Educational Visits Policy
September 2026-7

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PART I – William Patten School policy

1 Introduction

1.1 Introductory statement

At William Patten Primary School, we believe that educational visits are very valuable and are to be used to support the curriculum wherever possible. This policy is intended to help staff and others to ensure that pupils stay safe and healthy on school visits.

The policy incorporates the principles and standards recommended by:

- The Department for Children, Schools and Families – DCSF in its good practice guide – 'Health and Safety of Pupils on Educational Visits'
- Hackney Education's Health and Safety Manual – Educational Visits

Teachers, in collaboration with SLT, subject and phase leaders, will ensure that there is diversity in the subjects that children are accessing school trips in. The category that each trip falls under, is also mapped and considered at planning stage to ensure a broad and balanced enrichment offer.

School Trip Categories							
Natural World – parks, woodland	Places of Worship	Architecture and Heritage - Historic sites and contemporary buildings	Artistic - Theatres, galleries and creative settings	Science and Discovery	Adventure Activity and Leisure Centres	Zoos and Aquaria	Regional/ national Museums

In 2023-24, all classes from Y1 – Y6 will experience a minimum of one educational visit per half term. In EYFS, children's experience will be broadened in the autumn term by a wide range of visitors to school and experience days. These will precede and prepare the children for an increasing frequency of trips to external venues and providers as the year progresses.

1.2 Key safeguards

- Visits require approval
- Formal planning takes place
- Risk assessments are carried out as part of the planning
- Parents/carers are informed and consent obtained
- Pupils are prepared for the visit
- Recommended supervision ratios are adhered to

- Emergency procedures are well understood

1.3 Equal opportunities

Educational visits are not optional; they form an integral part of each child's education. All children should go on all educational visits.

Disabled pupils will have their specific needs catered for. Pupils with **medical** or other **specific needs** will not be excluded from visits. Every effort will be made for pupils with **special educational needs** to be included in visits and suitable safety arrangements will be considered in conjunction with the parents.

It is the responsibility of the school to inform the venue in advance if there is a child with SEND and seek the support of the provider where necessary.

Our first concern though is the health and safety of the child.

No child will be excluded for **financial reasons**, as payment for school visits is voluntary. Parents should be made aware that any contribution is not compulsory.

If a parent seeks to withdraw a child other than for religious reasons, the teacher will discreetly determine if it is for financial reasons. If so, the school will pay for the child.

Residential school trips are not viable if parents do not make the expected contribution. Substantial assistance for FSM children is provided.

A child may only be exempt from a visit if:

- The purpose of the visit conflicts with their religious beliefs. We would hope in these circumstances that we could resolve this issue in a positive manner by negotiation. If this is not possible we will require a letter from the parents.
- A child's behaviour may cause concern.
  In the first instance the school should make provision for the child to support their improved behaviour. Adequate support should be put in place to make this possible and the parents involved from an early stage. Where possible, the parent should be allowed to accompany the child. If the parent is unable to accompany the child, the Head teacher will assess the risks to the child and others on the trip.

If a child's behaviour is deemed to be a risk to their own and others' health and safety, this will be communicated to the parent well in advance of the day of the trip. If it is necessary for a child remain in school, appropriate work and supervision will be provided.

1.4 Forms

The rules and guidelines in this policy are necessary to protect the safety of pupils and staff, and are intended to aid school staff in complying with statutory and other requirements. The policy has been designed to be as light on bureaucracy as is possible, while recognising that it is important that we have those written records that will help protect us all.

To aid the process, forms and templates have been provided in Part II.

2. Planning the trip: group leaders' guidance

2.1 Requests for visits

Approval is required for all visits outside school. The member of school staff acting as Group Leader should seek approval for any planned visit. The level of approval required depends upon the type of visit.

Local visits

For standard local visits (e.g. to the park, library, Abney Park cemetery) and for day visits further a field, involving transport (e.g. to London Zoo), teachers must first of all check the date in the school calendar.

A **verbal request** should then be directed to the Headteacher. The visit's checklist and risk assessment should then be completed and handed to the Headteacher at least a week before the visits. It must be signed by the Group Leader.

This will then be signed by the Headteacher and returned to the staff member.

Last minute opportunities should follow the same procedure but with a shorter notice period. The Headteacher will not authorise any visits which have not followed these instructions.

Standard visits

Visits in and around London, involving public transport, require a **written request** to the Headteacher. The visits checklist/risk assessment should then be completed, as detailed below.

Standard visits led by school sports coaches and specialist teachers
When a visit has been approved that will be led by a school sports coach or specialist subject teacher, the PA to the headteacher and deputy headteacher with curriculum responsibility will complete the risk assessment and pre visit checklist. These will be completed two weeks in advance of the activity. The risk assessment will then be communicated and shared with the lead teacher, who will review and inform amendments as necessary. The lead adult of the trip will is responsible for the pre-site visit.
On the day of the trip and prior to leaving, the sports coach/specialist teacher will complete the 'Same Day Pre-Trip Checklist for Lead Adults' (p22, under 'forms'). This will provide further means to ensure compliance with the school's policy on

managing risk during educational visits, including activities that take place beyond school hours.

Substantial visits

Any more substantial visits, e.g. involving an overnight stay, a residential trip or travel abroad, would require a **written request** to the Governing Body or the Learning Trust.

2.2 Approval for visits

In all cases **written approval** is required, as confirmation that permission has been sought and that the visit can go ahead.

It is the responsibility of the class teacher to complete all forms and pass on all information even if the trip has been booked by another member of staff.

The Headteacher should be informed of all changes to plans.

The kitchen must be informed using the correct form a week in advance that school dinners will not be required and of the number of packed lunches needed.

If travelling by tube the stations should be informed about your visit as they are very helpful and will escort you onto the platform.

2.3 Parental consent

In line with recommendations from the Department for Education, we are asking parents to sign a permission form in September, that will cover ALL trips for their child for the year. **Permission for each trip will no longer be requested on an ongoing basis**. We will continue to send parents information about each trip or activity before it takes place and ask if them would like to come on the trip.

We will also offer parents the opportunity to make a voluntary **one off payment of £30.** This would cover all trips for one child for the year (with the exception of the Year 6 residential) The cost of the trips for their child will be taken from the £30 payment throughout the year. Any money remaining from this amount in July 2018 will be refunded. Similarly, if the trips for their child's class go over £30, we would ask for a voluntary contribution to make up the difference.

Parents still have the option of paying for the trips in which a voluntary contribution is requested, on an individual basis if preferred.

A copy of the general permission form appears in Part II of this policy.

For all offsite visits, including local walks, trip information must be sent to parents/carers to provide information about the trip. This should include practical details (e.g. dates, times of departure and return, lunch arrangements, appropriate dress), method of transport, as well as information about visit objectives.

Trip letters must always be sent to the office and to the inclusion team (Sian and Caitlin). The translation box should also go on the back of all letters.

A sample letter appears in Part II of this policy. Letters must be translated or a read translation given as appropriate.

A NO SLIP – NO TRIP policy must be strictly observed. If parental consent is not obtained, the pupil must not be taken on the visit.

The class teacher will liaise with the school bursar, prior to the day of the trip, in order to obtain a printed list from the school office as to who has requested a school packed lunch.

2.4 Risk/Benefits assessment

For all one-off visits, a **risk/benefits assessment form** must be completed and the findings shared with the appropriate people.

Where a visit is carried out on a regular basis the group leader need only then check the generic risk assessment form for that visit and confirm that no details have changed. However, they are required to input the details relevant to their

class, including adult helpers taking part in the trip and the control measures to ensure safe provision for children with identified SEND and/or medical needs.

Generic risk assessments should be reviewed regularly and or when a significant change occurs.

This risk/benefits assessment considers:

- Potential hazards
- Who might be affected by the hazards
- Possible control measures
- Emergency procedures
- The benefit for children taking part in the visit

William Patten risk assessments forms appear in Part II of this policy as does a completed example of a pre-trip checklist.

2.5 Supervision

Minimum supervision ratios

Nursery = 1 adult to 2 children
Foundation Stage = 1 to 4
Key Stage 1 = 1 to 5
Years 3 - 4 = 1 to 7
Years 5 - 6 = 1 to 10 depending on activity, but with a minimum of 4 per group

There should be two members of staff on every educational visit. The Teaching assistants of SEND children will accompany them and are not included in the ratio. To ensure the availability of school adults, classes should plan to go on school trips on separate days. This is to ensure that adults can be shared across year groups for availability to support each class within a year group on different days. This is particularly relevant in the instance of a class not having an allocated adult for the entirety of the school day.

Any child who has a medical passport and their parent is not coming on the trip must go with either the teacher or teaching assistant from school. They must not be in a group with a parent, as that parent would not be aware of the medical issue and procedures to be followed.

These ratios must be strictly complied with and staff are responsible for finding the parental support. If a trip has insufficient adults it will be cancelled. It is the Group Leader's responsibility to inform all other staff, including the lunchtime staff supervisor, if the staff are not allocated to them at that time.

Care must be taken to inform all staff who would be working with the children and all visitors to the class on that day.

Adult responsibilities

Teachers must carry the class list of on the trip with absent children indicated.

All adults should carry a mobile phone.

All adult should be made clear of the names and number of children they are responsible for. It is not enough to consider the group as a whole.

Teachers must make sure that adults all have a sheet stating:

- The school mobile phone number (07803210385), in which contact with the PA to the Headteacher can be made, who will then contact the lead teacher directly as necessary
- A list of their children
- Details of a clear meeting point in case of emergency
- Outline times of the day's schedule.

Teachers should inform helpers that:

- All adults must count their children regularly and know where they are at all times.
- Children do not go to toilets unattended. They are to be accompanied by a member of school staff. Parents and carers are permitted to accompany their own child to the toilet on a 1:1 basis, providing that the lead teacher is informed.
- In case of a major emergency, where phones may not work, they follow the emergency procedures for the venue and police instructions.

- Dependent on the nature of the situation, each group should return to school by taxi with their adult, to be paid for on return to school, with a clear line of communication maintained with the lead adult and between the school. If this is not possible they take police advice about the safest way to return to school.
- Should a parent helper's own child not be in their group they must trust the person responsible for their child to be following these instructions. Where possible each child should have their own parent as their group leader.
- They should continuously monitor the situation and anticipate potential risks by recognising hazards and acting promptly.

Food

During trips taking place over lunchtime, each child will have a packed lunch or a school packed lunch. No additional food is to be purchased or given to children on a trip as a treat.

Any spending money the children have can only be used to buy a souvenir and not food.

Parent / adult helpers

- All adult helpers must be over the age of 18.
- Adult helpers are <u>not allowed</u> to bring younger or older children. All adults need to be able to focus on the group they are responsible for.
- Adult helpers need to stay with their group or the larger group for the duration of the trip.
- Adults must not leave their group / the class for a cigarette break
- Adults must not leave their group / the class to get a hot drink at a venue. This is in line with the school policy of no hot drinks around children.

First aid

Wherever possible a first aider is to accompany all visits. When this is not possible the group should use the first aid facilities on the site of the visit.
A first aid kit MUST be taken on all trips.

Children with Epipens, inhalers and other medication must have access to them on the trips and the adult in the group must be able to administer the medication. Medication must be checked and prepared at least a day in advance by the lead adult.

Any medical situations should be reported to the Headteacher upon return.

Children with Epi pens/medical passports must be allocated to their parent if they attend. If the parent/carer is not in attendance, children with Epi pens and/or specific medication indicated on their medical passport will need to be in their class teacher's group. The child's medication would then be with the teacher throughout the duration of the trip before being returned to the medical cupboard on return to school.

Should a child be taken to hospital:

- School should be informed immediately and they will inform the parents.
- The teacher stays with the main group.
- The other staff member accompanies the child to the hospital to meet the parents.
- The teacher completes the accident form on return to school.

No-one will lead water/rock or other adventurous activities unless they have been formally assessed as competent. Visits to water sports facilities will be taught by the venue staff.

Agreed standards of behaviour

Children should have clear expectations that their behaviour is expected to be as good as it is in school. This should be reiterated at the pre-visit meeting. Children who are known to have challenging behaviour and are not accompanied by their parents should be placed in the teachers group.

Prior knowledge of venue (exploratory visit)

The lead adult should have visited the venue before the visit, using the same mode of transport planned for the day of the trip. They must be confident that they are aware of emergency exits and any hazards at the venue and on the journey.

It is crucial that staff consider an alternative route in case of transport problems. All staff must carry an A-Z of London or be able to access an electronic map of the area.

A plan B should always be considered in case the venue is inaccessible on arrival.

Travel arrangements

Tickets for children and for adults must be arranged by staff two weeks before the visit. Travel arrangements need to be checked on the day of the trip itself so that any implications to the route are known before set off.

Preparing children

Staff must have a pre-visit meeting with children on the day before the visit.
All children in EYFS, KS1 and KS2 are required to wear a high visibility vest and all children should wear wristbands provided by the school.

Children should be well prepared for all visits at the pre-visit meeting. They should know the schedule for the day and how to react in emergency at any part of the journey. They should be aware of hazards and of how to deal with them at all times. In this situation it is particularly important that they stay with their adult.

They must also know that they are responsible for following instructions and behaving in safe way.

Planning check list and risk assessment

The pre-visit checklist must always be completed and a trip will not be authorised without it.
The risk assessment must always be completed and a trip will not be authorised without it.

3 Year 6 school journey

In Year 6, both classes have a residential trip.

Throughout the residential visit the school must comply with the health and safety regulations implemented by the provider. Children should have these made clear to them and be responsible for managing their own safety.
Parents are at all times kept fully informed and consents for all elements of the visit must be in place. A meeting prior to the visit should be held to ensure full communication and for parents to have the opportunity to ask questions and inform staff of any concerns they might have about their child.

Full contact forms for the families at all times of day and night should be newly completed and in a place accessible to all members of staff.

This policy will be reviewed annually by the Governing body.
Policy Agreed: September 2026
Policy Review Date: September 2027

PART II – Checklists and Forms

School Visit Organisational Procedure

Local Trip

- Check that the date is available in the school calendar.

- A **verbal request** to the Headteacher .

- In advance of two weeks before the date of the trip, inform parents and carers

- Inform other staff, including the kitchen, who will be affected on the day, referring to checklist

- Pre visit checklist and risk assessment* should then be completed and handed to the Headteacher, at least a week before the visits. It must be signed by the Group Leader.

- This will then be signed by the Headteacher and returned to the staff member.

- Last minute opportunities should follow the same procedure but with a shorter notice period. The Headteacher will not authorise any visits which have not followed these instructions.

Standard Visits

- Visits in and around London, involving public transport, require a written request to the Headteacher (this can be via email).

- When approved, apply for travel tickets (bus/trains/tubes)

- Carry out a site visit using the intended mode of transport and journey route, if you are unfamiliar with the venue

- Obtain school trip information documents from the trip venue (eg risk assessment)

- In advance of two weeks before the date of the trip, inform parents and carers

- Inform other staff, including the kitchen, who will be affected on the day, referring to checklist

- Pre visit checklist and risk assessment* should then be completed and handed to the Headteacher, at least a week before the visits. It must be signed or emailed directly by the Group Leader.

- This will then be signed by the Headteacher and returned to the staff member or emailed back with written authorisation.

Last minute opportunities should follow the same procedure but with a shorter notice period. The Headteacher will not authorise any visits which have not followed these

* *The process of producing a written risk assessment can be supported by the phase leader if this is requested.*	instructions.

Trip information for kitchen

WILLIAM PATTEN PRIMARY SCHOOL

CLASS / YEAR GROUP :_____

DATE OF TRIP:_____

NUMBER OF CHILDREN GOING:_____

NUMBER OF PACKED LUNCHES REQUIRED:_____

Please have lunches ready by :_____

Thank you

Trip Checklist
Hand in two weeks before you go please

TEACHER'S CONTACT NUMBER:_____

PLEASE CHECK THAT YOU HAVE ALL THE MEDICATIONS THAT YOU NEED FOR CHILDREN IN ADVANCE, NOT ON THE DAY	
CLASS	
TRIP TO	
DATE	
TIME LEAVING SCHOOL	
TIME RETURNING TO SCHOOL	
TRAVEL (bus, tube, walk)	
ADULTS GOING (DOUBLE CHECK WITH KAREN IF THEY DO LUNCH TIME)	
HAVE YOU TOLD? Yes/No/NA	
KAREN/CAROLE	
MARIA (RWI)	
SIAN/CAITLIN (Access arrangements for inclusion)	
KITCHEN	
OFFICE	
ELAINE	
OTHER MUSIC TEACHERS- ALAN (clarinet & saxophone), REBEKAH (violin), Nick (brass)	
STEEL PANS TEACHER - KERRY	
ROCHELLE (Gymnastics)	
PLACE2BE	
BREAKFAST CLUB (Cem)	
LUNCHTIME AND PLAYTIME COVER (Cem)	

William Patten School Trip Risk Assessment

Educational visit to:	**Date(s) and timings of trip:**
Name of leader(s):	**Ages/year group(s) of young people:**
Supporting Adults:	**Transport Route:** Onward Journey: Return journey: • Map provided all accompanying adults prior to set off

Trip benefits:	
Specific individuals at risk i.e. anyone who may be at particular risk of harm, including medical needs, or who might present a hazard to others	**Precautions and control measures** i.e. steps that will be taken to reduce the risk of harm to an acceptable level

TIME/ PLACE/ ACTIVITY	HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/FURTHER ACTIONS	RESIDUAL RISK RATING

Date of completed Risk Assessment:

I have read the risk assessment and understand the necessary measures to minimise potential risk as identified in the risk assessment.

Signature(s) of lead adult(s) prior to trip –

_____

Headteacher/SMT Phase Leader

_____

Pre-Visit Checklist

William Patten Primary
Educational Visits Checklist

Class name
Venue
Date
Times – from ……. to ……..

This checklist is an essential part of the risk management process and is applicable for all visits.

The visit should only go ahead if the answer to all applicable questions is' YES'

	In advance of the visit	
1	Have the educational aims of the visit been clearly identified? (see page 3)	
2	Is the visit appropriate to the age, ability and aptitude of the group?	
3	Has there been suitable progression/ preparation for pupils prior to the visit?	
4	Does the visit comply with any guidelines specific to your school?	
5	Does the visit comply with any specific LEA guidelines? (see relevant sections)	
6	If a member of staff is going to lead adventurous activities, have they been 'approved' by the LEA? (see page 14)	
7	If using an external provider tour operator, has the provider satisfactorily completed and returned an 'Agreement Form EV4'? (see page 16)	
8	Are transport arrangements suitable and satisfactory? (see page 9)	
9	If the visit is residential, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants/ (see page 10)	
10	If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see page 10)	
11	Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not have appropriate additional checks been made?	
12	Do the adults in the party have the appropriate skills for the visit? (check this carefully and arrange suitable training and/or briefing to clarify your expectations).	
13	Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability?	
14	Is the level of staffing sufficient for there to be adequate supervision at all times? This will be determined by a) the type, level and duration of activity b) the nature and requirements of the group c) the experience and competence of staff d) the venue, time of year and prevailing or predicted conditions. e) the likelihood and consequences of any reasonably foreseeable changes.	
15	Is the visit leader aware of and comfortable with his/her role?	
16	Are all staff aware of and comfortable with their roles?	
17	Are all helpers aware of and comfortable with their roles?	
18	Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see page 6, and form EV5)	
19	Is insurance cover adequate (see page 8)	
20	Does at least one member of teaching staff know the pupils that are being taken away, including any behavioural traits?	
21	Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff?	

22	Are pupils aware of the nature and purpose of the visit?	
23	Are parents fully aware of the nature and purpose of the visit, including contingency plans, and has written consent been obtained? (see page 8)	
24	Have all relevant details been issued? (e.g. itinerary, kit lists, etc?)	
25	Are staff aware of any medical needs and /or other relevant details of pupils?	
26	Has parental consent been gained for staff to administer drugs/injections, and if necessary have named staff received appropriate training?	
27	Are staff aware of any relevant medical conditions of other staff/helpers within the group?	
28	Does at least one member of staff have a 'good working knowledge' of First Aid? (see page 13)	
29	Is a first aid kit (appropriate to the visit) available? (see page 13)	
30	Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g.' Plan B', and have these plans been risk assessed and has parental consent been obtained?	
31	For journeys taking place outside school hours, do staff members have emergency contact phone numbers for designated senior staff?	
32	Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see page 13)	
33	Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see page 9)	
34	A mobile phone is recommended for all visits. Are you aware of the reception in the areas you are visiting?	
35	Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of the equipment?	
36	Does any specialist equipment conform to the standards recommended by responsible agencies?	
37	Have all financial matters been dealt with appropriately?	
38	Has the visit been approved by the Headteacher and Educational Visits Coordinator, and where appropriate, the Governing Body? (see page 4)	
39	Are full details of the visit on file at school?	
40	If residential, overseas or involving adventurous activities, has the visit been approved by the LEA? (see page 4)	
	During the visit	
41	Do all staff have a list of pupils/groups? (+ emergency contact details if out of school hours)	
42	Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours)	
43	Do staff have sufficient funds to allow for any contingencies?	
44	Do staff have any relevant literature, work sheets, clipboards, etc?	
45	Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc, if needed?	
46	Are pupil numbers being checked at appropriate times?	
47	Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?	
48	Are pupils aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? May pupils run? – are pupils aware of the procedure at road crossings? etc.)	
49	Has a clear recall system been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?	
50	If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?	
51	Do pupils know what action they should take if they become separated from the group?	
52	Is on-going risk assessment being conducted, and the programme adapted if necessary to suit changed or changing circumstances?	

	At the end of the visit	
53	Are appropriate arrangements in force for the dismissal of pupils?	
54	Has the visit leader reported back to the Educational Visits Co-ordinator?	
55	Has the group been debriefed and any relevant follow-up work completed?	
56	Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?	
57	Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?	
58	Have all staff and helpers involved in the visit been thanked for their input?	

Example Pre Visit Checklist

Nursery Visit
Abney Park
Friday 2nd February
10.15am to 1.30pm

Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits.

The visit should only go ahead if the answer to all applicable questions is' YES'

	In advance of the visit	
1	Have the educational aims of the visit been clearly identified? (see page 3)	yes
2	Is the visit appropriate to the age, ability and aptitude of the group?	yes
3	Has there been suitable progression/ preparation for pupils prior to the visit?	yes
4	Does the visit comply with any guidelines specific to your school?	Yes
5	Does the visit comply with any specific LEA guidelines? (see relevant sections)	yes
6	If a member of staff is going to lead adventurous activities, have they been 'approved' by the LEA? (see page 14)	N/A
7	If using an external provider tour operator, has the provider satisfactorily completed and returned an 'Agreement Form EV4'? (see page 16)	N/A
8	Are transport arrangements suitable and satisfactory? (see page 9)	N/A
9	If the visit is residential, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants/ (see page 10)	N/A
10	If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see page 10)	N/A
11	Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not have appropriate additional checks been made?	Yes
12	Do the adults in the party have the appropriate skills for the visit? (check this carefully and arrange suitable training and/or briefing to clarify your expectations).	yes
13	Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability?	yes
14	Is the level of staffing sufficient for there to be adequate supervision at all times? This will be determined by a) the type, level and duration of activity b) the nature and requirements of the group c) the experience and competence of staff d) the venue, time of year and prevailing or predicted conditions. e) the likelihood and consequences of any reasonably foreseeable changes.	yes
15	Is the visit leader aware of and comfortable with his/her role?	Yes
16	Are all staff aware of and comfortable with their roles?	Yes
17	Are all helpers aware of and comfortable with their roles?	Yes
18	Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties?	Yes
19	Is insurance cover adequate (see page 8)	yes
20	Does at least one member of teaching staff know the pupils that are being taken away, including any behavioral traits?	yes
21	Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff?	Yes
22	Are pupils aware of the nature and purpose of the visit?	yes
23	Are parents fully aware of the nature and purpose of the visit, including contingency plans, and has written consent been obtained? (see page 8)	Yes
24	Have all relevant details been issued? (e.g. itinerary, kit lists, etc?)	Yes
25	Are staff aware of any medical needs and /or other relevant details of pupils?	Yes

26	Has parental consent been gained for staff to administer drugs/injections, and if necessary have named staff received appropriate training?	N/A
27	Are staff aware of any relevant medical conditions of other staff/helpers within the group?	Yes
28	Does at least one member of staff have a 'good working knowledge' of First Aid? (see page 13)	Yes
29	Is a first aid kit (appropriate to the visit) available? (see page 13)	Yes
30	Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g.' Plan B', and have these plans been risk assessed and has parental consent been obtained?	Yes
31	For journeys taking place outside school hours, do staff members have emergency contact phone numbers for designated senior staff?	N/A
32	Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see page 13)	Yes
33	Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see page 9)	Yes
34	A mobile phone is recommended for all visits. Are you aware of the reception in the areas you are visiting?	Yes
35	Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of the equipment?	Yes
36	Does any specialist equipment conform to the standards recommended by responsible agencies?	N/A
37	Have all financial matters been dealt with appropriately?	N/A
38	Has the visit been approved by the Headteacher and Educational Visits Coordinator, and where appropriate, the Governing Body? (see page 4)	Yes
39	Are full details of the visit on file at school?	Yes
40	If residential, overseas or involving adventurous activities, has the visit been approved by the LEA? (see page 4)	N/A
	During the visit	
41	Do all staff have a list of pupils/groups? (+ emergency contact details if out of school hours)	Yes
42	Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours)	Yes
43	Do staff have sufficient funds to allow for any contingencies?	N/A
44	Do staff have any relevant literature, work sheets, clipboards, etc?	N/A
45	Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc, if needed?	Yes
46	Are pupil numbers being checked at appropriate times?	Yes
47	Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?	Yes
48	Are pupils aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? May pupils run? – are pupils aware of the procedure at road crossings? etc.)	Yes
49	Has a clear recall system been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?	Yes
50	If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?	Yes
51	Do pupils know what action they should take if they become separated from the group?	Yes
52	Is on-going risk assessment being conducted, and the programme adapted if necessary to suit changed or changing circumstances?	Yes
	At the end of the visit	
53	Are appropriate arrangements in force for the dismissal of pupils?	
54	Has the visit leader reported back to the Educational Visits Co-ordinator?	
55	Has the group been debriefed and any relevant follow-up work completed?	
56	Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?	
57	Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?	
58	Have all staff and helpers involved in the visit been thanked for their input?	

William Patten Primary
Same Day Pre-Trip Checklist for Lead Adults

Trip Activity:
Trip Venue:
Date:
Times from …… to ……..

This checklist is an essential part of the risk management process and is applicable for all visits. The visit should only go ahead if the answer to all applicable questions is' YES'

Check	Requirement	Tick
1.	Lead adult has a list of all the children in the group for regular headcounts and registers.	
2.	The number of children in the group can be immediately recalled by the lead adult.	
3.	The lead adult has a list of the children with medical needs.	
4.	The lead teacher knows the SEND needs of identified children within the group.	
5.	The lead teacher knows the relevant behavioral traits of the children in the group.	
5.	The lead adult is in possession of a first aid kit.	
6.	The lead adult has the emergency contact number for the school (mobile) including for after school visits.	
7.	The lead adult has a list of contact telephone numbers for the children in the group (for after school visits).	
8.	The lead adult will oversee and maintain groupings/partners during travel to and from the venue.	
9.	The lead adult has a copy of the risk assessment, and risk measures are known.	
10.	The lead adult is comfortable in their role.	
11.	The lead adult is involved in the pre-visit safety talk and takes responsibility for rules and sanctions to maintain the safety of the group.	
12.	Rules for crossing the roads safely are established in advance of the trip.	
13.	Any required kit has been checked in advance by the lead adult.	
14.	One member of staff has a good working knowledge of first aid.	
15.	The lead adult has a mobile phone on them.	
16.	The visit is appropriate to the age, ability and aptitude of the group.	
17.	Do pupils know what action they should take if they become separated from the group?	
18.	Is there/will there be a designated meeting point at the venue for children to return to?	

Signed:_____(Lead Adult)

Date:_____

Adult Helper Information Sheet

Trip to:
Date:

School Mobile Number		07803210385
School number		0207 254 4014
Children's names Total number in group_____		
Meeting point in case of emergency		
Outline of the day	Time :	

Please remember that all adults must

• Count the number of children in their group on a regular basis	
• NOT allow children to go to the toilets unattended (only school staff are permitted to take children to the toilet)	
• Not use mobile phones whilst supervising children	
• Not consume hot drinks whilst supervising children	

If any of the above are not possible, you should follow the instructions from the staff at the venue.

In case of emergency all adults should meet at……

William Patten Primary School

Address: Stoke Newington Church Street, London, N16 0NX
Phone: 0207 254 4014 / 4915
Email: admin@williampatten.hackney.sch.uk
Web: williampatten.hackney.sch.uk

Annual consent form for school trips and other off-site activities

In line with Department for Education guidance (2017), written parental consent is from parents is no longer requested for each off-site activity offered by the school. Such activities are part of the school's curriculum and usually take place during the normal school day. An exception is the Year 6 residential trip, where separate permission will be requested.

Please note the following important information before signing this form:

The trips and activities covered by this consent include;

- all visits which take place during the school day (but on occasions might run over past 3.30pm, depending on the nature or timing of the trip)
- adventure activities at any time
- off-site sporting / competition fixtures outside the school day
- all off-site activities for nursery

The school will send you information about each trip or activity before it takes place, with details of the journey, timings of the trip and whether a packed lunch is required.

If you need a school packed lunch for trip, please let us know, via the office.

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

a) **To take part in school trips and other activities that take place off school premises as outlined;**
and
b) **To be given first aid or urgent medical treatment during any school trip or activity.**

(CHILD'S NAME) ……..……..:……. CLASS…….....

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:
……
……
……
……

Signed:

Date:

William Patten Primary School

Address: Stoke Newington Church Street, London, N16 0NX
Phone: 0207 254 4014 / 4915
Email: admin@williampatten.hackney.sch.uk
Web: williampatten.hackney.sch.uk

Example Year 2 Trip

WHERE	London Zoo
WHEN	13th October 2022
TIME	9:20am-3:45pm
LUNCH	Children need a packed lunch
TRAVEL	Bus and tube
COST	£8.50
CURRICULUM AREA	Science

Please let the office know if you would like your child to have a school packed lunch.

Please let *<teacher's names here>* know if you can help on the day.

If you are paying for trips as you go, log on to your SIMS Agora account to pay.

Thank you!

William Patten Primary School

Address: Stoke Newington Church Street, London, N16 0NX
Phone: 0207 254 4014 / 4915
Email: admin@williampatten.hackney.sch.uk
Web: williampatten.hackney.sch.uk

Year <insert year> Trip

WHERE	
WHEN	
TIME	
LUNCH	
TRAVEL	
COST	
CURRICULUM AREA	

Please let the office know if you would like your child to have a school packed lunch.

Please let <insert teachers' names> know if you can help on the day.

If you are paying for trips as you go, log on to your SIMS Agora account to pay.

Thank you!