

Cranbrook Church of England Primary School



Educational Visits and Outdoor Learning Policy

Written by: KCC/ Rosie Piper	October 2017
Agreed by governors:	December 2017
To be reviewed:	December 2019

Signed by Chair of Governors:	
Signed by Headteacher:	

Educational Visits and Outdoor Learning Policy

Scheme of Delegation for the Management of Educational Visits and Outdoor Learning Activities

KCC delegates the responsibility for the safe planning and management of outdoor learning and educational visits, including residential and adventurous / more hazardous activities, to the Governing Bodies of maintained schools and Management Committees of Pupil Referral Units.

From 1 September 2017, all maintained schools and establishments will be responsible for approving their own educational visits and activities, including residential and adventurous activities. Schools and establishments must ensure that they have clear and robust systems, policies and procedures in place for the planning, safe management and monitoring of educational visits and activities.

KCC provides all schools with a **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities** to support and guide schools in the safe planning and management of outdoor learning activities and educational visits. The **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities** can be found here: <http://www.kelsi.org.uk/Curriculum/outdoor-education>

Health and Safety Responsibilities

The scheme of delegation for Outdoor Learning and Educational Visits transfers the day to day responsibility for the safe management of outdoor learning activities and educational visits to the Governing Bodies of maintained schools and the Management Committees of Pupil Referral Units.

KCC retains its legal health and safety responsibilities under the Health and Safety at Work Act as the ultimate employer of staff in Community and Voluntary-Controlled schools and Pupil Referral Units. Through the scheme of delegation the Governing Bodies/Management Committees act as the employer in the first instance.

For Foundation and Voluntary-Aided schools, the employer is the Governing Body, and they retain their responsibility for ensuring the safe planning and management of Outdoor Learning and Educational Visits.

Introduction

This policy reflects the values, ethos and philosophy of Cranbrook Primary School in relation to the carrying out of offsite visits and fieldwork in all curricular areas. It provides a framework within which all governors, staff, parents and pupils work together. It will also provide guidance on the planning, carrying out and evaluation of all Educational Visits. It was developed from agreed school practice and is in line with guidance from the LA and the DfE.

Aims

- To assist all pupils in preparation for the opportunities, responsibilities and experiences of adult life;
 - To promote positive attitudes and enthusiasm for offsite visits, whilst developing a sense of wonder which can be inspired by a local and wider environment;
 - To develop enquiry skills which enable them to find out about places;
 - To develop a sense of a place through first hand investigation of features and characteristics of places, contrasts and relationships between places and how people live in them;
 - To develop children's sense of space and place, helping to answer the basic question 'Where am I?';
 - To develop first hand an 'informal concern' about environmental relationships and issues and enhance their sense of responsibility for the care of the earth and its people in practical ways;
 - To undertake outdoor and adventure activities
 - To develop cross-curricular learning;
- Responsibilities of the Educational Visits Coordinator (EVC)
- Ensure that this policy and associated health and safety issues are fully addressed when planning an Educational Visit;
 - Approve Educational Visits once the risk assessment has been completed.
 - Complete online 'Educational Visits Notification and Approval System' if the trip includes any overnight stays or includes any hazardous activities.

Timeline of Procedures:

<p>Start of Year/at least 6 weeks before date of trip</p>	<ul style="list-style-type: none"> • Check date is available with Secretary who will diarise. • Pre-visit venue to carry out risk assessment. • Complete Trip Booking Form (on Interchange in Trips folders) and give to Finance Officer • Apply for Friends of Cranbrook C.E. Primary School funding if required (Request Form in Staff Room) • Inform Kitchen of trip date.
<p>4 weeks before trip</p>	<ul style="list-style-type: none"> • Teacher to draft letter and send to Secretary (To include details of visit, all clothing requirements, etc). • Letter to go out with packed lunch form by office.
<p>2 weeks before trip</p>	<ul style="list-style-type: none"> • All consent forms have been received or advised on Parentmail. • Advise Kitchen of packed lunches required. • Ensure enough staff/ helpers are available for trip to meet ratios. • Ensure there is at least one trained first aider (must be paediatric first aid trained if EYFS pupils are on the trip) • Risk assessment to be completed by trip leader and then checked, approved and signed by Headteacher • One copy of signed assessment to go to SBM and trip leader to retain other copy
<p>1 week before trip</p>	<ul style="list-style-type: none"> • Children put into groups, abiding by correct ratio and allocated named adult. Ensure any children with behavioural issues are with a staff member.
<p>Day before trip</p>	<ul style="list-style-type: none"> • Check that all medication for trip is available • Check first aid kit and consent forms • Confirm availability of all helpers • Confirm packed lunches with kitchen
<p>Day of Trip</p>	<ul style="list-style-type: none"> • Get packed lunches from kitchen for FSM pupils • Check all pupils have packed lunch/money (if required) • Medication/asthma pumps/sick bags/first aid kit with first aider in attendance • Take Risk Assessment/Parent Information/Class List • Consent Forms with contact numbers • Take cheque for payment if required • Mobile phone • Correct clothing

Responsibilities of Staff

Preparing for the Educational Visit:

- Think through the aims, objectives and broad learning outcomes of the fieldwork
- Check that they are familiar with the school's Health and Safety policy and procedures arranging Educational Visits
- Be aware of adult pupil ratios:
 - Year R—at least one adult per six children
 - Years 1 to 3—one adult per six pupils
 - Years 4 to 6—one adult per ten to fifteen pupilsHowever if an activity is judged to be more hazardous there may be a need for a higher ratio of adults to pupils
- Ensure that they understand charging legalities and Cranbrook Primary School's Charging policy
- Obtain costing
- Fill in appropriate permission forms and present to Head Teacher for approval
- Arrange dates and times
- Arrange extra adult help
- Book minibuses and arrange drivers
- Obtain parental consent on a standardised form/ via Parent Mail to include:
 - Permission for the child to take part in the activities as described in the details;
 - Identify any special requirements or health concerns;
 - Give permission for emergency medical treatment.
- Make a preliminary visit to the fieldwork site and complete the risk assessment form
- Ensure that they know what to do in the event of an accident and who has final responsibility for decisions on the trip
- Ensure that they are aware of the Behaviour for Learning policy in relation to educational visits

Preparing the Parents:

- Inform parents in writing of all necessary details and implications of the trip in good time;
- For residential trips, arrange a parents' meeting to explain supervision arrangements, clothing and footwear, spending money and expected behaviour standards. Allow parents to express any concerns;
- Parents will be reminded that pupils who continually behave inappropriately within school and therefore could pose a health and safety risk to themselves and/or others will not be permitted to join the educational visit. The pupil will be expected to attend school in an alternative class.

Preparing the Pupils:

- Carry out the work you have planned to do in the classroom before you go ;
- Practise any necessary skills before you go. Ensure that the pupils understand why they are going and the learning focus;
- Ensure that the pupils know what their tasks are to be. Inform pupils of expected behaviour standards as per the school behavior policy;
- Ensure that pupils are aware of any hazards and that they know what to do if a problem arises

- Remind pupils to bring suitable clothing, food and equipment;
- To ensure pupils are aware of any possible risks on the trip.

Preparing the Accompanying Adults:

- Ensure all adults are aware of who the group leader is;
- All adults to have read the risk assessment carried out before the visit and signed to confirm understanding;
- Each adult is given all necessary equipment and a list of the pupils' names and any special needs;
- All adults know of a central meeting point and the times of activities throughout the Day;
- All adults are aware of and have read the risk assessment.

Managing the Visit Successfully on the Day:

- Be aware of the weather forecast
- Check names and numbers of pupils; see that all staff have a list of pupils' names
- Check that everyone is aware of the chain of command and who the group leader is
- Ensure that you have the school telephone number (01580 713249). Ensure that the school office has mobile phone numbers and any other useful contact numbers on the day.
- Take a file with:
 - o Emergency contact numbers;
 - o Consent forms;
 - o Special (inc. medical) requirements of group members;
 - o Group lists showing responsible adults;
 - o Folders for residential visit to also include:
 - Telephone numbers for all members of party;
 - Insurance details;
 - Accident reporting and insurance reporting forms.
- Check that pupils needing travel sickness pills have taken them themselves and given all medication to the group leader. Take a bucket, plastic bags and kitchen roll.
- Take a first aid kit.
- Make sure you are aware of paying procedures at the location. Have some cash for Emergencies.
- Remind the pupils of hazards and code of behavior.
- Check that the pupils have equipment as organized.
- Upon arrival, assess the site. Things may have changed since the pre-visit. Take contingency action if necessary.

On Return:

- Carry out follow up work
- Keep any useful materials
- Display the work done

Transport

Supervision on Transport

The Visit Leader is responsible for the party at all times including maintaining good discipline whilst travelling, and during any more remotely supervised periods (e.g. motorway services, ferries etc.). The level of supervision that is necessary should be considered as part of the risk assessment.

The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of participants are being taken on a short journey.

Hiring Coaches and Buses

Coaches and buses should be hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Compliance with the various legal requirements is their responsibility not the hirer's. Visit Leaders are responsible for immediately raising any concerns over driver behaviour (speeding, tiredness, aggressive driving, attitude etc.). If there is no satisfactory resolution consideration has to be given to stopping the journey.

Licences and Permits for Driving Minibuses

Visit Leaders should refer to their employer's policy and follow their own employer's requirements regarding minibus driving. A minibus is a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority. Drivers of any vehicle must ensure that they have the correct entitlement on their licence. The law on driver licensing no longer permits car drivers who pass their test after 1 January 1997 to drive vehicles with more than 8 passenger seats without passing a Passenger Carrying Vehicle (PCV) driving test.

Some employers allow educational and youth based establishments to apply for a section 19 permit. This permit allows drivers who passed their test after 1997 to drive a minibus under the following conditions:

- The driver must be 21 or over 
- The driver must have held a category B (car) licence for at least 2 years
- The driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses
- The minibus has a Maximum Authorised Mass (MAM) not exceeding 3.5 tonnes (4.25 tonnes including any specialised equipment for the carriage of disabled passengers)
- Trailers are not towed
- The minibus is only driven in the UK.

The driver must have the D1 category on their licence for minibuses that have a MAM of over 3.5 tonnes.

Private Cars

Visit Leaders and others who drive participants in their own car must ensure their passengers' safety in line with legal requirements. This includes:

- Ensuring that front and back passengers wear properly adjusted seat belts,
- Having appropriate seating in place for children (including booster seating and seatbelt adjustment devices),
- Ensuring that the vehicle is roadworthy and has a valid MOT,

- Ensuring that there is appropriate insurance cover for carrying the participants. This will require cover for business purposes e.g. B1 class insurance; Heads of Establishment should check this is in place.

Anybody using their own car to transport participants should be carefully selected, and vetted if appropriate, by the Head of Establishment.

If using private cars to transport participants it is essential that parents are informed of the arrangements, to enable them to make an informed decision.

When using private cars, it is advisable that the driver is not put in a position where they are alone with a participant. The Visit Leader should arrange a central dropping point for all participants rather than individual home drops.

Voluntary Contributions:

Information regarding voluntary contributions can be found in the school's Charging and Remissions policy.

Pupil Absence:

If the EVC and Group Leader believe that the pupil's behaviour may be a danger to themselves or the group, the pupil may be stopped from undertaking the visit. For educational visits the pupil will be expected to attend school in an alternative class.

Residential Visits:

These visits will include an overnight stay. The process for these visits will be the same as above with these additional requirements. Approval will be sought through the Educational Visits Notification and Approval System.

Visit Plans:

The Visit Leader is responsible for completing a Visit Plan for a Residential Visit. The Visit Plan should outline who is to do what, and when. The amount of content and detail in the Visit Plan will be determined by the nature of the trip. The Visit Plan will, as well as keeping everyone safe, help to ensure a successful and meaningful visit by clearly setting out the aims, objectives and benefits of the activities.

Risk Assessments:

A residential establishment (e.g. hotel, hostel, etc) is required to have risk assessments in place for their own premises. There is no need for Visit Leaders to request copies of these risk assessments.

It is vital that risk assessments are made specific to the group and their needs, including pastoral, behavioural and medical needs. Visit Leaders are responsible for recording significant and foreseeable risks specific to their visit. This should take in to account:

- The participants (including leaders and helpers)
- The venue
- The accommodation (in terms of how it affects the group)
- The activity
- Getting there
- Time of year

The findings of the risk assessment and the relevant precautions / controls, should be agreed and understood by all participants.

As part of the risk assessment, careful consideration has to be given to establishing staff: participant supervision ratios. Various factors could affect the ratios during a visit such as staff or participant illness, or the need to provide 1:1 supervision. It is the responsibility of the Head of Establishment and Visit Leader to ensure that adequate levels of supervision can be maintained in these circumstances.

Supervision

Residential Visits entail additional requirements for supervision. Consideration has to be given to the following:

- Establishing supervision ratios (taking in to account the need to provide 24 hour responsibility)
- Gender of the accompanying staff
- Vetting accompanying adults
- Periods of remote supervision

Supervision during a Residential Visit will require a range of supervisory techniques. Heads of Establishment should ensure Visit Leaders have sufficient knowledge and experience to carry out the very varied role that Residential Visits demand.

The Visit Leader and accompanying staff should allow sufficient time in the planning stage to discuss the supervision arrangements. Consideration should be given to a supervision rota, with identified hand-over arrangements, to ensure that it is clear at all times who has supervisory responsibility. This should be co-ordinated by the Visit Leader.

Information for Parents

For Residential Visits, specific information has to be provided in writing to parents and should include:

- The activities and the learning objectives
- The venue
- Domestic and sleeping arrangements
- Medical provision
- Supervision arrangements
- Travel arrangements
- Insurance cover
- Behaviour code

In addition to written information, Visit Leaders should consider holding a meeting where these points can be discussed. The nature of the visit, the age and experience of the participants and the length of visit will affect this decision.

Parental Consent

Parental consent has to be obtained for a Residential Visit. As part of the consent form parents should be made aware of, and agree to, the procedures for dealing with

misbehaviour. In addition, up-to-date emergency information should be requested.

Preparing Participants

It is particularly important for a Residential Visit to ensure that participants are adequately prepared. Sufficient time should be given to enable participants to be informed and hold discussion about:

- The aims and benefits of the visit [?]
- The nature and demands of the visit [?]
- The domestic and sleeping arrangements [?]
- The supervision arrangements, including which adult is responsible for them [?]
- The standards of behaviour expected at all times and the subsequent sanctions [?]
- What to do in the event of an accident/incident

Points to Consider about Accommodation

In the planning stage, the Visit Leader should consider whether the accommodation:

- Fits with the aims and objectives of the visit
- Suits the needs and requirements of all participants (including disabled access)
- Is suitable for the gender mix of the group
- Provides adequate security and privacy for all participants
- Complies with appropriate safety standards for the nature of the visit

Prior to the visit the Visit Leader should if possible / appropriate:

- Make a prior visit
- Obtain a floor plan showing the location of the group's rooms. Ideally the rooms should be close together with the leaders' quarters located to enable adequate supervision
- Allocate rooms to participants

On arrival the Visit Leader should:

- Carry out a fire drill or discuss procedures as soon as possible to ensure all participants are aware of the lay-out of the accommodation and its fire precautions/exits
- Check the accommodation to ensure it is safe and fit for purpose
- Check for any potential hazards (balconies, electrical connections, access to other rooms etc.) and if necessary establish control measures to deal with these. Where the hazards are extreme or cannot be managed adequately consideration has to be given to insisting on alternative accommodation
- Ensure all participants are aware of the system to ensure their overnight security [?]
- Ensure participants are aware how to obtain assistance if required during the night

Emergency Details

On a Residential Visit, it is important that the Visit Leader has adequate knowledge and information about participants to ensure their well-being. Parents should be given the opportunity to pass on relevant information on the consent form and by more informal approaches.

The Visit Leader should ensure that they carry up-to-date information for all participants

(including accompanying adults) on the following:

- Relevant medical information [?](#)
- Emergency contact details [?](#)
- Any other information relevant to the specific visit

It is essential that this information is shared with accompanying adults, and external providers, where appropriate. For Residential Visits which include outdoor activities or venues with specific considerations it may be appropriate to ask parents for information which may have an impact on the visit (e.g. fear of heights, allergies to animals etc.).

First Aid and Medical Facilities

The aims and objectives of the visit can influence the degree of risk that parents and participants will find acceptable. For example parents of a primary aged pupil going on a Residential Visit could reasonably expect similar access to medical care as their child would have at home. By contrast, the parents of an older child taking part in an unaccompanied walking expedition in a remote area would accept that access to medical care is limited. When considering the location of a Residential Visit it is an important part of the risk assessment to consider:

- The type of medical facilities available
- How quickly medical care can be accessed.
- The age of the participants
- Any known medical needs

Heads of Establishment and Visit Leaders need to take these factors into account when deciding the level of first aid provision that is required. Where the risk assessment determines the risk is low, it may not be necessary to provide a trained first aider among the accompanying staff. By contrast, if the risk assessment indicates a raised or high level of risk it will necessary for one or more of the accompanying staff to hold a first aid certificate. It should be noted that there are different levels of first aid training and qualification. Visit Leaders should consult their employer to establish the level of first aid requirement. This is particularly relevant for higher risk activities.

Appendices

APPENDIX 1: School Trip Guidance

Risk assessments and trips:

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks of activities, introduce measures to control those risks and inform their employees of these measures. Employers must ensure that those carrying out risk assessments are competent to do so.

When assessing the risks of a trip, the following will be considered:

- the type of activity
- the age/competence/fitness/usual standard of behaviour of the students
- any special educational/medical needs of students
- adult: student ratios
- the competence/experience/qualifications of the adults
- modes of transport, journey routes and location(s) of visits
- emergency procedures.

Generic risk assessments should consider the risks inherent in the activities to be undertaken and will involve an examination of issues outlined above, identifying the precautions necessary to ensure that risks to health are minimised.

Visit/site specific risk assessments

These consider the risks associated with the particular visit/site, which might include:

- the medical needs of students – supplies of medication and contingency plans if an adult has to accompany a student to hospital
- behaviour of students – control measures include a code on rules and behaviour
- weather conditions – control measures include obtaining local information about tides, potential for flooding and the likelihood of sudden weather changes.

It is good practice for an exploratory visit to form part of the visit/site specific risk assessment, which will assist with pre-planning. If this is not possible information/advice could be sought from others involved in previous visits or from reliable local guides.

Risk assessments should also be ongoing and dynamic. A reassessment of the risks should be made while the visit is taking place and as the need arises. Risks may need to be reassessed in the light of changing weather, new safety warnings, illnesses, behavioural issues or emergencies.

Adventurous activities

Activities in or near water:

Fatalities in educational visits have tended to occur when students are involved in activities in or near water. Government guidance on group safety around water stresses the importance of completing risk assessments which should take account of:

- the competence of the group leader and the other adults who will be present
- adult: student ratios
- potential hazards, identified through an exploratory visit if possible, or by obtaining as much information as possible by other means
- the likelihood of someone falling in the water
- underwater hazards (eg. rocks or strong currents)
- getting the group in and out of water easily
- changes in weather
- tidal conditions.

Outdoor activity centres:

Centres that organise caving, climbing, trekking or water sports for people under the age of 18 must by law be licensed and regularly inspected by the Adventure Activities Licensing Service. The inspection looks in detail at a range of issues including equipment, staff competence and qualifications, and accident and emergency procedures.

Farm visits:

Risks assessments on the taking of students to farms should include hazards associated with E coli 0157 and other infections as well as those arising from the misuse of farm equipment.

Precautionary measures include:

- making sure that students wear appropriate outdoor shoes and clothing
- covering cuts and grazes on hands with waterproof dressing
- never allowing students to kiss animals or place their faces against them
- ensuring that students wash their hands thoroughly before and after eating, after any contact with animals and again before leaving the farm
- making sure that students do not use or pick up tools (e.g. spades and forks) unless permitted to do so by farm staff and that they do not ride on tractors or other machines.

If a member of the group shows signs of ill health after farm visit, they should consult a doctor as soon as possible and explain that they have been in recent contact with animals.

APPENDIX 2: Useful Information and Resources

- **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning –**
<http://www.kelsi.org.uk/Curriculum/outdoor-education>
- **Outdoor Education Advisors Panel (OEAP) National Guidance for Educational Visits and Activities –** <http://oeapng.info/>
- **DfE Guidance on the Health and Safety of Pupils on Educational Visits -**
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>
- **Emergency Planning Guidelines for Kent Schools -**
<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>
- **Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings -**
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>
- **KCC Incident/Accident Reporting -**
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>
- **KCC Health and Safety Inspection Proforma -**
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

APPENDIX 3: Useful Contacts

- **KCC Health and Safety Unit**
Health and Safety Advice Line: **Tel:** 03000 418456 / **Email:** HealthandSafety@kent.gov.uk
Location: Room 3.32 Sessions House, Maidstone, ME14 1XQ
- **The Outdoor Education Advisory Service**
Tel: 03000 416539 / **Email:** outdoor.education@kent.gov.uk
Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS
- **KCC Insurance and Risk Management**
Tel: 03000 416440 / **Email:** insurance@kent.gov.uk
Location: Room 2.53 Sessions House, Maidstone, ME14 1XQ

- **Health and Safety Executive (HSE)**
Enforcement of Health and Safety Legislation. -
<https://extranet.hse.gov.uk/lfserver/external/F2508IE>
Tel: 0845 345 0055 online reporting.
- **RIDDOR Incident Contact Centre**
The reporting service for work-related health and safety, RIDDOR incidents to the HSE. Website: www.riddor.gov.uk. E-mail: riddor@connaught.plc.uk
- **Safe Practice in Physical Education and School Sport**
Association for Physical Education (AfPE) - www.afpa.org.uk
Tel: 0118 378 6240, Email: enquiries@afpe.org.uk

APPENDIX 4: Outdoor Learning and Educational Visits Policy Statement



**Kent County Council
Children, Young People and Education**

**OUTDOOR LEARNING AND EDUCATIONAL
VISITS POLICY STATEMENT
of**

Cranbrook Primary School

Statement of Intent:

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an **Educational Visits Coordinator (EVC)** will be nominated in each school or establishment to carry out this role and they will attend an EVC training

course, and an EVC update course every 3 years. This role can be retained by the Headteacher / Manager or delegated to an appropriate staff member.

- The Governing Body has designated a Governor with direct responsibility for oversight and monitoring of Outdoor Learning and Educational Visits; this could be incorporated into existing Governor's Health and Safety responsibilities, or form a new role.
- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.
- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.
- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.

- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.
- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.