



LEARNING OUTSIDE THE CLASSROOM AND OFF-SITE EDUCATIONAL VISITS

Approved : January 2025
Review date: January 2028

1. Introduction

1.1 Southway Junior School provides many opportunities for its children to learn and develop through Learning Outside the Classroom (LOtC) activities and visits and recognise the key role they play in the development of an active curriculum. This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, and adventurous activities. Our aim is to ensure every member of our school community accesses LOtC activities throughout their curriculum and that LOtC is considered as an educational entitlement.

These off-site activities and visits form an important part of our educational provision. They offer exciting and motivating opportunities, enrich the curriculum, raise children's achievement, stimulate and reinforce a positive attitude towards education. They also help to promote responsible attitudes to the environment and each other.

1.2 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. 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.

1.3 This document outlines the specific policies and procedures for Southway Junior 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 Education Visits www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- OEAP National Guidance www.oeapng.info.

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- DfE advice on health & safety: responsibilities and duties for schools
<https://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>

2. Roles and Responsibilities

2.1 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 residential experiences need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Headteacher 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.

2.3 The Educational Visits Co-ordinator (EVC) ensures that all LOfC activities and visits follow the correct procedures. The EVC for this school is Gerry Bailey. 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. (see appendix – Emergency Procedures for staff on off-site school visits);
- 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.





2.4 The Visit 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 process.
- All policies that exist within the school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.

2.5 Participants are encouraged to consider hazards involved in LOtC 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.

3. Guidance Notes for LOtC Activities and Off-Site Educational Visits

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

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

Further information is available from the EVOLVE website (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 too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

3.2 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.





3.3 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 4*

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

Internal Approval Form. *See Appendix 5*. This local form is used to achieve any necessary cover arrangements.

3.5 An EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county and or 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.

3.6 The OE2 form provides information on what WSCC expects an external provider to provide 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 LOfC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

3.7 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.

3.8 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). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

3.9 Providers that hold a Council for Learning Outside the Classroom (CLOtC) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.
Appendix A – completed by parents / carers on admission to the school

School trips and other educational activities

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Please sign and date the form below if you are happy for your child to:

- take part in school trips and other activities that take place off school premises;
- take part in educational workshops provided by external companies; and
- be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all in school educational workshops (ie Rainbow Theatre)
 - off-site trips and visits which take place during the school term (including walking to activities held at The Gattons, St Pauls Catholic College, and other local amenities);
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of on-site educational workshops and off-site activities offered by the school – for example, year-group visits to The Gattons or local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day. We will write to you for consent if the trip involves coach/public transport.

Please complete the section below and sign and date this form if you agree to the above. It is, of course, the responsibility of parents/carers to inform the school of any medical changes so that our records can be updated.

✂ - - - - -

Please complete and return

Child's Name Class

CONSENT FOR SCHOOL TRIPS, EDUCATIONAL ACTIVITIES AND MEDICAL TREATMENT

I GIVE / DO NOT GIVE *(delete as appropriate)* permission for my child to:

- take part in school trips and other activities that take place off school premises;
- take part in educational workshops provided by external companies;
- be given first aid or urgent medical treatment during any school trip or activity.

Signature of Parent/Carer

Date

Appendix B

The Local Area Visits Form available via EVOLVE may be used for the following visits:

- Local sports fixtures
- Walking visits within 2 miles of the school

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Where possible, these visits will be 'pre-approved' by the EVC/Headteacher at the start of each term.

EVOLVE

Add Local Area Visit

Establishment

Local Authority

Visit Name

Date:

Leaving at

Returning at

Where are you going?

Number of Students

Staff member in charge

Simon Whitmore

Comments

Cancel

Continue



Appendix C



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Appendix C

PROVIDER STANDARDS FORM OE2 TO BE COMPLETED IN THE EVENT OF A NEW PROVIDER

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 activities) must be completed if applicable.

Section A – ALL PROVIDERS

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	
Accident and emergency procedures are maintained, and records are available for inspection	
The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups	
The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.	
All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people	
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	





The provider has public liability insurance for at least £5million, <i>(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)</i>	
The provider will take all reasonable steps to allow inclusion and participation 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.	
The provider encourages responsible attitudes to the environment as an integral part of the programme	
All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment	
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.	
Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.	
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

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.			
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			
The provider operates a policy for staff recruitment, induction and training which ensures that all staff, with a responsibility for participants, are competent to undertake their duties			
The provider maintains a written code of practice, for each activity, which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.			
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			
Please list the adventurous activities you will be providing along with the <u>minimum</u> 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	
e.g. Canoeing	e.g. BC Paddlesport Instructor	e.g. Sheltered Lake	





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	
There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants	
All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice.	
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: _____

Position in Org: _____

Email (general): _____

Website: _____

Outdoor Education
The Grange, 2nd Floor,
County Hall
CHICHESTER
West Sussex
PO19 1RG
e-mail:
outdoor.education@westsussex.gov.uk

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 be only be booked from 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 <http://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. doesn't smell of alcohol and is not unduly tired.
- All participants will be briefed before leaving the school on how to board and disembark the coach this should include:
 - Wearing 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 outbound 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 E

Standard Operating Procedure for Rail Travel

All staff, children and young people will be briefed in advance of any visits utilising rail travel, including underground trains and trams. This must include behaviour expectations, group members and leader, what to do if they miss the train, not to operate doors or windows.

Large groups will be divided into sub-groups each with a competent adult leader. Children and young people will be assigned a 'buddy' with whom they must remain at all times whilst travelling.

Group leaders will complete a register before entering the station.

Group leaders will ensure the group moves in an orderly fashion.

Group leaders will ensure everyone stays well back of platforms edges.

Where required only group leaders will press door open buttons.

Leaders will board and disembark last.

If trains are overcrowded the leader it may be necessary for small groups to travel independently of the main group, if this is the case pre-determined and agreed meeting points must be known to all adults.

Wherever possible children and young people will be seated.

If a pair miss train they should remain on the platform from which the train departed and wait with a member of station staff for the school member of staff to return.

If travelling in London the Visit Leader should advise TFL beforehand to take advantage of any additional assistance that may be available on platforms and with boarding and alighting from Tube trains

<https://tfl.gov.uk/info-for/schools-and-young-people/>

In the event of an incident or accident instruction given by the transport staff must be followed.





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 wristband, labels or similar. If travelling by train, to a theme park or to venues where children may have more freedom (not enclosed) wristbands given

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 messaging service,
- Contact the Emergency Contact,
- Notify local police, tour operator if applicable,
- Discuss with emergency contact/member of school leadership team whether 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 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 and the unnecessary concern this can cause,
- Following any incident, all present not to use social media, mobile phone or text home until you have given them clear information and permission. This will be after you have discussed with the Emergency Contact.





Appendix G

CODE OF CONDUCT

During an offsite trip or event, pupils will be reminded of the Code of Conduct:

Pupils agree to:

- Behave sensibly at all times
- Show respect and consideration to all adults and other visitors
- Show respect for property by not damaging or littering the site.
- Keep noise to a minimum.
- Act sensibly and stay with our group leaders at all times.
- Listen to all instructions given by any adult.
- Sit sensibly and safely on the coach, and follow any instructions immediately.
- Act as you would at school, following the school behaviour policy at all times.
- Know what to do if you get lost

Failure to comply with this Code of Conduct may result in sanctions.





Appendix H

Visit Flowchart

Note: This process is automatically followed when using EVOLVE

START

Is the LOTC Activity or Visit overseas, residential or adventurous or out of county?

NO

YES

Will a member of your establishment's staff be leading an adventurous activity?

YES

The member of staff must be specifically qualified, with evidence available on EVOLVE, to lead the activity. Leader approval must be obtained via EVOLVE

NO

Will an external provider, activity centre or tour operator be used?

YES

Does the provider hold a LOTC Quality Badge or have they been 'checked' by the LA?

NO

Email an OE2 Provider Form to the provider (available on EVOLVE) attach the completed form to your EVOLVE visit form.

NO

Has the all staff attending the visit be deemed as competent to lead the activity or visit, and are they able to comply with the [Visit Leader Checklist](#)? Or are they under the supervision of an experienced visit leader?

YES

Are enough staff attending to ensure the correct staff to children/young person ratio is maintained having considered the needs of the group and individuals within it?

YES

Have parents/carers been informed and consent received? Has payment been requested via voluntary contributions as required? Has the programme been written? Have risk management processes been completed?

YES

Has an emergency contact person been identified who is back at base and who is available for the entirety of the activity or visit? Have they got full details of the activity or visit?

YES

Is the visit covered by the school's insurance?

YES

Has the visit been approved by the EVC and Head of Establishment?
If applicable, has Governing Body approval been obtained, and its policy complied with?

Appendix J

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Planning Checklist for Learning Outside the Classroom (LOtC)

This checklist has been designed to support Educational Visits Coordinators (EVCs) and Visit Leaders responsible for residentials and / or new staff initially 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 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 and ability 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 a 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 and 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 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?	
Are there procedures in place in the event of delay or cancellation?	
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 do is 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/carers consent forms and medical forms for residential and overseas visits?	
Risk Assessments	
Have the significant hazards involved in the visit 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/carers 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?	
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?	



Southway Junior School
Southway

Burgess Hill
West Sussex
RH15 9SU



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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?	

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