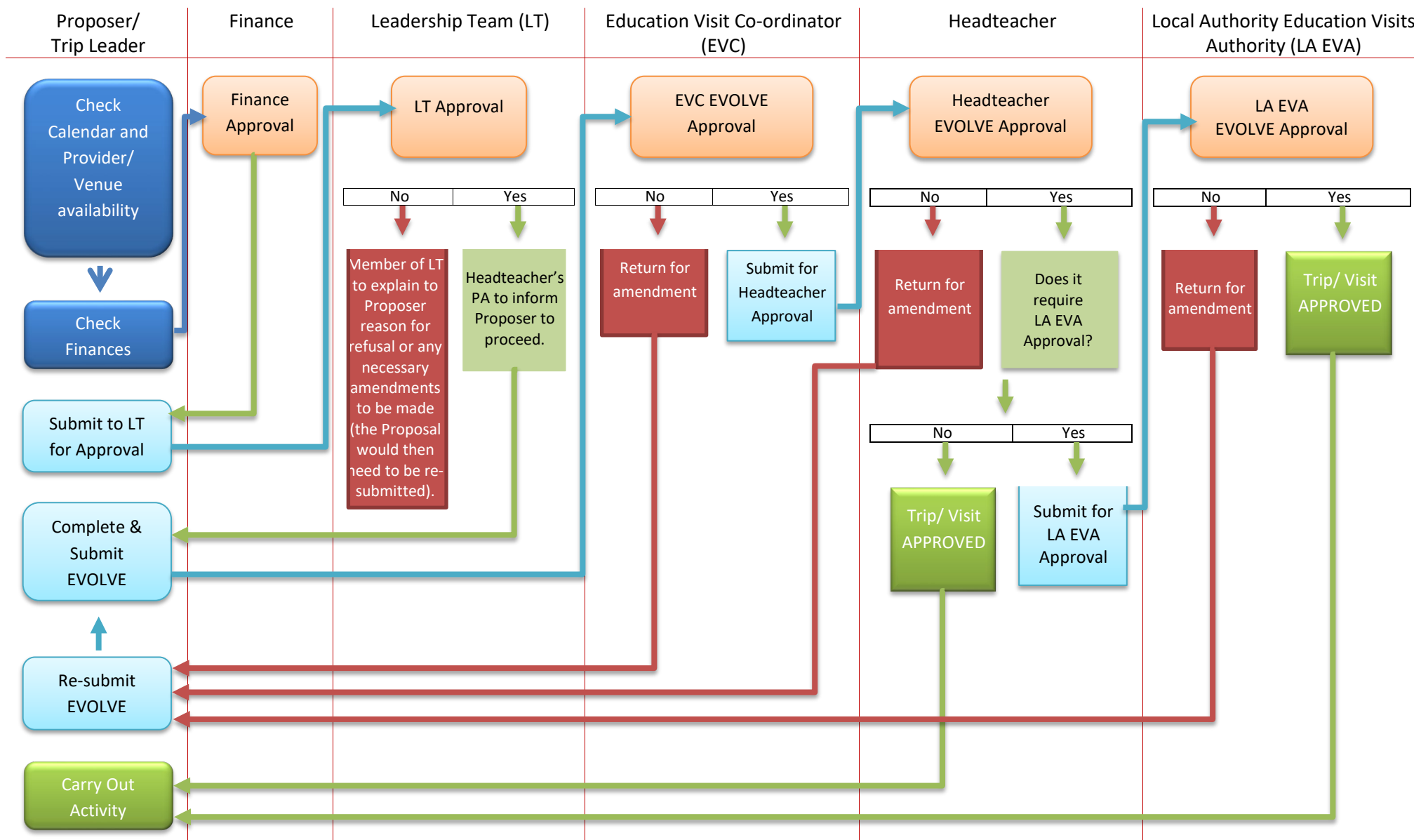
- Be prepared that plans may change and that you will need to alter itinerary or the management of children.
- Make sure any major changes are reported to the school Emergency Contact in case parents need to be made aware.
- When you get back make sure you feedback any information on any providers or process and complete the evaluation on EVOLVE.

Trip Proposal Check List

Information	Leader to Complete	LT Approval/ discussion
Visit Leader		
Educational purpose of the activity/trip – how will it benefit children?		
Nature of trip activity	e.g. Local, Residential, International, High-Risk Activity, Sporting	
Trip Dates /Timings		
Trip Location		
Visa / insurance requirements		
Third party venue / Providers		
Student year / subject		
Number of children (Male/Female)		
Staff numbers (Male/Female)		
Staff experience		
Any known hazards		
Cover requirements		
Transport (minibus, coach etc.)		
Costs (funded/ cost to be met by student)		
Other information		

*To note: It is the trip organisers responsibilities to get **quotes** for any tickets and transport.*

Procedure Flow Chart



Proposal Forms

OFFICE USE ONLY		Date Received	
Date Approved by LT		Proposer Informed	
Finance Informed		E-Calendar	



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

INTERNAL VISITORS/EVENTS

PROPOSAL

Title of Visit/Event		
Proposed Venue (This proposal does not constitute a venue booking, a venue booking form will still need to be completed.)		
Form Submitted By		
When	Day (ie Monday)	Date
Times (approximate)	Start	Finish
Staff Attending	Names	Cover implications
Cost		
Number of Students Attending and their Year Groups	Year Groups	How many?
Purpose of Visit/Event		

Please submit to Carol Galpin to be presented to Leadership Team

CAG (2020)

OFFICE USE ONLY	Date Received	
Date Approved by LT	Proposer Informed	
Finance Informed	E-Calendar	



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

EDUCATIONAL TRIPS & VISITS: PROPOSAL

Procedure

1. A proposal form is completed by the trip organiser and taken to the Finance Office to discuss the costs and payment plan with Sue C.
2. Sue C will sign the proposal form (keeping a copy) and the organiser will then submit this to Carol for approval by Leadership Team.
3. Once the trip has been approved, Carol will inform both the organiser and Finance Office.
4. The trip organiser will send letters out to parents asking for permission slip to be returned (to the organiser) and informing that payment must be made on parent pay.
5. Once places have been allocated, the trip organiser will let finance know the students who will be going on the trip.
6. Finance will add the students to parent pay and activate the trip.

Title of Trip			
Location of Trip		Submitted By	
	Departure (from school)	Return (to school)	
Date(s)			
Day (ie Monday)			
Times (approximate)			

Attendees

Staff Attending	Lead Member of Staff							
	Additional Staff							
Is this trip optional or compulsory?								
Number of Students attending and their Year groups	Year Groups	7	8	9	10	11	12	13
	How many?							
Please attach names of students eligible for a place on this trip, before sending to Finance.								

OFFICE USE ONLY	Costs and Payment Plan Agreed by Finance:		
Cost Centre: [/CCH]	Entered PP:	Students Assigned:	Activated PP:
All monies collected:	Archived PP:	Staff Cover Journalled:	

Please submit to Carol Galpin to be presented to Leadership Team

(Nov 2024)

Purpose of Visit

Please specify how this trip will link to the curriculum.

Costs

Trip Cost: (include tickets, food etc)		£
Transportation Costs – Minibus: (25p per mile)		£
Transportation Costs – Coach:		£
Staff Cover Costs: (£53/hour for each member of staff) Total Cover hours: []		£
Leadership approval to waive staff cover costs (signature):		
Sub Total:		£
Parent Pay Costs: 1.5% of above total		£
Grand Total		£
Number of Student Places: []	Cost per student:	£
Parent Pay Payment Plan:	Date:	£
	Date:	£
	Date:	£
	Date:	£
	Date:	£

Please submit to Carol Galpin to be presented to Leadership Team

(Nov 2024)

Risk Assessment & Operating Procedure



Activity Title			
Location			
Date(s)			
Persons at Risk			
Minimum Qualification of Leader		Minimum Qualification of Assistant Leader(s)	
Maximum Group Size		Minimum Staffing Ratio	
Risk Assessment Please identify each potential hazard and record the control measures to be taken.			
Hazards	Control Measures		
For example (this list is not exhaustive):			
Registering of students			
Allocation of groups			
Students with special requirements (e.g. IHCP, allergies etc)			
Safety during travel			
Road Traffic Collision			
Vehicle breakdown			
Bus company contact details (office hours and out of office hours)			
Direct contact number for the bus driver			
Disembarking from transportation			
Meeting point at venue			
Emergency evacuation of venue			
Getting lost/separated from the group			
Safety during activities			
Site specific hazards (Venue)			
Environmental hazards (e.g. water, traffic etc)			
Contingency plan (including weather)			
Contact with the public and/or animals			
Illness/injury, trips and falls			
Collection from school			
In addition, for residential/overseas trips:			
Non-structured time – staffing and procedures			
Night time supervision/monitoring			
Language issues			
Safety/security of key documents (passports, visas etc)			
Further Action Required: 1. Ensure all persons staffing the visit are aware of and competent to comply with this risk assessment and the control measures.			
Working Practices			
Group structure			
Restrictions			
Emergency Procedure			
Safety Equipment			
Staff Member(s) Producing This Risk Assessment			
Date of This Review			