



SIR ROBERT PATTINSON ACADEMY

EDUCATIONAL VISITS POLICY

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1. Aims and scope

The Sir Robert Pattinson Academy's Curriculum Policy commits us to providing effective curriculum delivery so that all children reach their full potential with a relevant and engaging curriculum. This is important for all groups of learners. We believe that learning is an enjoyable, lifelong process through which everyone can achieve their potential and exceed their expectations. We challenge and support our students to do their very best by providing an extensive range of learning experiences beyond the statutory requirement.

An essential element of this commitment is to provide a wide range of educational visits to enhance all aspects of our curriculum. Sir Robert Pattinson Academy is committed to inclusion and will include all students in our offsite activities wherever this is reasonably practicable.

It is the duty of the Head Teacher and the Educational Visits Coordinator, to ensure that visits contribute to the overall education of the students.

This policy applies to all staff and volunteers involved in organising, running and assisting with offsite / educational visits from Sir Robert Pattinson Academy.

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

Sir Robert Pattinson Academy believes that Academy visits are an important part of the educational, social, physical and personal development of the students. Any educational visit during Academy time:

- Must be of educational value and be part of a carefully planned curriculum; and,
- Will be suitable for all the students participating.

and form an integral part of our approach to furthering our pupils' education and personal growth.

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

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

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

This policy does not apply to work experience placements, or other alternative curriculum provision for which separate arrangements are in place (except in cases where this provision includes educational visits).

2. Legislation and guidance

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

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2025](#)

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

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the board of trustees to approve residential trips of more than 24 hours

3.2 The educational visits co-ordinator (EVC)

The appointed EVC at our school is responsible for:

- Oversee and guide other staff to arrange and organise educational visits through the educational visits portal
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers

- Advise the headteacher and the board of trustees when they are approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip lead

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

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

3.4 Staff

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

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

3.5 Parents and carers

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

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

3.6 Volunteers

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

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils

- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Pupils

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

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

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

Behaviour Policy: <T:\School Documents\Policies and Protocols\Policies>

4. Planning and preparation

The decision on whether or not a visit will take place in principle will be made by the Headteacher and based on factors including:

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

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

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

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

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

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

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

4.1. Inclusion

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

SEND

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

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

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

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis. However, the final decision rests with the Academy.

5. Risk assessment

We will carry out a full risk assessment in advance of all trips.

This will be completed using the Academy's risk assessment template (found on the educational visits portal) and in **appendix 2** and approved by the headteacher/EVC. Risk assessments provided by the destination itself might also be used to support this process.

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

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

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

Every risk assessment will be approved by the headteacher/EVC, and a copy taken on the visit.

5.1 Staff ratios and first aid

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

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

5.2 Transport

Transportation for trips will be organised by the Academy, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

[T:\School Documents\Policies and Protocols\Policies](#)

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

5.3 Use of external organisations

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

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

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

6. Volunteers

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

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

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

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

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

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

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit as far in advance of the proposed date of the trip as possible. Communication will be via letter (electronic, hard copy or both) and information provided will include the date, travel times, destination, purpose of the visit and the size of the group attending.

We will also communicate:

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

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

Most visits during the Academy day will be part of the curriculum, therefore we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits and give an opportunity for them to withdraw their child with consent options on ParentPay.

Parents/carers are asked to keep the Academy up to date with current medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card (EHIC) or UK Global Health Insurance Card (GHIC) information, if available. Existing UK European Health Insurance Card (EHIC) remains valid for travel in the EU until its expiry date. While the new UK Global Health Insurance Card (GHIC) has replaced the EHIC, you do not need to replace it until it expires.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing

- A serious breach of safeguarding expectations

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

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

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

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

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

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

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

9. Charging and insurance

We will follow our Academy's charging and remissions and refunds and returns policy at all times.

Charging and Remissions: <T:\School Documents\Policies and Protocols\Policies>

Returns and Refunds Policy: <T:\School Documents\Policies and Protocols\Policies>

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits and visits abroad) and will not affect pupils' ability to take part fully in the trip. However, please note that trips may be cancelled if we do not receive enough contributions to cover the cost.

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

10. Residential visits

The headteacher, together with the board of trustees, will approve all residential trips longer than 24 hours.

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

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

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

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

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

11. Review

This policy will be reviewed every 2 years by the Headteacher/EVC. At every review, the policy will be shared with the full board of trustees.

12. Links with other policies/procedures

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Returns and refunds procedure
- Behaviour policy
- Child Protection and Safeguarding policy
- First aid policy
- Supporting pupils with medical conditions policy
- SEND Inclusion policy
- Equality information and objectives
- Accessibility plan
- Equality and Diversity policy

Appendix 1: risk assessment templates

Generic Risk Assessment: All Off-Site Visits

School Name		Decide who may be harmed (insert ✓):				
		Student		Staff		Volunteers
Off Site Location & Activity		Vulnerable People		Other People (Specify)		
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
Accidents/injury (due to lack of planning)	H	All visit leaders have read the school policy and guidance on offsite activities.				
		Staff undertaking off site activities are competent and appropriately trained to do so.				
		Visit leader will submit and have approved by school EVC all risk assessments and other documents FOUR weeks before the trip.				
		Visit leader will brief other staff/volunteers involved on their roles/responsibilities and any potential risks involved prior to departure.				
		Visit leader will brief students on itinerary, potential risks, emergency arrangements and expected behaviour before departure.				
		Parents will provide informed written consent for any off site activity that takes place (see school guidance on 'informed consent requirements).				
Exposure to adverse weather	H	All possible weather conditions are taken in to account as part of planning and appropriate contingency arrangements are in place.				
		Appropriate clothing, footwear, and equipment is expected and or provided.				

(Wind/Rain/Snow/Sun)		Daily weather forecasts are obtained and reviewed before and on the day of the trip.			
Student lost/separated from Group	H	All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section).		Own child is never in the group with a supervising parent	
		Students are fully aware of itinerary, emergency arrangements/meeting points.			
		Trip leader/other nominated staff member undertakes regular head counts.		Specify frequency here _____	
Horseplay	H	Consideration is given to behavioural issues of any individual or group of students before allowing a student to undertake off site activities.		Behavioural/care plans reviewed (speak to SENCO if applicable)	
Remote supervision	TBA	A separate risk assessment is undertaken where remote supervision is permitted.			
Medical issues/allergies	TBA	Staff fully briefed regarding any students or adults with medical or allergy issues.		Care plans will be reviewed/ separate risk assessments will be undertaken if necessary	
		The first aider will be responsible for any medications and or undertaking any treatment required as a result of a medical incident or accidental injury.			
Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.					
Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that are associated with the off-site activities being carried out to be listed here.	<p><i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i></p> <p>*For High Risk Activities (See School Off-Site Visits Guidance) All Documentation Must also be Referred to 2nd Tier Approver*</p>				
Ratio Pupil: Adults	Pupils:		Include details below of any special health needs, details of numbers of first aiders etc.:		
	Teachers:				

Likelihood of Occurrence	Potential Severity of Impact		
	Negligible	Significant	Major
Certain	Medium	High	High
Likely	Low	Medium	High
Unlikely	Low	Low	Medium

	Other(s) e.g. Volunteers:			
Date of Assessment:		Carried Out By: (Visit Leader)		Signature: (Visit Leader)
*EVC Date of Approval:		Carried Out By: (EVC Signature)		Date of Next Review:
Also refer to these other relevant documents and or risk assessments relevant to this off-site activity:	<ul style="list-style-type: none"> • Off Site Activities Guidance & Policy Document • Other Relevant Risk Assessments 			

RISK CALCULATOR: Use the matrix below to assist in assessing the residual risk rating once you have implemented the appropriate controls -

Note: Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.

Appendix 2: risk assessment templates

Generic Risk Assessment: All Travel (Off Site)

School Name		Decide who may be harmed (insert ✓):				
		Student		Staff		Volunteers
Off Site Location & Activity		Vulnerable People		Other People (Specify)		
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
Accidents/injury (due to lack of planning)	H	All visit leaders have read the school policy and guidance on travelling on public transport and or using coach operators.				
		At least one member of staff has access to a mobile phone and emergency contact information whilst off site.				
		A nominated first aider forms part of the group and a first aid kit/bag is taken on all offsite activities.				
		Transportation of students in staff cars is not permitted.				
		If the school minibus is used drivers are MIDAS qualified and are fully aware of/follow the driving at work handbook/policy/procedures/risk assessment.		<i>Refer to school handbook as appropriate</i>		
		Parental written consent will include the method of travel to be used.				
		Documented procedures are in place in the event of a breakdown of the method of transport used.		<i>Refer to procedures for relevant mode of transport to be used</i>		
Defective/unsafe vehicle	H	Where school minibus is used this is subject to regular routine checks and inspections.				

		Only approved third party transport providers are used.			
Inappropriate Behaviour	H	All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section)		Own child is never in the group with a supervising parent	
		Staff will be split amongst students to ensure behaviour is controlled		Refer to RAN17 Travel on Public Transport if applicable	
		Students fully understand the consequences of inappropriate behaviour.			
		Advice is sought from SENCO if applicable and increased staff to pupil ratio applied where appropriate.		Behavioural/care plans reviewed (speak to SENCO if applicable)	
Injury during access/egress to vehicle	H	Safe locations are chosen for pick up/drop off. Students are closely supervised by staff, always with one member at kerb side and one on vehicle.			
		Students are instructed to enter/leave vehicle in an orderly manner.			
Separation from group during rest stops	H	Close supervision/regular head counts are taken during rest stops/ breaks.			
		Remote supervision is not permitted during rest stops/breaks.			
Walking injuries	H	Walking routes are planned and appropriate risk assessments undertaken.			
Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.					
Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that are associated with the off-site activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i> <ul style="list-style-type: none"> An additional risk assessment will be required for travel by air or sea 				
Ratio Pupil: Adults	Pupils:		Include details below of any special health needs, details of numbers of first aiders etc.:		
	Teachers:				

****For High Risk Activities (See School Off-Site Visits Guidance)***
All Documentation Must also be Referred to Higher Level Approver

	Other(s) e.g. Volunteers:				
Date of Assessment:		Carried Out By: (Visit Leader)		Signature: (Visit Leader)	
*EVC Date of Approval:		Carried Out By: (EVC Signature)		Date of Next Review:	
Also refer to these other relevant documents and or risk assessments relevant to this off-site activity:	<ul style="list-style-type: none"> • Off Site Activities Guidance & Policy Document • Other Relevant Risk Assessments 				

Note: Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.

Appendix 2: risk assessment templates

Generic Risk Assessment: All Off-Site Visits Abroad

School Name		Decide who may be harmed (insert ✓):					
		Student		Staff		Volunteers	
Off Site Location & Activity		Vulnerable People		Other People (Specify)			
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)			✓	Actions / Comments	Residual Risk Rating H/M/L
Accidents/injury (due to lack of planning)	H	All visit leaders have read the school policy and guidance on offsite activities overseas.				Pupil: Adult ratio reflects increased risks involved in travel abroad	
		Staff undertaking off site activities are competent/experienced and appropriately trained in organising visits to the country in question.					
		A minimum of one member of staff on the visit speaks the native language.					
		A pre visit has been undertaken to assess potential hazards.				*High Risk Trips (e.g. abroad) must also be approved by 2nd tier approver as well as EVC	
		Safety advice is obtained from Foreign & Commonwealth Office before trip.					
		Visit leader will submit and have approved by school EVC all final risk assessments and other documents SIX weeks before date of the visit.					
		Visit leader will brief other staff/volunteers involved on their roles/ responsibilities and any potential risks involved prior to departure.				Briefings will include any laws/ customs etc. to be aware of	
		Visit leader will brief students on itinerary, potential risks, emergency arrangements and expected behaviour before departure.					
		Visit leader will meet with parents before allocating places to discuss the trip.					

		Parents will provide informed written consent for all activities taking place on the trip (see school guidance on 'informed consent requirements').		
		Off site activity insurance is in place and all bookings are via ABTA bonded agents/approved tour/coach operators.		
Illness due to water or food contamination	H	Only bottled water will be consumed, tap water only used for washing.		
		Swimming is not permitted in lakes/ponds or streams. Swimming activities in swimming pools or the sea are supervised and appropriately risk assessed.		Any activity near water must have a separate risk assessment
		Anti-bacterial hand wash/wipes are provided and routinely used.		
		Only properly prepared food from reputable sources will be consumed.		Diarrhoea/dehydration medication to be made available
Student lost/separated/abducted from Group	H	All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section).		Own child is never in the group with a supervising parent
		Students are fully aware/briefed on itinerary, emergency arrangements/meeting points and not to wander off alone (Buddy System in place).		
		Trip leader/other nominated staff member undertake regular head counts.		Specify frequency here_____
Remote supervision	TBA	A separate risk assessment is undertaken if remote supervision is permitted.		
Bites/stings/infections	H	Appropriate inoculations/vaccinations are obtained well in advance of trip.		Refer to F&CO Guidance
		Group leaders/supervisors fully aware of potential animal/insect/plant risks and precautions to be taken.		
Medical issues/allergies	TBA	Staff fully briefed regarding students or adults with medical or allergy issues.		The designated first aider will accompany any student who has to attend hospital during visit
		The first aider will be responsible for any medications and or undertaking any treatment required as a result of a medical incident or accidental injury.		
Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed – Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.				

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that is associated with the off-site activities being carried out to be listed here.	<p>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</p> <ul style="list-style-type: none"> • All persons travelling in Europe will hold a valid European Health Insurance Card (Staff & Students) • 				
Ratio Pupil: Adults	Pupils:		Include details below of any special health needs, details of numbers of first aiders etc.:		
	Teachers:				
	Other(s) e.g. Volunteers:				
Date of Assessment:		Carried Out By: (Visit Leader)		Signature: (Visit Leader)	
*EVC Date of Approval:		Carried Out By: (EVC Signature)		2nd Tier Approvers Signature:	
Also refer to these other relevant documents and or risk assessments relevant to this off-site activity:	<ul style="list-style-type: none"> • Off Site Activities Guidance & Policy Document • Critical Incident Plan & Emergency Procedures Documentation • Individual Risk Assessments for Activities 				

Note: Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.