

EDUCATIONAL VISITS POLICY

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Introduction

At Guildhouse School, educational visits are a key part of how we help students Aim High, Work Hard, and Be Kind. These experiences enrich classroom learning, promote personal growth, and foster independence, teamwork, and cultural understanding. We are committed to ensuring all visits are purposeful, inclusive, and safe, supporting our students' development as confident, responsible global citizens.

This policy aims to:

- Provide a broad programme of trips and visits, accessible to all students, that promotes a sense of community, social responsibility, initiative, resourcefulness and self-reliance.
- Ensure access for all students making reasonable adjustments where necessary.
- Enable students to learn a sense of community, social responsibility, initiative, resourcefulness and self-reliance.
- Set out the approach to planning and operating educational visits.
- Ensure the health and safety of students and staff.
- Detail the roles and responsibilities of staff and students when it comes to visits.

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

Legislation and guidance

This policy is based on the Department of Education's guidance on health and safety on educational visits

Roles and responsibilities

Headteacher:

The headteacher is responsible for:

- Giving final approval for any educational visits
- Making sure staff, including the educational visits coordinator have received any necessary training
- Working with the Outdoor Education Adviser Long *Town Outdoor Learning* to approve and ensure Category 3 trips are compliant
- Ultimate responsibility for the safety of students and staff on a school trip or visit resides with the Headteacher

Person acting as Educational Visits Coordinator (EVC)

Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and review trip proposals and assist with necessary planning
- Compile the relevant Risk Assessment and any other necessary Health and Safety information, including liaising with the School Nurse regarding any student medical issues staff need to be aware of and communicating this to staff/Visit Leader(s)
- Assess First aid provision and necessary safety measures that need to be put in place to reduce any risks
- Assess outside activity providers
- Seek and obtain approval for all educational visits from the headteacher and where applicable the Outdoor Education Adviser.
- Advise the headteacher when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Visit Leader(s)

Every educational visit will have at least 1 member of staff designated as the Visit Leader. The Visit Leader will:

- Plan the proposed visit, with the assistance of the EVC where necessary, considering the health and safety risks to students and staff.
- Assign staff roles, as needed.

- Make sure the EVC/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 coordinating any additional support needed.
- Make sure parents/guardians are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, students, and parents/guardians, including roles and responsibilities and expected behaviour.
- Make sure staff are capable and able to always fulfil their roles while responsible for students and others.
- Accepts the full duty of care for students including following staff: student ratios, gender balance and specific requirements.
- Complete a Trip evaluation once the visit is complete so that this can be used to improve future arrangements.

Staff

Staff have a responsibility to make sure all students 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:

- Ready and carry out any required risk assessments and work with the trip lead.
- Look out for the health and safety of themselves and those around them.
- Help manage student behaviour and discipline as required while on the visit.
- Share any concerns or worries with the trip lead and others, as appropriate.

Students

Our school behaviour policy also applies to all educational visits. This includes the expectation that students 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 lead.

Students will always be reminded of school behaviour expectations before going off-site for a visit and will be expected to always uphold the school's behaviour policy.

Educational Visits

Routine visits – Category 1

DfE Guidance [Health and safety on educational visits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-on-educational-visits) describes these visits as involving no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. It is likely

that template procedures and standard risk assessments covering travel and transport to these "different classrooms" will mean there is no requirement for additional risk assessment.

Trips that need a risk assessment and extra planning – Category 2

DfE Guidance describes these as trips not covered by current policies. This could be due to matters such as the distance from school, the type of activity, the location or needing staff with specialist skills. Sometimes it will be sufficient to review current plans or arrangements that were successful on previous trips. Some trips will need risk assessments, detailed planning, and informed approval by the EVC and Headteacher. The EVC (Educational Visits Coordinator) should have the skills, status and competence needed for the job, understand the risks involved and be familiar with the activity.

DfE Guidance emphasises that plans should be proportionate and sensible, focusing on how to manage genuine risks.

Higher risk activities – Category 3

CGS identify adventure activities, overnight visits, and overseas visits as higher risk activities. DfE guidance [Health and safety on educational visits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-on-educational-visits) has specific advice about these activities (see later in this document). Activities that incur significant cost are also in category 3. These visits require specific approval at both school level and the approval of the Outdoor Education Adviser *Long Town Outdoor Learning*. These must be entered into the E-visit system and submitted at least 4 weeks before the departure date. Advice on these visits can also be provided by the Outdoor Education Adviser *Long Town Outdoor Learning*.

Planning and Preparation

The organiser/visit leader must be clearly identified from the outset and must complete a proposal form for initial review by the EVC who will then arrange subsequent meetings to discuss the requirements and next steps.

The decision on whether a visit will take place will be made by the Headteacher or Assistant Headteacher Pastoral and based on factors including:

- Cost
- 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-student 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 and submitted via a form for review by the EVC, including:

- Confirmation of approval from respective line manager

- Dates and duration of trip
- Purpose of visit/educational benefits
- Number and age of students/Programme of Study
- Location and travel distance
- Travel plans or options.
- Full cost breakdown, including multiple options where available (if known)
- Resources, including staffing, volunteers, and physical supplies.
- Accommodation options, where needed.
- Insurance detailed, where needed.

See **Appendix 1** for the Proposed Educational Visit-Trip Planning Form trip information form and Overnight/International Trip Approval form (both completed via MS Forms)

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

If a visit is classed as compulsory, the school will usually bear the cost and the EVC must gain prior permission from the budget holder before making a booking. Most visits, however, will be classed as voluntary and are expected to be funded wholly by parents.

Only reputable companies should be used. Care is needed to check this for overseas and residential trips. External activity providers and organisers are to be checked to have appropriate safety standards and liability insurance. If there are plans to organise an activity involving caving, climbing, trekking, skiing or water sports, there must be checks made to ensure the provider holds a

licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

For Category 3 trips, once a proposed visit has been approved in principle by the EVC, Visit Leaders must seek parental consent for students to participate in visits. Category 3 CGS trips are reviewed by Long Town Outdoor Learning. Visits should not take place until the EVC has been notified that the visit has been approved.

When planning a trip or visit the Visit Leader is responsible for ensuring that they are in possession and aware of all the relevant information about the students joining the trip or visit, this should include:

Number, age, gender

Relevant medical conditions

Physical disabilities

Specific learning difficulties and/or special educational needs

Visit Leaders and the EVC are reminded to order packed lunches from Catering in advance. At least 5 working days' notice is required to ensure supplies are in stock

Ultimate responsibility for the safety of students and staff on a school trip or visit resides with the Headteacher.

Time scales

The Visit Leader must allow sufficient time when planning visits to allow the EVC time to undertake any checks that may be required. The relevant timescales are:

- Category 1 visits: 10 working days' notice.
- Category 2 visits: 20 working days' notice.
- Category 3 visits: minimum 3 months' notice.

If these notice periods are not observed, permission may not be granted for the visit to proceed.

Proposal and Trip forms

Generally, the following forms are to be used for all Educational Visits and must be fully completed:

- Appendix 1 – Trip Proposal Forms
- Appendix 2 – Trip Evaluation of an Educational visit
- Appendix 3- Visit Register along with contact information and any medical related conditions/SEND needs
- Appendix 4 – Risk Assessment form
- Appendix 5- Visit Lead checklist (in consultation with/post meeting with EVC)

Parental Consent

At the time of granting approval, it will be determined by the EVC whether the visit is already covered by the standard CATS SCHOOLS Terms & Conditions and the consent letter sent to all new students' parents, which grant 'blanket' consent for students under 18 to participate in specific types of visits.

These are:

- Day trips away from London.
- Trips to theme parks.
- Trips to zoos.
- Trips to watch sports fixtures.
- Taking part in sports fixtures.

That is also assuming they are:

- Non-residential (not overnight).
- Within the UK.
- Without physical/adventure element.

- Not of a controversial nature.

For all other types of visits, the organiser must obtain written consent from the parents/guardians of all students under 18

Payment

If a visit is classed as compulsory, the school must bear the full cost and the EVC must gain prior permission from the Headteacher before making a booking. Most visits will be classed as voluntary (irrespective of the educational value of the trip) and are expected to be funded wholly by students. Non-refundable deposits should be paid to secure a student's place. If a visit is classed as voluntary, the entire costs must be paid for prior to the start of the visit by using Parent Pay or via Student Services. Any student who has not paid for his/her place on the visit prior to the start will not be allowed to attend it.

Risk Assessment

A risk assessment must be completed for all visits and the activity must be fully costed. It may be possible to use a generic risk assessment (or modify a previous, specific one). Please use Appendix 4: Risk Assessment Form. The risk assessment must include clear contingency plans to cover potential problems (e.g. emergencies; adverse weather; cancellations; etc.). Evidence of parental consent where applicable must be passed to the EVC for approval. Every risk assessment will be approved by the Assistant Headteacher Pastoral/Headteacher, and a copy taken on the visit.

If necessary, any dispute may be referred to the Assistant Headteacher Pastoral or Headteacher.

Monitoring and Evaluation

After the visit, the Visit Leader must complete an evaluation form via MS Forms for review by the EVC (**Appendix 2**). For Category 3 trips, a succinct report is to be written and provided to the Senior Leadership Team detailing what went well, what can be improved and any additional reflections for next time. The EVC will monitor all trips and visits and provide evaluations for the Senior Leadership Team and CATS Global Schools Head Office as required.

Each trip is to be evaluated after each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits. **See Appendix 2** for the Trip Evaluation Form (completed via MS Forms)

Before the visit

As part of general communication, for all trips and visits, Visit Leaders should:

- Notify colleagues of the intended visit, the date and time, and which students will be attending.
- Provide/share itinerary, emergency plan and contact numbers and lists of names of students and staff to Reception and the Attendance team at least three working days before the visit departs. Where relevant they should also inform Boarding staff.
- Nominate a member of staff remaining in School/London to act in an emergency (usually the Assistant Headteacher Pastoral/DSL)

Pre-departure checks

- The Visit Leader shall have obtained a School mobile from the EVC.
- The Visit Leader shall collect a first aid kit from the EVC.
- The Visit Leader will liaise with the School Nurse regarding any medical specific student requirements, such as medication
- The Visit Leader will formally check to make sure that those students that manage their own medication have their medication with them.
- The Visit Leader/staff will collect any packed lunches that may have been ordered in advance.
- The Visit Leader shall double-check contact numbers and ensure that students have Microsoft Teams active on their mobile devices.

- The Visit Leader will brief other members of staff joining the trip on students that have:
Allergies, particularly those with allergies that may require the administration of an EPIPEN or medical conditions.

Students who require ALS, need to be considered given the nature of the trip.

- The Visit Leader shall have briefed students and staff explaining:
Planned itinerary for the visit.
Behaviour and conduct standards.
Health and safety routines.

On the day of the visit, an attendance register must be taken of all students boarding the transport or leaving School premises, to ascertain exactly the location of every student. This register must be passed to the Attendance Team before the transport departs and the Visit Leader must also pass on the list of students who have failed to attend to the Student Administration Team.

Responsibilities and actions during the visit

All members of staff on a trip have an ethical duty of care as well as a legal responsibility under the Children's Act for the safety and well-being of the students in the group always.

Staff supervising visits accept the full duty of care for students including maintaining staff: student ratios and gender representation and special requirements as given in the risk assessment.

Whilst on the trip there are many procedures staff and students can follow to ensure they remain safe:

- Ensure that students and staff are regularly briefed and reminded of timings and meeting points.
- Spreading staff out. How you do this depends on your staff: student ratio. You can have one at the front and the other at the back of the group, OR split students into smaller groups and

assign a member of staff to each group.

- Head counting. One can never have too many head counts; ensure that you do this at regular intervals, especially when getting on and off transport.
- During free time ensure that a designated meeting point is assigned, with a set time to meet. The area should be always supervised.

The staff supervising the visit should maintain complete abstinence from alcohol at a given time in case of emergency.

Staff supervising visits must ensure that they are fully aware of the contents of the:

- School Safeguarding and Child Protection Policy.
- Use of Reasonable Force Policy.
- The Search and Confiscation Policy is not applicable outside the UK. If a member of staff is faced with a situation on a trip outside the UK where they may need to determine if items are in a student's possession, they may ask the student to hand over items, but cannot institute a search. They should inform the Headteacher or Deputy Headteacher of their suspicions and it may be possible to take matters further upon return to the UK.

Supervision

At least one of the staff supervising the visit should always be with the students, or at least within the immediate vicinity. Students who are under 16 must be monitored more closely and will be subject to appropriate contact points and curfews. The students must, always, know the whereabouts of at least one of the staff supervising the visit in case of emergency.

If there are students of both sexes on the trip, the staff supervising the visit should be at least one of each sex.

When possible, at least one of the staff supervising the visit should be trained in first aid.

The national guidance states that the level of supervision should take account of:

- The age and ability of the young people.
- The activity being undertaken.
- Children's growing independence.
- Children's need for privacy.
- The location of the activity.
- The risk assessment.

incident involving a young person or member of staff, there will be enough qualified people

Accommodation/Travel

Males and females must be in separate sleeping quarters, and students must not share rooms with adults. Students of similar ages should be roomed together and under 18 students should not room with over 18 students. Any other arrangements should be identified prior to departure and approved by parents/guardians and noted on the risk assessment.

Behaviour

Disciplinary measures may at times be necessary whilst on a trip. Firm guidelines for behaviour, curfews, rendezvous times, etc. must be laid down clearly to the students, so that they know what is always expected of them. At least two of the staff supervising the visit must be present when addressing any disciplinary matters. Be aware at all times of possible tensions within the group ensuring that bullying and discrimination are not tolerated.

‘Lost Student Procedure’

It is important that if students are not in sight of a member of staff that they know the meeting point where a member of staff will be. In the event of a student going missing, staff should follow these 8 steps (It is also important, where possible, to document events as they happen, particularly the times of incidents):

- Stop as soon as you realise the student is missing. Keep the rest of the group together in a safe environment.
- Take a register, to identify which student is missing.
- Call the student's mobile or Microsoft Teams. If they answer, ask them to describe where they are and tell them to stay there. Keep on the phone until you reach them.
- If they do not answer, ask other students when they last saw them.
- Ask other students to call them.
- If no contact has been made after 15 minutes, contact the school emergency phone and inform them of the incident.
- A member of staff should go back and look for them; however, a member of staff must stay with the remaining students. If possible, allow them to carry on with the programme.
- Also ask for help from venue staff.
- If the student is under 16 you must contact the Police after the student has been missing for more than 30 minutes. Please provide as much information about the student as possible: name, age, description, language ability and details of the scheduled itinerary.
- Make sure that you keep in contact with other members of staff, the School and the Police.

- If the rest of the group must go back to the school, ensure you stay at the agreed meeting point until you are instructed otherwise.
- Once the student has been found, ensure that they are well (physically and emotionally) and then contact the school to inform them the situation has been resolved.

Appendices

Appendix 1: Trip Proposal Forms to be completed via MS Forms for submission to the EVC

Educational Visit-Trip Planning Form



<https://forms.office.com/e/QTsjsAta4J?origin=lprLink>

1. Name of staff member proposing the visit

2. Has this Educational trip proposal been discussed with your Line Manager and approved for next steps? *

☐ Yes

☐ No

3. Trip Date *

4. Does this clash with any other school events (e.g exams)? *

☐ Yes

☐ No

5. Duration of stay/trip *

6. Purpose of visit/educational benefits *

7. Number and age of students/Programme of Study *

8. Proposed Transportation/means of getting to location *

9. Cost breakdown (if known/applicable)

10. Resources required, including:

Staffing

Physical supplies

Transportation- Oyster cards/Train tickets? *

11. Accommodation option, where needed

12. Insurance needed, where applicable

13. Additional information

Overnight/International Trip Application form



<https://forms.office.com/e/B3mE6Kc6g2?origin=lpLink>

1. Does your Line Manager approve this trip proposal? *

☐ Yes

☐ No

2. Visit Organiser *

3. Purpose of Visit? *

4. Place(s) to be visited *

5. Date of Trip *

☐ No

10. During school holidays *

☐ Yes

☐ No

11. Student VISA application required? *

☐ Yes

☐ No

☐ Not sure

Appendix 2: Trip Evaluation of an Educational visit

Trip Evaluation Form 2024-2025

1-Poor 10-Excellent

1. Organiser *

Enter your answer

2. Date *

Please input date (dd/MM/yyyy)



3. Name of Trip *

Enter your answer

4. Centre's visit organisation

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

5. Content of Education provided

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

6. Travel arrangements

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

7. Equipment

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

8. Instruction

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

9. Suitability of environment

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

10. Other comments (*anything useful to learn for future visits?*) *

Enter your answer

Appendix 3: Visit Register along with contact information and any medical related conditions/SEND needs

VISIT REGISTER

Name	CEG	Contact Number	Age	Medical Details

Number of Staff:		Number of Students:		Total CSA:		Total Over 18:	
Staff to student ratio:							

Notes (Medical Conditions/Dietary Req/Extra Supervision/SEND needs)

School Nurse:		Date:
EVC:		Date:

Appendix 4: Risk Assessment form

Risk Assessment 2024-2025

The risk assessment includes clear contingency plans to cover unforeseen problems (e.g. emergency; adverse weather; cancellations; etc.) as well as arrangements for students 'down time' during the visit. The Risk Assessment Form and evidence of parental consent, if needed, must be passed to the EVC for approval. The organiser must comply with any request from the EVC to improve the content of the risk assessment (e.g. to provide more detail).

Assessment	Trip
Date(s) of assessment:	Date(s) of trip:
Assessor: Andrew Butt	Trip leader(s):
Checked by: Jamie Forbes/Carmel O'Dolan	Trip destination:

Risk= Likelihood x Severity	
(A) Likelihood	(B) Severity
5: Very likely	5: Loss of life
4: Likely	4: Major injury
3: Quite possible	3: Minor injury
2: Possible	2: Slight injury
1: Unlikely	1: No injury

Ranking
V: Very High
H: High
M: Medium
L: Low

		Severity				
		5	4	3	2	1
Likelihood	5	V	V	V	H	H
	4	V	V	H	H	M
	3	V	V	H	M	L
	2	V	H	M	L	L
	1	H	H	M	L	L

Hazard	Applicable	Who is at risk?	Likelihood	Risk Ranking before	Safeguards/Actions /Recommendations	Additional Proposed Risk Control Measures	Action: Who?	Action: When?	Likelihood	Risk Ranking after
Potential Hazards of Venue/ Activity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Ensure thorough research of Venue and activity.	Venue activity risk assessments are requested and understood	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Student getting lost without correct briefing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Head count when leaving PH/GH Arrival at destination students keeping an eye out for each other. Staff contact	Safety briefing prior to departure. Ensure contact numbers are available on activities phone. Designated meeting point on arrival to venue. On free time – students to stay in groups or pairs minimum.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

					student on mobile via Teams. All student contacts put on SAO work phone.					
Injury through distraction when travelling to venue; crossing roads; using public transport.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Vigilance and avoid distraction.	Brief students on vigilance and self-preservation	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Members of the Public	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Students not to engage with members of the public and to politely continue their journey.	Students shall be reminded to be aware and respectful of other members of the public. As advised not to interact with the public unless necessary	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Missed Train/Tube/Travel (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Make note of next available train/Tube/Bus in advance. Or alternative route. Group Briefed on platform what train and destination. Head count of students to be taken arriving, boarding and leaving stations.	Groups to wait for train/tube together at the end of the platform (First or last carriage) Staff to be at front and back of travelling group. GHS CC is available to buy alternative group tickets at station. Allow extra time to catch return train. Communicate the new travel timings with School & PH Students to remain on departing platform if they become separated.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Time of year and weather-related risks	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Be prepared with optimal clothing & correct footwear.	Research location and local weather in advance. Foil blanket to be included in travel first aids.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

			<input type="checkbox"/> 5		TEAMS reminder to all students to bring appropriate clothing	Autumn/Winter e.g. Umbrellas and warm layers will be needed.			<input type="checkbox"/> 5	
Minor injuries from slips, trips and falls	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Student to remain in pairs when working independently. Brief students and reminder to pay attention to external factors. Students to TEAMS for support. Brief students and being vigilant. Students to call Lead Teacher for support. Assessment and emergencies services called if in distress.	Leader to carry first aid kit. Leader to be aware of procedures. Assessment of injuries and emergencies services called if in distress.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Medical conditions of individual student(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Students will be reminded to bring personal medication. Visit Organiser will carry information regarding medical conditions and relevant medication carried.	Ensure medical details are listed (EVC) and student has medication for the duration of the visit	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Student falling ill during trip	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Students reminded to talk to staff regarding how they feel physically and mentally. <u>Students know the location of staff at all times.</u>	Access to travel first aid and venue First Aid. Contact School nurse for medical advice. 101 for non-emergency advice/999 for medical emergency. Access to GH CC for taxis.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

					To alert SLT on duty at both sites (GH/PH) for update and parental/guardian notification. One member of staff to remain with student until instructed other so by emergency professionals.					
Use of Alcohol & Drugs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Room searches in hotel. Discipline if found and will be in line with GH policy.	Debrief students regarding use of drugs and expectations of Guildhouse school. Students to wear when in hotel/overnight accommodation SAO to notify Bar Staff in hotel on arrival of underage students.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Theft/ Pickpockets	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Students warned to keep valuables concealed and out of sight. To keep phones in zipped/buttoned pocket if possible. To be vigilant not to be distracted by individuals. Do not engage with people asking for money.	Stay together in groups of 2 or more. Be aware of set meeting point when in busy towns/cities. Briefed on correct location of hotel. Address to be added to students' phones (Postcode) Recommended valuables can be left in hotel safe. To raise the alarm promptly if valuables are missing (Phone activities or TEAMS member of staff asap) Additional frequent reminders on avoiding walking whilst texting etc.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Students getting lost and Losing phone	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Specific time and location <u>is</u> agreed within walking distance of destination.	Students secure on meeting place and set meeting time confirmed. (example- Hotel etc) Written address on student's person.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

			<input type="checkbox"/> 5					<input type="checkbox"/> 5		
Student losses travel card/no credit.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Students reminded to bring a travel card/debit with them.	Staff to carry additional travel cards (See AB)	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Student injured during activity & requiring ambulance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Group leader to stay with the main group and ensure safety of remaining students while contacting PH Office and School. Alert the senior person on both sites including SLT who's on duty. Extra member of staff to travel with student.	Student to stay in the ratio of the activity and to follow all safety instructions. Staff to double check students are using safety equipment appropriately.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Open Water Passing near rivers/seas	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Follow all safety and signage advice. Brief students on the unpredictable environmental factors Vigilance and to keep distance where possible	Location of life providers. Follow advice of professionals. Students to remain in the group and to always follow instructions.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Traffic flow surges & Protests	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Vigilance and self-preservation Avoid major thoroughfares and landmarks. Alternative route to be used. Regular head counts.	Research upcoming local events. Follow TFL travel advice. Students all to remain in one travelling group. Staff to lead group front and rear.	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

Pre-trip awareness of current terror threat.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	Know the current threat level in the UK - available at www.gov.uk/terrorism-national-emergency	https://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
Terrorism act in local vicinity.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	When visiting crowded places such as a major city, venue or event, research where the risk of attack may be greater- Be vigilant and aware of your surroundings – know where the exits are and where you would run to. Avoid congregating too long around entrances to major public sites	Possible safe areas or venues, near where you intend to be, that you could use. as an emergency shelter. <ul style="list-style-type: none"> • Ensuring that staff phones are charged, and numbers shared. • Ensuring that all leaders have all group information. • Spacing leaders apart from <u>each other</u>. • Providing a contact card for each participant giving a number to call if separated from the group, and the name and telephone number of the establishment/hotel The government has provided advice about first aid in the event of a terrorist incident. It is available at: www.gov.uk/government/publications/first-aid-advice-during-a-terrorist-incident	<input type="checkbox"/> Staff <input type="checkbox"/> Students	<input type="checkbox"/> Before trip <input type="checkbox"/> During trip	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> V <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

Appendix 5: Visit Leader checklist (in consultation with/post meeting with EVC)

Action	Completed or N/A
Approval (Appendix 1)	
Finance/Costs Approved	
Intent of visit is clear and relevant to curriculum/programme	
Venue has suitable liability insurance (£5m+)	
Detailed itinerary produced;	
Risks identified; Risk Assessment undertaken and attached	
Parental/Guardian consent completed (if required)	
Alert all Staff: Briefing/Teams/Email/Student Bulletin	
Contact School nurse to check any medical issues	
Tickets for Visit arranged	
Travel arranged and booked	
Venue notified of size/age of group	
Students notified of trip & specific information (clothing/timings/logistics)	
Visit Leaders/Staff understand their duties and aware of emergency procedures	
First Aid kit and supplies	
Trip mobile phone charged and received from EVC	
Tickets (Venue/Travel Oyster Cards)	
Emergency telephone numbers (including contact number for each student)	
Students have contact numbers for staff	
Briefed students/staff on itinerary	
Packed Lunches ordered	
Feedback via Evaluation form (Speak to EVC)	