Pathways School

Educational Visit Policy

Policy Monitoring

Date policy last reviewed: April 2026

Signed by:

Neil Jones	Headteacher	Date:	April 2026
Saima Ali	Chair of governors	Date:	April 2026

Date of next review: April 2027

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

1. Introduction

Pupils can derive tremendous educational benefit from taking part in visits with the school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help develop a pupil's investigative skills and longer visits, in particular encourage greater independence.

This policy is designed to help ensure that the pupils and staff stay safe and healthy on school visits. It has been written in accordance with guidance Health and Safety on Educational Visits (DfE 2018)

https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

The Headteacher, Neil Jones is currently the Educational Visits Coordinator (EVC)

The policy pertains to:

- Off-site educational visit led by the school;
- Off-site educational visit where an external provider and facilities are used;
- Off-site educational residential visit.

2. Links to other school policies and practices.

- Risk Assessment Policy
- Health and Safety Policy
- Curriculum Policy
- First Aid Policy
- Supporting children with Medical Conditions Policy
- Personal and intimate care Policy

3. Planning and Preparation

This is crucial to safety and educational effectiveness.

It is essential that formal planning takes place before setting off on ANY visit. This involves considering the dangers and difficulties that may arise and making plans to reduce them.

Off-site educational visits led by Pathways School will require the approval of the Headteacher, Neil Jones or Chair of Governors, Saima Ali Majid.

Visit organisers must complete an Educational Visit pack (Appendix 1) four weeks before the intended trip.

The aims of all visits should be clearly established from the outset –

- Why are we doing this?
- What will it achieve?
- Who will benefit from it?
- Will it be worth doing – do the expected outcomes justify the means?

This will be discussed with the Headteacher.

4. Risk Assessment

The language of risk assessment requires an understanding and use of two essential definitions:

- **"Hazard"** means anything that can cause harm.
- **"Risk"** is the possibility that someone will be harmed by the hazard.
- **"Control"** is how to manage the risk and/or hazard.

Risk assessments are carried out by the group leader. Assessments should be completed well before the visit and should be approved by the EVC and then signed-off by the Headteacher.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils and staff must not be placed in situations which expose them to an unacceptable level of risk. **Safety must always be the prime consideration. NB. If the risks cannot be contained, then the visit must not take place.**

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

5. Exploratory Visit

An exploratory visit **must** be made by any teacher who is to lead a group on a visit, including a residential visit to the location even if the location is familiar to them but they have never led a visit there**.**

The teacher must:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit.
- Ascertain if it has the LOtC mark https://www.lotc.org.uk/lotc-accreditations/lotc-mark/ (Council for learning outside the classroom) or other quality marks which might suggest the venue is appropriate
- Obtain names and addresses of other schools that have used the venue in order to gain quality assurance.
- Obtain advice from the manager.
- Assess potential areas and levels of risk; it is not necessary for staff to undertake risk assessments although they should satisfy themselves that risk assessments have been undertaken by a competent person and have a copy if parents wish to scrutinise.
- Ensure that the venue can cater for the needs of the staff and pupils in the group and ensure they are fully aware of the levels of need of our pupils.
- Become familiar with the area before taking a group of pupils there.

6. First Aid

First Aid is part of the Pathways School risk assessment. Before undertaking any off-site activities, the Headteacher or the group leader will assess what level of first aid might be needed.

A qualified fully-trained First Aid member of staff will always attend educational visits. An adequate first aid box will be taken on the visit.

Other considerations when considering first aid should include:

- The number in the group and the nature of the activity.
- The likely injuries and how effective first aid would be.
- The distance of the nearest hospital.
- First aid should be available and accessible at all times.

The Health and Safety Executive recommends the following minimum contents for a travelling first aid box where no special risk has been identified:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated would dressing approximately 18x18cm
- Six individually wrapped sterile adhesive dressings.
- One large sterile un-medicated wound dressing approximately 18 cm x 18 cm.
- Two triangular bandages.
- Individually wrapped moist cleansing wipes.
- One pair of disposable gloves.
- A 'resusciaid' (for hygienic mouth to mouth resuscitation).

7. Ratios

It is important to have a high enough ratio of adults to pupils for any visit. The factors to take into consideration include:

- Sex, age and ability of the group.
- Pupils with medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of the journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of the students.
- First aid cover.

8. Residential Visits

Other issues for the group leader to consider include the following:

- The group should ideally have adjoining rooms with teachers' quarters next to the pupils' – the leader should obtain a floor plan of the rooms reserved for the group's use in advance.
- There must be separate male and female sleeping/bathroom facilities for pupils and adults.
- The immediate accommodation area should be exclusively for the group's use.
- Ensure there is appropriate and safe heating and ventilation.
- Ensure the whole group are aware of the lay-out of the accommodation, its fire precautions/exits, its regulations and routine, and that everyone can identify key personnel.

- Security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors.
- The manager of the accommodation should be asked for assurances that all staff, including temporary workers, have been checked as suitable for work with students.
- Locks on doors should work in the group's rooms but appropriate access should be available to teachers at all times.
- There should be drying facilities.
- There should be adequate space for storing clothes, luggage, equipment, etc., and for the safe keeping of valuables.
- Adequate lighting – it is advisable to bring a torch.
- There should be provision for students with special medical needs.
- Balconies should be stable, windows secure and electrical connections safe.
- Where possible, younger students should not be lodged in ground floor rooms.
- The fire alarm must be audible throughout the accommodation.
- There should be recreational accommodation/facilities for the group.
- The hotel/hostel should be able to meet any particular cultural or religious needs of the group.
- There should be an appropriate number of group supervisors on standby during the night.

After arrival at any accommodation, it is advisable to carry out a fire drill as soon as possible.

9. Scope of Educational Visits

Visits will be arranged that will support and enhance the planned curriculum. The visits may not only include the natural environment but also to all places of worship. These visits will both underpin the differing values and beliefs of other cultures and faiths and allow the pupils the opportunities to explore different cultures and beliefs.

Appendix 1

EDUCATIONAL VISIT PACK

(PLANNING AND APPROVAL FORMS)

This must be discussed with Headteacher and completed within the agreed timescales.

Failure to do so may result in the request being declined.

VISIT PLANNING CHECKLIST

This checklist is intended for use as an aide-memoir for the main elements of visit organisation as set out in the Educational Visits guidance. Schools/Visit leaders are encouraged to modify this list to suit their needs.

SECTION 1
Leaders should:
Beware of being diverted unintentionally from the planned programme;
• Not be led astray, by group enthusiasm or other influences, into in-appropriate situations;
• Not depart from the planned programme without first assessing the appropriateness of alternatives in terms of meeting the educational aims of the visit and competence of the staff and pupils to deal with the new activity. This can be difficult when in charge of the group on the day and it is therefore recommended that visit leaders consider alternatives and options during the planning stage.
Purpose of visit
What are the aims of the visit?
Where and when do you intend to go?
Are venue, activities and time of year appropriate to aims and age/ability of group?
Have you planned alternative activities (plan B) in case you need to abandon your planned programme for any reason?
If you are planning to use a specialist activity provider e.g. outdoor activities (residential or non-residential), farm visit or similar, have you obtained a completed independent providers' questionnaire from them before you book?
Have you carried out an exploratory visit?

SECTION 2
Programme
Does your programme include alternatives (plan B) in case the original programme needs to be abandoned for any reason?
Have you planned 'Down-time' arrangements?
Have you arranged adequate supervision at all times? Duty rota for staff?
Have you agreed standards of behaviour and conduct?

SECTION 3
Clothing and Equipment
Are clothing and equipment appropriate to the activities and location?
Has young peoples' essential clothing been checked?
Are pupils to wear school uniform?
Welfare facilities
Are there toilets available near the location?
Are there hand washing facilities? If not, how are you going to manage this?
Is there anywhere to eat food?

SECTION 4
Risk management
What are the main hazards (including for any plan B)?
Are the main hazards covered by the LA/school/centre risk assessment for this type of activity/visit?
If yes, have you discussed these with other leaders and young people?

If there are additional hazards and safety measures above and beyond the risk assessment, have you completed a specific risk assessment that details these additional risks and safety measures?
Have you shared this with other leaders and young people and filed a copy?

SECTION 5
Staffing
Are adequate staffing numbers available, taking into account any special needs? Have you checked the advice on typical young person: staff ratios in Annex 2?
Are staff competent for their roles on the visit?
Are Voluntary helpers being used? Are they appropriate? Are they insured, by being entered on the school/centre list of voluntary helpers? Are they aware of their responsibilities?
Is a police check necessary for your helpers under the Child Protection Act?
Does the visit involve young people working without the direct supervision of staff at any time?
Special Needs
Have you taken account of any special needs of young people/staff?
Have you made all staff (including independent providers) aware of relevant special needs?
Medical arrangements
Do you have a record of relevant medical information of all young people and staff?
Have you made appropriate medical arrangements, including first aid?
Are there any special potential health hazards associated with the site?

SECTION 6
Have you gained approval from your Manager/Supervisor prior to making any financial commitment?
Finance
Is a charge or voluntary contribution involved? If so, have you made sure that this conforms to the Education Reform Act charging regulations?
Are you using a commercial operator or company?
Parent/carer information and consent
Have you provided parents/carers with full information regarding the visit and all planned activities (including plan B activities)?
Have you met with parents/carers?
Have they given appropriate written consent?
Have you filed copies of the consent forms?
Are they aware of the consequences of any misbehaviour by their child?
Transport
Driver suitability?
LA minibus regulations?
Insurance?
Adequate stops, eating and care arrangements en route?

Emergency procedures, contacts and communication

Have you planned what to do in the event of an emergency during the visit?

Have you established appropriate emergency contacts (24 hrs) with your base establishment and parents/carers? County press/media officer?

Have you set up effective communication procedures with the group?

Are you aware of establishment/LA emergency procedures?

General

If crossing a road, are there safe crossing points?

Are all staff aware of the 'rolling system' to cross roads safely?

Have you agreed a mobile phone use policy with parents and pupils?

LEADER COMPETENCE AND TYPICAL STAFF: YOUNG PERSON RATIOS GENERAL OFF-SITE VISITS

Staff: young person ratio ranges given here are intended only as a starting point for visit leaders when planning their visit. They are not intended for professional outdoor activity providers. Actual ratios for any visit must be determined through a process of risk assessment by the visit leader or other competent staff. The Head/EVC should enquire if numbers fall significantly outside these ranges.

Competent leaders will recognise when the number of young people per leader should be reduced (e.g. if group members have particular behavioural or physical needs or if weather conditions are not favourable on the day) or, occasionally, when they can be safely increased. If the visit leader deems it safe to exceed the number of young people per leader given in the table below, this decision should be agreed with the Manager.

Where leaders operate alone, the group should be trained/ briefed in action to take in the event of leader incapacitation. An assistant leader, able to look after the group and raise the alarm, should be present if the group would be at significant risk were the leader incapacitated.

In normal circumstances at least 50% of the adult numbers should be employees of the school/centre (e.g. teachers, youth leaders or learning support assistants). The balance of adult numbers will normally be made up of volunteers (parents, governors) approved by the Manager/Supervisor. Visit leaders should be aware that small parties with minimum staffing are vulnerable if staff are ill or have an accident during the visit. This eventuality needs consideration at the early planning stage, especially for extended visits or visits which require LA notification or approval.

Visit leaders should bear in mind that the longer a visit lasts, the more important it is to consider the need for additional staffing. The constant duty of care can be very demanding and coupled with other functions such as minibus driving may reduce the necessary degree of concentration and alertness.

Under some circumstances remote supervision of young people may be appropriate

PLANNING AND APPROVAL FORM

SECTION 1	PROPOSED VISIT				
Visit Leader					
Purpose of visit and educational objectives					
Place(s) to be visited					
Have you visited the venue previously?	YES ☐ NO ☐				
If yes, when?					
If no, is an exploratory visit intended?					
Year Group					
Departure Date		Time		Drop off point	
Return Date		Time		Pick up point	
Transport arrangements: Bus ☐ Minibus ☐ Taxi ☐ Walking ☐ Other ☐					

SECTION 2	ITINERARY FOR VISIT		
Time leaving school		Estimated time of arrival at destination	
Please include planned activities, lunch break, welfare facilities, headcounts, etc.			
TIME	ACTIVITY		
The intended itinerary may have to change depending on local conditions. Any changes will be decided by the Group Leader. This itinerary will be shared with all adults on visit. Please attach map of location.			
Bus pick up time		Estimated time of arrival at school	
Visit leader			

SECTION 3	LOCATION / ACTIVITY				
Is the activity near to water?	YES	☐	NO	☐	
Does the activity involve animals?	YES	☐	NO	☐	
Is there a safe 'drop off' and 'pick up' location?	YES ☐	☐	NO	☐	NA
Are there safe points to cross the road?	YES ☐	☐	NO	☐	NA
Are welfare facilities available?	YES ☐	☐	NO	☐	NA
Are toilets available for staff/pupils to use?	YES ☐	☐	NO	☐	NA
Are there hand washing facilities available?	YES ☐	☐	NO	☐	NA
Are there suitable facilities /location to eat food?	YES ☐	☐	NO	☐	NA
Will pupils require additional clothing?	YES ☒	☐	NO	☐	NA

SECTION 4	RISK ASSESSMENT
Please indicate which risk assessments have been completed	
Visits / journeys / activities away from school premises	☐
Travel on buses for school trips	☐
Other	☐
Have adults signed/dated to show the risk assessments have been communicated? YES ☐ NO ☐	

SECTION 5	GROUP DETAILS Please edit with additional boxes if necessary		
Number of pupils			
Names of pupils with medical needs or requiring additional support			
Names of pupils and their 1:1 support staff			
Pupil name		Support staff	
Pupil name		Support staff	
Pupil name		Support staff	
Number of adults			
Visit leader		Tel No	
Assistant Leader		Tel No	
Group Leaders (if required)		Tel No	
First aider		Tel No	
Supervisory staff	Volunteers (no more than 50% in relation to staff)		

Any adults with medical needs/conditions?	YES ☐	NO ☐			
SECTION 6	**OFFICE USE**				
Independent provider(s) to be used	YES ☐	NO ☐			
Name of Company/Organisation			Tel No.		
Provider Statement been completed?	YES ☐	NO ☐			
Name of transport company			Tel No		
Arrangements confirmed by e-mail? YES ☐	NO ☐				
Cost per participant	Activity	£			
	Transport	£			
	Total	£			
Has letter been sent to parents?	YES ☐	NO ☐			
Is school uniform to be worn?	YES ☐	NO ☐			
Pupil information					
The following must be obtained prior to the visit, copies to be kept at school and taken on the visit by the visit leader					
Parent/carer consent for all young people taking part in the visit	YES ☐	NO ☐			
A list of all young people and adults taking part in the visit	YES ☐	NO ☐			
Do any of the pupils have any medical needs?	YES ☐	NO ☐			

Management approval (visits must not proceed until approval has been given)

I have studied this application and am satisfied with all aspects including the planning, organisation, staffing and emergency arrangements for this visit.

☐ Approval is given. Let me know if any changes are proposed to these arrangements prior to the visit. Please ensure that I have all relevant information including a final list of group members, copies of all parental consent forms and a detailed itinerary at least seven days before the party is due to leave.

☐ It is not possible to grant approval for this visit at this stage. I will contact you to discuss details.

Signed: _____ (Headteacher) **Date:** _____

Headteacher full name: _____

INCIDENT RECORD FORM

NB This form is to be used by an emergency contact during the period that they are handling and emergency call. The manager should ensure that incident reporting procedures are followed as soon as possible after the incident.

ABOUT THE INCIDENT

Name(s) of any individual(s) affected by the incident:

_____
_____
_____
___

Time and date of incident:

_____

Location of incident:

_____

Activity taking place (if applicable):

_____

Name(s) of staff leading the activity (if applicable):

_____

Contact number for visit leader:

_____

Name(s) of key witness(s):

_____

Description of incident and action taken (continue on separate sheets if necessary):

_____
_____
_____
_____

Form completed by: _____ Date: _____

ACTION TAKEN TO AVOID A REPEAT INCIDENT (to be completed by Manager/ Supervisor following a review of the incident – continue on separate sheets if necessary).

_____
_____

_____

Signed (Manager): _____ Date: _____

Risk Assessment Form

Activity to be Assessed	Assessment Number
Visits / journeys / activities away from school premises	

Persons undertaking or affected by the activity

☐ Employees ☐ Contractor ☐ Public ☐ Pupil ☐ Service User

☐ Other …….

	Identified Hazards and Associated Risks	Likelihood	Severity	Risk Level
1	Road Traffic Accidents			
2	Travelling in vehicles			
3	Unpredictable behaviour of children			
4	Familiarity with destination			
5	Slips, trips and falls			
6	Leader competence			
7	Accident and Emergencies			
8	Child protection issues			
9	Medical conditions known			
10	Proximity to water – drowning, water borne diseases, rise in water levels, hypothermia / hyperthermia			
11	Weather conditions – sunny, icy, cold, raining.			

	Existing Control Measures / Additional Control Measures Required
1	Group briefed on road dangers prior to journey and supervised to ensure safe practice. Staff to be aware of safe points to cross the road and will use pedestrian crossings where available. Staff to be familiar with the 'rolling system' when crossing the road with pupils.
2	If using a bus/minibus then please see and complete risk assessment 'use of buses for school trips' If using staff vehicles then ensure the driving at work documentation is up-to-date e.g. valid driving license, appropriate car insurance and valid MOT (where applicable). If using a taxi then please use one approved by LEA.
3	Young people's special medical or behavioural needs known to staff. 1:1 supervising adult/s:_____ Name of pupil/s:_____ Supervision levels to be appropriate to the needs of the group. No. of adults:_____ No. of pupils; _____ Procedures clearly stated prior to trip regarding unacceptable behaviour. Any disruptive pupils to be dealt with appropriately. Children, staff and volunteers to be briefed on procedures in the event of a child / children getting lost. Regular head-counts carried out and condition of individuals monitored. Staff positioned in group to ensure effective supervision (e.g. one at the back, one at the front and where levels permit, one in the middle) Pupils to wear school uniforms on all off –site visits. School to consider issuing hi-viz tabards/ waistcoats to pupils. School to consider purchasing wristbands for pupils. The wristbands can be printed with school name and telephone number.

4	The organiser(s) must be satisfied that the host organisation or centre has an up-to-date health & safety policy, risk assessments of proposed activities, safe systems of work for activities, maintenance of equipment schedules, procedures for reporting accidents etc. Duplicate information will need to be stored with a member of school staff appointed as a point of contact and communication.
5	Group briefed on specific hazards of activity / venue and supervised effectively at all times. Appropriate protective clothing and footwear to be worn. Care with high walls on castle and fortified town visits. Suitable levels of supervision to be in place.
6	Leader(s) competent to lead the visit / activity. Competent assistant present if leader incapacitated. The number of adults accompanying the visit will be dependent upon the activity and the environment, and the individual/special needs of the pupil's concerned. A minimum of two qualified adults will be required on any visit. Mixed parties will require at least one responsible adult of each sex.
7	Appropriate first aid cover (kit and first aider) provided for activity and venue. Method of summoning help available (e.g. mobile phone, whistle – but don't rely on these alone). 24 hour emergency contacts & emergency procedures agreed in case of incident / late return. Ensure appropriate first aid competence is available. Arrangements must be in place for care in cases of accidents, illness or inability to participate in the intended programme and when additional supervision might be required.
8	Staff to follow establishment / LEA child protection procedures.
9	Staff should check school procedure on these matters. Pre-existing medical conditions and medicines are known and circulated to all accompanying staff. Medications are taken with staff for pupils and a written record for the medicine handbook is recorded at the time of issue to pupils. Those with conditions such as epilepsy should buddy up or be accompanied by a member of staff or a volunteer. Ensure you have a list of any pupils with medical conditions.
10	Visit planned taking weather conditions into consideration. In the event of adverse weather conditions consideration should be given to cancelling the activity. Group briefed on hazards / safe practice. Adequate levels of supervision to be in place and careful choice of venue / activity should be considered to minimise risk of falling in. Extreme caution with river studies in anything other than ankle deep water. Great care to be taken with regards to steep river banks. Detailed weather forecast and tidal times for coastal locations must be considered. Localised information to be obtained. Appropriate protective clothing and footwear Appropriate first aid cover (kit and first aider) provided for activity and venue. Hands washed in clean water after activity and prior to eating e.g. good hygiene practice. Where possible use local hand washing facilities where these are not available carry liquid soap, water and paper towels. Do not leave litter in the area.
11	Individuals encouraged to apply sun protection as necessary. Visit leaders may issue sun cream unless parent / carer consent has identified an allergy to sun cream for that young person. Suitable personal protective equipment available to pupils and staff e.g. waterproof clothing, footwear and layer clothing. Weather conditions and group ability / experience taken into account during venue / activity choice.

	Mandatory Control Measures All staff to be aware of accident/incident reporting procedure. All staff to be aware of nearest First Aider. Appropriate footwear to be worn at all times. Appropriate PPE to be worn at all times. All staff to have regard for their and others health and safety at all times.

Reassessment of Activity Hazards		Likelihood	Severity	Risk Level
1	Road Traffic Accidents			
2	Travelling in vehicles			
3	Unpredictable behaviour of children			
4	Familiarity with destination			
5	Slips, trips and falls			
6	Leader competence			
7	Accident and Emergencies			
8	Child protection issues			
9	Medical conditions known			
10	Proximity to water – drowning, water borne diseases, rise in water levels, hypothermia / hyperthermia			
11	Weather conditions – sunny, icy, cold, raining.			

Name Position	Signed	Date

Reviews	Key	
Review Date :	Likelihood	Severity
Reviewed by:	1 very unlikely 2 unlikely 3 likely 4 very likely 5 certainty	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal
Review Date :		
Reviewed by:		
Review Date :		
Reviewed by:		
Review Date :		
Reviewed by:		

Likelihood of Injury						
	5	5Y	10R	15	20	25
	4	4	8	12	16	20
	3	3	6G	9	12	15
	2	2	4	6Y	8	10Y
	1	1	2	3	4	5G
	0	1	2	3	4	5
		Severity of Injury				

Low Risk | Medium Risk | High Risk

CF/04/02 (bw)

Risk Assessment Form

Activity to be Assessed	Assessment Number
Travel on buses for school trips	

Persons undertaking or affected by the activity

☐ Employees ☐ Contractor ☐ Public ☐ Pupil ☐ Service User

☐ Other …….

	Identified Hazards and Associated Risks	Likelihood	Severity	Risk Level
1	Missing/lost person.			
2	Embarkation/disembarkation			
3	Bus travel. - Injury due to road traffic accident.			
4	Bus break down.			
5	Illness during journey.(sickness)			
6	Injury from luggage - Impact and slips, trips and falls.			
7	Manual handling of luggage / equipment.			
8	Delayed journey.			
9	Medical conditions			
10	Pupil Behaviour			
11	Slips, trips and falls			

	Existing Control Measures / Additional Control Measures Required
1	Supervision levels appropriate for the ages of pupils Party leader must have full list of party members travelling and conduct a headcount or roll call at each and every point in the journey where it would be possible to leave a stop without the full party on board. Party leaders must consider a range of options including supervising a whole group together, division into smaller groups with individual leaders or indirect supervision with young persons remaining in small, time limited groups. Young people should not generally be left to move around alone in unfamiliar areas and situations.
2	Drop off and pick up points to be decided in advance of journey. Wherever possible passengers should be able to access the vehicle from a pavement. Party members to be supervised at all times by staff when embarking and disembarking from vehicle. No one to attempt to get on or off vehicle whilst it is in motion. Suitability of all points to be carefully considered with regard to overall risk from traffic hazards. (For example, large lay-by or unoccupied school playground easily accessible to coaches, well lit with safe parking nearby for the required number of parental cars.)
3	Coaches have seat belts which staff ensure are used – contract with pupils and parents Where no seatbelts fitted then increased discipline to remain in seats at all times to be enforced by staff, only one person per seat allowed. Staff supervising pupils at all times during journey. Journey times to be divided to provide at least minimum legal break times for driver and also for passenger comfort.
4	Suitable breakdown back up arrangements to be checked with transport company at time of booking. Decision whether to remain on or off vehicle to be made at time of breakdown taking circumstances/ environment into consideration.
5	First aid kit in place. Sufficient and appropriate PPE and receptacles to be carried to deal with sickness. Travel sickness remedies to be administered by parent/guardian prior to outward journey and further treatments to be clearly labelled and handed to party leader prior to departure.
6	All luggage and equipment to be stored in designated places. No heavy items on internal racks. No luggage allowed in corridor in centre of vehicle or on stairs.

7	Where ever possible use mechanical aids to move luggage – baggage trolleys and wheeled cases. Heavy Items should be moved using two or more people or not taken if unnecessarily heavy.
8	Group leader to inform School via the pre arranged contact method and route. Contact emergency planning team as appropriate. Arrangements for minor delays should be in place, usually a "telephone cascade" to contact parents/guardians directly.
9	All persons with medical conditions must have sufficient medication to deal with anticipated needs. Group leader must be aware of such medical conditions. First aider and other trained persons available to assist.
10	Supervising adults strategically placed throughout bus Clear boundaries of behaviour standards during activity
11	Wait for bus to come to a standstill before disembarking. Aisles to be kept clear of bags
	Mandatory Control Measures All staff to be aware of accident/incident reporting procedure. All staff to be aware of nearest First Aider. Appropriate footwear to be worn at all times. Appropriate PPE to be worn at all times. All staff to have regard for their and others health and safety at all times.

Reassessment of Activity Hazards		Likelihood	Severity	Risk Level
1	Missing/lost person.			
2	Embarkation/disembarkation			
3	Bus travel. - Injury due to road traffic accident.			
4	Bus break down.			
5	Illness during journey.(sickness)			
6	Injury from luggage. Impact and slips, trips and falls.			
7	Manual handling of luggage / equipment.			
8	Delayed journey.			
9	Medical conditions			
10	Pupil Behaviour			
11	Slips, trips and falls			

Name Position	Signed	Date

Reviews	Key	
Review Date :	Likelihood	Severity
Reviewed by:	1 very unlikely 2 unlikely 3 likely 4 very likely 5 certainty	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal
Review Date :		
Reviewed by:		
Review Date :		
Reviewed by:		
Review Date :		
Reviewed by:		

Likelihood of Injury						
	5	5Y	10R	15	20	25
	4	4	8	12	16	20
	3	3	6G	9	12	15
	2	2	4	6Y	8	10Y
	1	1	2	3	4	5G
	0	1	2	3	4	5
		Severity of Injury				

Low Risk | Medium Risk | High Risk

CF/04/02 (bw)

PROVIDER STATEMENT

This form is NOT required for providers that hold a valid Learning Outside the Classroom Quality Badge. Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk

Organisers requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

PART 1: To be completed by the Visit Organiser

Name & address of Establishment (school/service)	
Email (or fax)	
Type of Visit/Activity:	
Name of Visit Organiser	
Name of Provider	
Date(s) of visit	

PART 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you have been sent this form but hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need only complete Section A and the Confirmation.

SECTION A
to be completed for all types of visit

1.	**Learning Outside the Classroom Quality Badge**	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
1.2	If Yes, what is its expiry date?	
2.	**Insurance**	
2.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
2.2	If Yes, what is its indemnity limit?	£ M

SECTION B
to be completed for all types of visit

3.	**Health, Safety and Emergency Policies**	
3.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
3.2	Do you have accident & emergency procedures in place, with records available for inspection?	

4.	**Vehicles**	
4.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	
5.	**Staffing**	
5.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
5.2	Are there regular opportunities for liaison between your staff and establishment staff?	
5.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
6.	**Accommodation**	
6.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
6.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections are available?	
6.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
6.4	Are separate male and female sleeping accommodation and washing facilities provided?	
6.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
7.	**Sub-contracting**	
7.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
7.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C
to be completed if the visit includes activities or field studies

8.	**Adventure Activities Licensing Authority (AALA) Licence** to be completed if any activities are within the scope of the licensing regulations	
8.1	AALA Reference number Date of expiry.	
8.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
9.	**Activity Management** to be completed about all activities	
9.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
9.2	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	

9.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
9.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
9.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
9.6	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
9.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

SECTION D
to be completed by Tour Operators

10. **Tour Operators**		
10.1	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.	
Details of any bonding (ATOL, ABTA etc.)		

SECTION E – EXPEDITIONS
to be completed for overseas expeditions

11. **Expeditions**		
11.1	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?	

SECTION F – ACCREDITATION

12. **Details of any accreditations held by the Provider**

CONFIRMATION
I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed:_____

Date:_____

Name:_____

Position in organisation:_____

Name of Provider:_____

Address of Provider:_____

Tel:_____Fax:_____Email:_____

Website:_____

Thank you for completing this form.
Please return it to the Organiser at the establishment named above.