



# **Learning Outside the Classroom Policy And Off-Site Educational Visits**

To be reviewed three yearly  
Chair of Governors

Signed

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Teaching and Learning Policy, Physical Education Policy, Safeguarding Policy; Health and Safety Policy; Emergency Response Plan; First Aid Policy; Managing Medicines Policy; Behaviour Policy; Staff Handbook; CPD Policy, Risk Assessment Policy, Accessibility Policy, Charging and Remissions Policy.

***‘Outdoor learning isn’t a subject or a topic; it’s a way of teaching.’***

*Louise Edwards Chair of the Association of Heads of Outdoor Education Centres (AHOEC)*

Introduction

At East Preston Infant School we believe that taking the ‘classroom’ outside enhances learning and is key to developing the whole child. Through exploration of the environment and locality children are able to build self-esteem, create a desire to understand, respond to visual, auditory and touch stimuli and learn about and build respect for the natural world around them.

East Preston Infant School is a Rights Respecting School. All pupils, staff and visitors have the right to be healthy, safe, educated, listened to and treated fairly. These principles are at the heart of our school ethos, and our policies and practices support these rights. We are committed to equal rights, mutual respect and shared responsibility.

In this policy we specifically recognise the following articles from the UN convention on the Rights of the Child:

Article 27 – Every child has the right to a standard of living that is good enough to meet their physical, social and mental needs. Governments must help families who cannot afford to provide this.

Article 29 – Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

Article 31 – Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

What do we mean by Learning Outside the Classroom?

Learning outside the classroom is a broad term that includes; learning through play in the outdoors, using outdoor areas to learn and apply specific skills, Forest School within our school grounds, Beach School within our locality, school grounds projects, environmental education, visits to other locations to enhance real world understanding, widen cultural experiences, and develop personal and social education.

Learning outside the classroom is a natural and seamless partner to learning within the classroom. It enables concepts to be deepened and enables rich first-hand experiences to drive children’s natural curiosity. Active learning readily develops the learning skills of enquiry, experimentation, creativity, feedback, reflection, review, communication, problem solving, an enterprising attitude, cooperative learning and managing risks.

East Preston Infant School provides many opportunities for its children to learn and develop through Learning Outside the Classroom (LOtC) activities and visits and recognise the role they play in the development of an active curriculum. This encompasses both physical, cultural activities, community visits. Our aim is to ensure that every member of our school community accesses LOtC activities throughout their curriculum and that LOtC is considered as an educational entitlement.

The value of LOtC activities and visits are well recognised by the Governing Body and fully supported throughout the school by all staff. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. The safety culture is such that children and young people are encouraged and supported to recognise hazards and manage risk in a way that supports their learning and development. As a Rights Respecting School we develop children's understanding of how to assess and manage risks in order to keep safe which then develops a life long understanding of how to be a responsible citizen. All children are regularly reminded about the importance of keeping themselves and others safe, which directly links to our Rights Respecting School strand of 'The right to be safe'. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

This document outlines the specific policies and procedures for East Preston Infant School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom Activities and Visits.
- WSCC's Adventurous Activities Reference Document
- The Department for Education (DfE) published guidance Health and Safety on Educational Visits [www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits](http://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)
- OEAP National Guidance [www.oeapng.info](http://www.oeapng.info)
- DfE advice on health & safety: responsibilities and duties for schools <http://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. Available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

### Roles and Responsibilities

The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All off site experiences need to be approved by the Governing Body. No residential visits take place due to the young age of the children. Such approval must be recorded in the minutes of the Governing Body.

The Head Teacher is delegated by the Governing Body to approve all LOfC activities and off-site educational visits of a low risk, local, daily or regular nature. This is recorded through use of the Local Area Visit form on EVOLVE/an Internal Permission/ Checklist forms.

The Educational Visits Co-ordinator (EVC) ensures that all LOfC activities and visits follow the correct procedures. The person with these responsibilities will approve the Visit Leadership Team for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities.
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of incidents, accidents and 'near misses'.
- Review and regularly monitor policies and procedures.
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

The Visits Leader is responsible for identifying the purpose and outcomes for the visit. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available at <http://www.westsussexvisits.org>).

This will take account of:

- Generic hazards.
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport.
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management procedures.

All policies that exist within the school must be applied when working off-site, for example Teaching and Learning Policy, Physical Education Policy, Safeguarding Policy; Health and Safety Policy; Emergency Response Plan; First Aid Policy; Managing Medicines Policy; Behaviour Policy; Staff Handbook; CPD Policy, Risk Assessment Policy, Accessibility Policy, Charging and Remissions Policy.

Staff and children are encouraged to consider hazards that involved in LOfC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the

purpose and outcomes of the visit and understand expectations of behaviour. They will be able to evaluate the experience and the impact it has had on their learning.

### Guidance notes for LOtC Activities and Off-Site Educational Visits

To ensure good practice and compliance with necessary regulations it is expected that:

All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website ([www.westsussexvisits.org](http://www.westsussexvisits.org)).

Training for staff will be arranged by the school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Advisor.

In order to plan LOtC activities and visits the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. This can include digital copies and may utilise IT solutions including the EVOLVEgo App. (see appendix A)

The Local Area Visit Form available on EVOLVE is used to approve regular, low risk or routine visits such as sports fixtures.

An EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county and for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before the school becomes financially committed. Residential visits need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should avoid duplicate of cover being provided by a tour operator, or external provider.

The OE2 form provides information on what WSCC expects an external provider and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed to support any learning about a 'near miss' or where an

incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition, it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOLVE visit form.

Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see [www.hse.gov.uk/aala](http://www.hse.gov.uk/aala)). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

Providers that hold a Council for Learning Outside the Classroom Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

### Monitoring and Evaluation

Assessment of the children's learning will be valued equally indoors and outdoors and should be part of the same process. This policy should be considered alongside other relevant policies, particularly the Curriculum policy, the Early Years policy, the Offsite Activities policy and the PSHE policy. It will be reviewed by the Governing Body as part of its schedule of policy review.

### Managing the Learning Outside the Classroom

Through the monitoring of teaching and learning e.g. forward planning, meetings, observations, teacher's self-evaluation, summative assessments and other school procedures we closely monitor the use of all learning outside the classroom as a key element of the learning experience. We provide support and professional development to staff to feel confident developing the expertise or knowledge base to adapt their practice to include opportunities for learning beyond the classroom itself. We encourage children to be resilient about weather conditions.

### Wider Learning Experiences

We actively encourage staff to plan opportunities for children to engage in learning where experts visit the school or visits to centres are made. These real world experiences enable children to see more of the world around them and to have direct learning from experts, handle artefacts and be inspired to develop a passion for an aspect of learning e.g. ecology, astrology, history. Each year group has planned educational visits to enrich curriculum opportunities and extend learning. These can include shorter experiences, such as a local walk, as well as travelling by transport to locations further afield.

## Staff Training

Training is given to all staff in areas relevant to the activities that take place. This includes:

- Learning outside the classroom
- EVC training to relevant staff
- Paediatric, general first aid training and wilderness first aid training to relevant staff
- Forest School and Beach School training to relevant staff

## Disability, Discrimination, Equality and Fairness

The school has guidelines in line with the Disability Discrimination Act 2005. As part of our inclusive ethos we take measures to include the views of parents and children who have a disability. These are used to make any necessary changes to our school policies, promoting positive behaviour procedures and other aspects of life and work at our school. At East Preston Infant School we will work hard to:

- Eliminate unlawful discrimination
- Promote equal opportunities
- Eliminate disability related harassment
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled children and adults



Appendix B

Consent form for school trips and other off-site activities



**EAST PRESTON INFANT SCHOOL**

**PERMISSION FOR LOCAL VISITS**

CHILD'S NAME ..... CLASS .....

I give permission for my child to participate in walking outings in and around East Preston village eg, the library, the Church and the beach.

I understand that this permission slip will cover the duration of my child's time at the Infant School.

Signed (parent/guardian) .....

Name (parent/guardian) ..... (IN CAPITALS)

Date .....

The Local Area Visits form available via EVOLVE will be used for the following visits:

- Local sports fixtures
- Walking visits within miles of the school

These visits will be 'pre-approved' by the EVC/Head Teacher at the start of each term.

(see Local Area Visit page on EVOLVE)



# PROVIDER STANDARDS

## FORM OE2

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments.

**Name & address of provider / organisation: -**

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous education) must be completed if applicable.

### Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained, and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people.
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.

- 7. The provider has public liability insurance for at least £5 million, *(please attach a copy of your certificate of public liability insurance cover) (please note £10 million may be required for sub aqua and airborne activities).*
- 8. The provider will take all reasonable steps to allow inclusion and participate for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.
- 9. The provider encourages responsible attitudes to the environment as an integral part of the programme.
- 10. All vehicles are roadworthy and meet statutory requirements, Drivers are PCV qualified or operate with a small bus permit and local minibuss driving assessment.
- 11. A current fire certificate covers all accommodation – or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed.
- 12. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.
- 13. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.

**Section B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES**

- 14. The provider meets the requirements of the Adventure Activities Licensing Service (AALS)

**For AALS licensable activities the specification in this section may be checked as part of an AALS inspection. However, providers registered with the AALS are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.**

- 15. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this. The provider’s Code of Practice and are informed by a risk assessment.
- 16. The provider operates a policy for staff recruitment, induction and training which ensures that all staff, with responsibility for participants, are competent to undertake their duties.
- 17. The provider maintains a written code of conduct, for each activity, which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.
- 18. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser.

19. Please list the adventurous activities you will be providing along with the minimum qualification or training your instructor will have. Where appropriate please give details of the nature of the location to be used:

ACTIVITY	MINIMUM QUALIFICATION/TRAINING	LOCATION
<i>e.g. Canoeing</i>	<i>e.g. Paddlesport Instructor</i>	<i>e.g. Sheltered Lake</i>

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*(continue on a separate sheet if necessary)*

20. Visiting groups will have access to appropriate first aid. Provider staff are practised and competent (appropriately qualified where required) to respond to accidents and incidents.

21. There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants.

22. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice.

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If any of the above specification overleaf cannot be met, or are not applicable, please give details:

Details of any accreditation e.g. 'Learning Outside the Classroom' Quality Badge Award. AALA license number, National Governing Body, BAPA, Tourist Board etc:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item**. The organisation will observe the above conditions during any visit from a West Sussex establishment.*

Signed:

Date:

Name:

Learning Outside the Classroom Policy – July 2023

Outdoor Education  
The Grange, 2<sup>nd</sup> Floor,  
County Hall  
CHICHESTER  
West Sussex  
PO19 1RG  
e-mail:  
[outdoor.education@westsussex.gov.uk](mailto:outdoor.education@westsussex.gov.uk)

Position in Org:

Email (general):

Website:

***Thank you for completing this form.***

***Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:-***

## Appendix D

### Standard Operating Procedure for Coach Travel

The following process will be followed whenever a coach is used to transport children or young people.

- Coaches will only be booked from a licenced operator whose details have been checked at <https://www.gov.uk/find-vehicle-operators>
- Where reasonable coach operators with one of the following will be contracted:
  - Coach Marque <https://www.coachmarque.co.uk/operators/?q=>
  - BUSK Benchmark <https://www.busk-uk.co.uk>
  - Road Operators Safety Council Safe Driver Award <https://rosco-uk.org/safe-driver-awards/>
- On arrival a member of the visit leadership team will meet the coach and ensure the driver is fully briefed, to include destination, timings, numbers, specific requirements.
- The member of staff will visually inspect the coach to ensure it appears safe, key safety features are present for example fire extinguisher.
- The member of staff will raise any issues found with the driver.
- The member of staff will also satisfy themselves that the driver is fit to drive i.e. does not smell of alcohol, it not unduly tired.
- All participants will be briefed before leaving the school on how to board and disembark the coach, this should include:
  - Wearing of seatbelts at all times, if fitted
  - No standing whilst the coach is moving
  - What to do if they become ill
  - Information about eating and drinking on the journey
  - To remain seated on arrival until told to move by staff
- Staff will sit next to all emergency exits, if this is not possible as a minimum a member of staff will sit in the centre seat at the rear of the coach and either at the middle exit or the front seat of the coach.
- On arrival a member of staff will disembark first to ensure it is safe for the children and young people and identify a safe rendezvous point.
- If the journey requires rest stops children and young people should be instructed on what to do and timings before leaving the coach. On return a register must be taken, head counts are not recommended.
- On the return journey a full register must be taken before departure, head counts are not recommended. The briefing given on the outboard journey should be repeated.

#### Coach Breakdown

If a coach suffers a breakdown the Visit Leader will discuss the best course of action with the driver to safeguard the children and young people. On a motorway the likelihood is that all passengers will be instructed to leave the coach and gather beyond the crash barriers.

The Visit Leader must notify the Emergency Contact as soon as possible.

All staff will monitor the use of mobile devices by the children and young people.

**Coach Accident**

The Visit Leadership must check everyone for any injuries and treat as necessary.

The Visit Leader must notify the Emergency Contact as soon as possible.

Advice given by the emergency services must be listened to and acted upon.

## **Appendix F**

### **Lost Child, Young Person or Staff Member**

To minimise the risk of a child, young person or adult being lost registers will be taken by the Visit Leader or Group Leader at key points, these include before departure, on arrival, when working in smaller groups, on return from activity, at break times and before departure. Head counts should be avoided especially when volunteers are being used who do not know the children or young people.

Staff, children and young people may be issued with emergency contact details, this can be recorded on a card, lost child wrist band, labels or similar.

The following suggested actions are dependent on the age of the person missing, time of day, location, ability, known risks and should not be read as a definitive list of actions.

#### **On discovering a member of the party is missing**

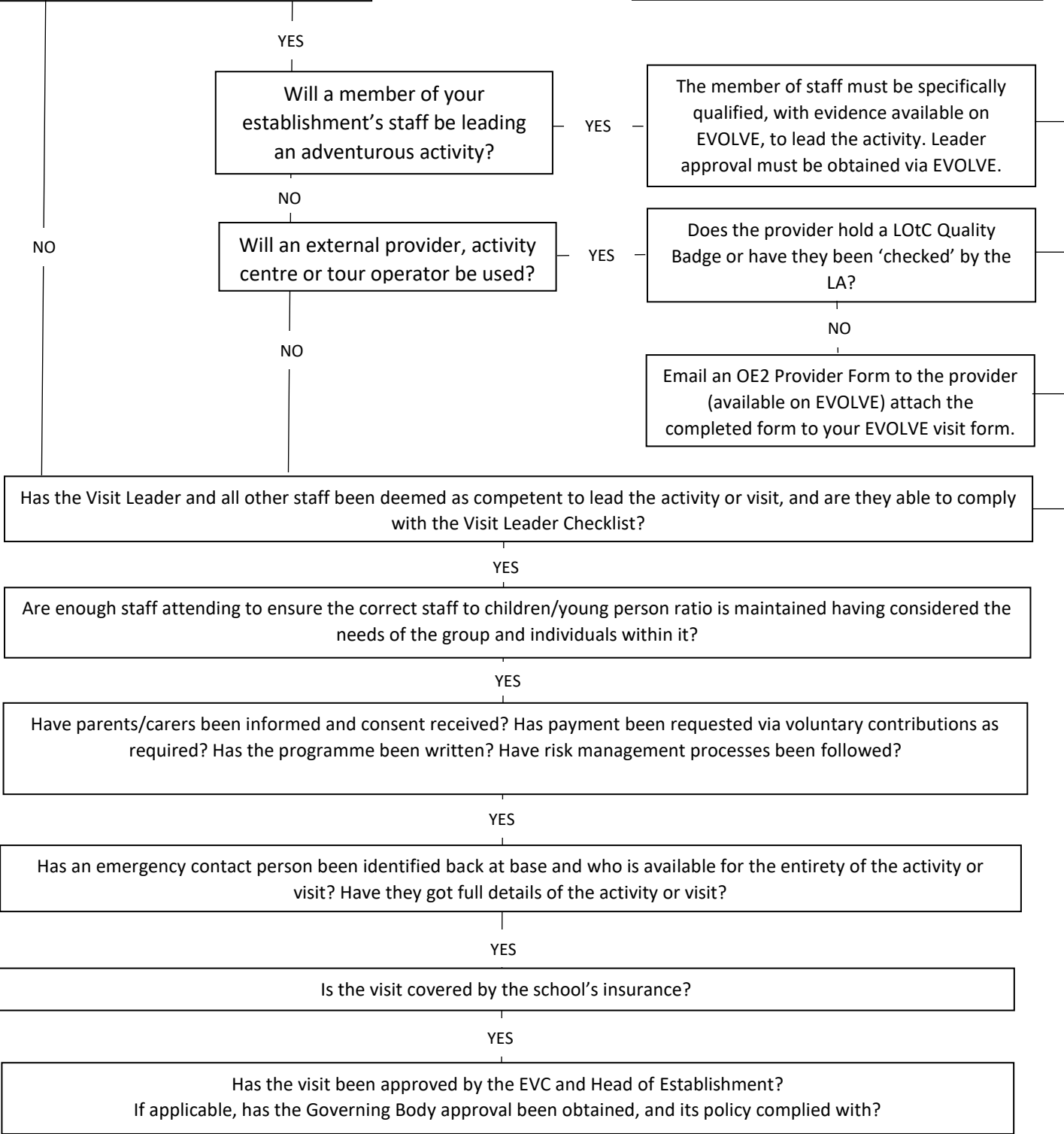
- Gather everyone together, ensure their safety and keep them together,
- Send a member of staff to check the last place the missing person is known to have been,
- Send a member of staff to any key points where the missing person may have returned,
- Try to contact the missing person via phone or message service,
- Contact the Emergency Contact,
- Notify local police, tour operator if applicable,
- Discuss with emergency contact/member of school leadership team whether the group should continue with the visit as planned or be moved to another appropriate location,
- Group moves on to next destination leaving a member of staff and tour company representative or other local expert to continue the search (under direction of leadership team member and local authority),
- Keep in regular contact with the member of staff left behind and with school's emergency contact,
- Warn students and parents in advance of the use of social media, mobile phone or texts home until you have given them clear information and permission. This will after you have discussed with the Emergency Contact.



**START**  
Is the LOtC Activity or Visit overseas, residential or adventurous or out of county?

Appendix I

**Visit Flowchart**  
Note: This process is automatically followed when using EVOLVE



## Appendix J

### Planning Checklist for Learning Outside the Classroom (LOtC)

This checklist has been designed to support Head Teachers, Education Visits Coordinators (EVCs) and Visit Leaders to ensure:

- The maximum educational benefit to children and young people;
- The safety of all those involved in LOtC;
- Effective organisation and administration of LOtC.

It may be used both to aid planning and approval by the Head Teacher or EVC. It is recommended that visits are recorded on EVOLVE wherever possible.

#### Visit Leader

The Visit Leader must be an employee of the establishment. (e.g. the establishment has all the personal details, references, qualifications, DBS checks etc. that would be expected of an employee). The Visit Leader may be providing this service as a volunteer.

#### Visit Type

Is the visit residential, overseas or does it include adventurous activities? If yes then the Local Authority approval is required and the visit must be submitted via EVOLVE.

If no local policies may be followed although the use of EVOLVE is strongly encouraged.

#### Purpose and Intended Outcomes

Are there clear educational outcomes, curricula or extra curricula, and have clear learning outcomes been identified and intent defined?

Have these purposes and outcomes been clearly communicated with all staff and if applicable the external provider to support implementation?

Are they appropriate to the age of the group?

#### Visit Date and Times

Is there adequate time and opportunity to plan and prepare for the visit? At least 4 weeks' notice required for LA approval.

#### Venue – the location only and is not providing any activity e.g. a local park

Is the venue appropriate to the visit, purpose and intended outcomes?

Has there been a pre-visit to the venue? Consideration given to travel, access, equipment, emergency procedures, shelter etc

#### External Provider – the location's staff are providing some activity

If you are using an external provider have, they been checked by the Local Authority or do they hold a Learning Outside the Classroom quality badge?

If no, they need to complete an OE2 in advance of the visit.

**Adventurous Activities**

Does the programme include Adventurous Activities?

If yes, are the staff leading them appropriately qualified?

Has the Visit Leader consulted the WSCC Adventurous Activities Guidance?

The visit must be submitted for LA approval via EVOLVE.

**Travel Arrangements**

Has the appropriate transport been booked?

If using school minibuses are drivers appropriately trained and checked?

If using staff cars have vehicles and drivers been appropriately checked?

If using parental transport organised by the school, have licences, insurances, MOT's etc. been checked, and copies taken?

**Staffing**

Have enough staff been allocated to the visit to meet minimum ratio requirements?

Are staff members and other adults suitably experienced and competent?

Have all staff members and other adults been vetted?

Have individual needs of group members been considered in the staffing plan?

Is the staff team mixed gender?

Does the staff team include enough suitable first aiders?

Have staff been briefed on all aspects of the visit:

- Roles and responsibilities;
- Learning outcomes;
- Group and individual needs including staff;
- Supervision plans;
- Communication arrangements;
- Programme;
- Standards of behaviour;
- Tasks;
- Use of social media and photographs;
- Emergency plans.

**Attendees**

Are all the attendee's pupils at the school?

Have medical and other individual needs been considered?

Has the ability of the group been taken into account?

Have the attendees been briefed on:

- Clothing and equipment;
- What to do if they get lost or separated;
- Significant hazards;
- Group members and leader;
- Behavioural expectations;
- Outcomes;
- Social media and mobile use;
- Emergency plans.

### **Emergency Contact**

Has a named emergency contact been identified?

Are they available for the duration of the visit?

Does the emergency contact have the following?

- Group details, including staff;
- Contact numbers;
- Programme;
- Access to the emergency response plan.

### **Insurance**

Is the visit covered by an existing insurance policy?

Has the provider's insurance been checked?

Is any additional cover required?

Does the visit leader have original signed parental/carer consent forms and medical forms for residential and overseas visits?

### **Risk Assessments**

Have the significant hazards involved been fully considered?

Have suitable and sufficient risk assessments been prepared and recorded?

Have participants with specific requirements been fully considered?

Are event specific assessments required?

### **Parental/Carer Letters**

Have parents and carers been provided with enough information to allow them to give informed consent?

Have any financial contribution requests been clearly itemised as those which are voluntary and those which are chargeable?

Has a parents/carer information event been organised?

**Programme**

Has the programme been designed to meet the learning outcomes and objectives?

Is the programme suitable for the group?

Are all staff aware of the programme?

Are all participants aware of the programme?

Are all parents/carers aware of the programme?

Has a 'plan b' been made to cover foreseeable hazards such as bad weather, transport disruption or other delays?

**Other relevant documents**

Staff cover requirements.

Accounts?

Code of conduct?

**Approval**

Is the visit approved locally?

Does the visit require LA approval via EVOLVE?

**Evaluation and Review**

Were the intended outcomes and learning objectives achieved?

Was the venue/provider suitable?

Did the staff perform as required?

Were the risk assessments suitable?

Have all incidents been recorded and reported locally?

This policy should also be read in conjunction with the following school policies:

- Teaching and Learning Policy;
- Physical Education Policy;
- Safeguarding Policy;
- Health and Safety Policy;
- Emergency Response Plan;
- First Aid Policy;
- Managing Medicines Policy;
- Behaviour Policy;
- Staff Handbook;
- CPD Policy;
- Risk Assessment Policy;
- Accessibility Policy;
- Charging and Remissions Policy.