



**WINDSOR
PARK CE
MIDDLE
SCHOOL**

EDUCATIONAL VISITS

Including Local Visits

This policy sets out the school's approach to planning, approving and managing educational visits and off-site activities. It aims to ensure that all visits provide valuable educational experiences while maintaining the safety, wellbeing and safeguarding of pupils and staff.

This policy was approved as follows:

Approver:	Executive Headteacher	Date:	September 2026
Owner:	Health & Safety	Version:	1.0
LAC adoption date:	Autumn 2026	Review frequency:	Annually
Status:	Statutory (H&S)	Next review date:	Autumn 2027

This policy applies to all - Innovate2Educate Partnership schools/ School Academy staff, visitors, volunteers and contractors.

Document History

Version	Version Date	Author	Summary of Changes
V1.0	12.08.2026	T Evans	Reviewed for 26/27 Academic Year – To include Local Visit Policy and reference to Visit Leader training

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Innovate2Educate Partnership Policy Statement

Innovate2Educate Partnership acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of all students attending the Trust's schools.

This policy applies where students are undertaking activities outside of their normal school base, both inside and outside of normal school hours.

Through the use of Evolve, i2e has formally adopted the Outdoor Education Advisers' Panel Employer Guidance (EG) as its guidance for the management of off-site visits and learning outside the classroom (LOtC).

Schools will have an Educational Visits Coordinator (EVC) who is appropriately trained and experienced and able to offer guidance to staff who are arranging educational visits for students under their supervision.

The Executive Headteacher has final approval for all educational visits. Where a visit involves additional, high-risk activities or residential/foreign visits, additional approval will be obtained from the County Educational Visits Advisor.

All visits are carefully risk assessed, including emergency planning, so that the risk to participants is reduced as far as is reasonably practicable with appropriate control measures identified and implemented. All participants have a clear understanding of their roles and responsibilities including their role in the risk management process including those designated as Emergency Contacts.

All staff taking part in the visits are DBS checked and are assessed as competent by virtue of their experience and knowledge of the students, the venue and of the activity taking place. Only suitably qualified staff will lead activities involving additional or high risks.

All visits are researched to assess the suitability of the venue and services from a third party provider. Wherever possible the ULT schools will make use of one of the nationally accredited provider assurance schemes such as the LOtC Quality Badge, AALS Licensing, Adventure Mark or the NGB Centre Approval Schemes.

Innovate2Educate Partnership is part of the DoFE RPA scheme which covers Employers' statutory liability insurance, Public liability insurance and School Trip Insurance.

Visits and learning activities are available and accessible to all. Innovate2Educate Partnership schools will take all reasonably practicable effort to find venues which are suitable and accessible in order that all participants may be actively involved.

The Innovate2Educate Partnership follows the recommendations and legal framework relating to charging, voluntary contributions and remissions as set out by the Department for Education.

Educational Visits

This document has been prepared in accordance with:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://oeapng.info/download/1184/> - OEAP NG 5.3b How to write an establishment visit policy.

<https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management – an Overview

Introduction

Windsor Park CE Middle School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of all children and young people.

The school works within the requirements set out in Entrust/ Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oceapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

The Local Academy Committee has given its approval to the following types of activities being arranged in support of the educational aims of the school.

- School teams
- Educational visits including those that are essential or enhance the curriculum
- Residential visits

Normally, these activities will be available to all children within the specified group for which the activity has been organised. Whilst there is no obligation for parents/carers to contribute, visits will only take place if sufficient funds are received. If the visit is within school hours, but extends beyond the normal school day, the school will charge for board and accommodation.

Aims

- To broaden the curriculum beyond the boundaries of the school
- To help pupils to see the relevance of their school studies to real life
- To give all pupils the opportunity to experience cultural, religious, environmental, historical and team events
- To help develop an awareness of the local and wider community
- To foster an enquiring mind
- To allow further opportunities for pupils and staff to develop good relationships

Objectives

- To detail the procedures required when organising a school trip
- To define the type of trips that should be encouraged to take place
- To identify the roles of trip organisers, accompanying staff and pupils
- To identify educational objectives of planned visit

Planning Procedures

The planning procedure is designed to ensure that the following standards are adhered to:

- Trips are of a suitable educational nature
- The safety and welfare both staff and pupils is assured
- The trips are financially viable

Visit Leaders are required to undertake appropriate education visits training. Staff wishing to plan and undertake a visit (prospective Visit Leaders) should initially discuss the proposal with the Educational Visit Co-ordinator and complete section 1 of the educational visit's checklist (Appendix 1), to verify the appropriate dates. The Senior Leadership Team will then determine if the visit can go ahead. Once permission has been granted, the Visit Leader should then add the visit details on to the EVOLVE system which will then be automatically passed to the Educational Visit Co-ordinator for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Executive Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits requiring LA approval should be submitted six weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5m.

Regularly repeated local visits may receive block annual approval subject to parent being made aware of every visit, especially any involving a return time outside the normal school day.

The Executive Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges and Remission guidance document.

Timescales

Timescales requiring Evolve forms to be completed before the visit are detailed as per below. The approval system is there so that safe visit planning can be thoroughly checked.

Good practice is to **start the forms the term before the visit or once a booking has been made.**

Recommended Timescales for establishments BEFORE THE VISIT		Entrust EVA Team's Agreed Timescales			
	VL >>>> Creates	EVC >>> Checks	ENTRUST > > Comment	HEAD > Approves	ENTRUST Acknowledge
Local Area Visits	As School Policy	Not Required			
All other	1/2 Term	2 Weeks	Not Required	1 Week	Not Required
Additional Risk (Adventurous)	1 Term	5 Weeks	3 Weeks	1 Weeks	1 Week
Residential UK	1 Term	6 Weeks	4 Weeks	1 Weeks	1 Week
Foreign	1 Year - 2 Terms	10 Weeks	6 Weeks	1 Weeks	1 Week
If your visit doesn't fit these descriptors, contact the EVA team to discuss.					

The Entrust EVA team will endeavour to check and add advice, guidance and notification as soon as possible, but this may take some time, particularly during peak periods.

If forms are added months in advance, such as foreign visits, the Entrust EVA team will add a 'holding' note to the form but will not acknowledge it. They will retain the form until final details are added, such as itineraries, final numbers etc. The school must review 10 weeks before the visit and add updated information.

Approximately a month before the visit is due to depart is when Entrust EVA final notification and guidance is added.

If forms are added later than the time scales, the Entrust EVA will add a note to the form to acknowledge it, but if it is deemed there is too little time to effectively give advice and guidance to be acted on by the school, none will be added, and a note made to this effect.

Executive Headteacher's acknowledgement should only be given when the planning and risk management for this visit has been checked and approved by them as according to the current Off-Site Activities guidance document.

Roles and Responsibilities

The Executive Headteacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks.

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follow employer policy and guidance, and to liaise with the LA as required
- To ensure that there is a sample monitoring of visits in keeping with the recommendations of employer policy and guidance.

Prior to a visit, relevant documentation (risk assessment, pupil listing, medical information and itinerary) should be shared with all accompanying adults.

The Executive Headteacher will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies. This will include copies of medical forms and phone numbers in the case of residential visits.

The Visit Leader is responsible for producing a full pupil and accompanying adult list, a minimum of 24 hours prior to the event and to ensure that all care plans, medication and equipment are collected from the office before leaving.

Individual emergency consent will be requested for all trips excluding team events. Consent forms with contact details should be passed to group leaders during visit. For all residential visits parents/carers will be invited to a meeting where they can ask for clarification of any aspect of the itinerary or organization of the visit. A checklist for Visit Leaders is available to staff and should be consulted before the trip.

Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. Windsor Park C.E. Middle School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the target benefits and learning outcomes.

This appreciation of the benefits to be gained throughout participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. Health and Safety Executive endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that Windsor Park C.E. Middle School staff adopt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

Very occasionally, where a pupil has a persistent record of very poor behaviour, resulting from their inability to manage themselves appropriately or negatively influence others, thereby placing themselves or others at risk; it may be necessary to withdraw the offer of a place. This decision will not be undertaken lightly, and would have the widest possible regard to health and safety of all pupils and adults on the visit. Parents would be consulted prior to the decision to remove the offer of a place on an excursion.

Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parent and the school in the event of an emergency. The Visit Leader will act as the designated person.

In the event of a delay (of more than 1 hour), or of an incident to an attending participant, staff member or volunteer, the Visit Leader must contact the school as soon as possible to inform the Executive Headteacher or Senior Leadership Team so that they can decide: -

A) If the incident is of a less serious nature, then the next of kin or parent of those effected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.

B) If the incident is very serious to contact Emergencies, School Emergency Contact, using the emergency contact information. The school emergency contact will inform the I2E CEO and if applicable, Staffordshire County Council.

C) If First Aid is administered on a trip, the school should be contacted so parent can be informed. A copy of any accident form should be requested and returned to the school.

Accident Reporting

All accidents and near misses will be handled in line with the School's Health and Safety Policy. Accident investigation and employee hazard report forms are available from the **Health and Safety** intranet site.

The Local Academy Committee

The following categories of visit require validation of the Local Academy Committee and prior authorisation from Entrust EVA:

- Visits Abroad
- Residential Visits
- Outdoor Adventurous or high-risk activities.

Local Visits

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent – for visits held during school hours and /or part of the curriculum. However, the VL must arrange for parents to be informed via Arbor at least a day before the visit, should there be a reason why the child needs to remain in school, i.e., collection for a dentist appointment
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are shown on the attached map (Appendix 2). This area includes, but is not limited to, the following frequently used venues:

- Cinebowl – **skating will require an additional risk assessment**
- St Marys Church, Uttoxeter and Renew Church, Uttoxeter
- Padel
- Bramshall Road Recreational Park
- Eversley, Hermitage, Kirk House and St Mary's Mount Care Homes
- Thomas Alleyne's High School
- Oldfields Hall Middle School
- Picknalls, St Mary's and Tynsel Parkes First School – St Jospeh's Primary School
- Uttoxeter Leisure Centre

'No-go' areas within the Boundaries

- If the visit involves going to the River Dove and/or River Tean, an Evolve full visit form must be completed.

Transport to the Local Learning Area

The methods of transport should be wholly in the control of the school, such as establishment minibus, walking or cycling. If using an outside provider please revert to the full visit form.

Local Learning Area LLA

Operating Procedure

Significant issues/hazards within our Local Learning Area are included in the following risk assessment. This includes activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

Visit Leaders must ensure that they are full conversant with the risk assessment plus control measures and that this is communicated effectively with accompanying adults and pupils.

Establishment	Windsor Park CE Middle School		
Activity	Generic Risk Assessment for Local Area Walk / Village Trail		
Participants at risk	Pupils, Staff and Volunteers		
Number of Adults		Number of pupils	

HAZARDS	RISK	CONTROL MEASURE
Distance from School	Need for Emergency Contact	• A mobile phone must be carried by a member of staff • Group Leader must have list of all pupils on the visit • Route taken should be appropriate for age and ability leaves school • Ensure group behaviour and supervision is acceptable
First Aid, children require prescribed medication	Minor injury or serious illness	• Member of staff carries first aid kit • Any prescribed medication e.g. Inhalers, epipens, with member of staff
Rough, uneven ground	Slips, trips or falls	• Verbal warning of risk • Suitable footwear to be worn • Ensure good behaviour and no running

Traffic	Death or major injury	• Verbal warning of risk • Supervise road/car park crossings by groups • Visit Leader to organise pupils and other adults so that appropriate provision / supervision is in place • Maintain clear sight lines at all road crossings • Use pedestrian crossings wherever possible • Leader at front plus back marker at all times • Walk in single file if narrow paths •
Contact with Dogs	Minor/ major injury / death	• Health and safety briefing to include importance of not approaching dogs • Verbal reminders of risk
Extreme weather conditions	Sunstroke/sunburn/ dehydration	• Ensure group have access to fluids and drink breaks • Avoid prolonged exposure to sun • Ensure pre visit information includes importance of wearing hats and sunscreen and promote the application of it during the day • Modify/ shorten session as necessary • The visit leader will have to decide if the weather is inappropriate for the visit to take place.
Extreme weather conditions	Hypothermia	• Ensure pre visit information includes information about importance of warm layers of clothing • Modify/ shorten or consider cancelling activities in bad weather • Provide extra clothing as necessary • Be aware of the level of comfort in the group and avoid pro-longed periods of inactivity
General Public	Physical / verbal abuse / abduction of children	• Staff/ volunteers to be recognisable • Regular headcounts • Staff to be vigilant - politely ask members of the public to leave work area if necessary • Front and back markers to be designated with each group • Attempt to de-escalate any potentially confrontational situation if safe to do so • Be prepared to remove group to alternative area if necessary • Follow serious incident procedures and notify police if appropriate

Separation of group member from group	Getting lost	• Regular headcounts • Guidelines given to children about what to do if separated • Ensure participants let leader know if they are leaving the group early • Clear boundaries for activities • Ensure good behaviour • In the event of unacceptable behaviour, consider shortening sessions • Leader at front plus back marker when moving between activities • Follow lost child procedure
Open Level Crossing	Major injury / death	• Follow Network Rail guidance 'How to use an open level crossing safely' • All accompanying adults must be familiar with this guidance • Ensure adequate supervision is maintained at both the front and rear of the group at all times, so that in the event of the group becoming separated, each group remains appropriately supervised.

Additional Action Required for activity

Pupils to be registered at school prior to the visit so staff are aware of numbers, counted at destination and registered upon return to school.

REVIEWED BY	Tracey Evans, Business Manager/EVC	DATE OF REVIEW	12.08.2026 for 2026-2027 Academic Year
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Additional controls to be followed along with measures included in the risk assessment:

- The Executive Headteacher or EVC must give verbal approval before a group leaves.
- **Only staff judged competent to supervise groups in this environment are approved.** A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- For KS2 visits - there must be a minimum of two adults.
- For KS3 visits – these can be supervised with one adult, however, pupils must be informed on
 - 'What would you do if the only adult collapsed?'
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module).
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves,)

IMPORTANT

- Extra caution must be observed when crossing at Springfield Road and Stone Road Junction.
- Where the path narrows along Stone/Oldfields Road, children must walk in single file and remain on the path.
- Crossing Town Meadow Way, pedestrian crossings must be used at all times
- If Cinder path is flooded an alternative route must be used - path at end of Cockstubbles alongside Foxes Biscuits or Springfield Road – Stone Road – Hall Road
- Any activity beside Picknalls Brook requires an additional risk assessment
- Skating at Cinebowl will require an additional risk assessment
- If crossing over the railway level crossing on Stafford Road, the visit leader must ensure that all observe the Network Rail guidance 'How to use an open level crossing safely' (Appendix 3). The visit leader must also ensure that the school group is separated the separated groups are appropriately supervised.

First Aid Policy for LLA

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the schools existing procedures and the likely activities undertaken, should be sufficient.

Review Period for the Local Learning Area

The review period for the local Learning Area will be termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

Monitoring for the Local Learning Area

The Executive Headteacher or EVC will provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.

Approved on Behalf of the Local Academy Committee

Chair Date

Appendix 1

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'

SECTION 1 – Initial Approval

1. Have the educational aims of the visit been clearly identified? ☐ yes
2. Have you checked that this visit does not conflict with other school visits / activities? ☐ yes
3. Have you obtained three written quotes for the visit
(These must be like for like and presented with this form for visit approval) ☐ yes
4. Have you determined the accompanying staff? ☐ yes

Please enter staff names here: _____

For residential visits you must be mindful that there may be a teaching group remaining in school thus limiting the number of teaching staff available to accompany the visit. Accompanying staff will also need to have confirmed their willingness to accompany residential visits.

5. Is the visit appropriate to the age, ability and aptitude of the group? ☐ yes
6. If a member of staff is going to lead an adventurous activity, are they suitably qualified?
Please state qualifications: _____ ☐ yes ☐ n/a
7. If using an external provider or tour operator, have you checked that they are an approved provider and have risk assessments in place?
Please attached RA's and confirm name of approved body _____ ☐ yes ☐ n/
8. Are transport arrangements suitable and satisfactory plus three quotes obtained? ☐ yes ☐ n/a
9. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? ☐ yes ☐ n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? ☐ yes ☐ n/a
11. Have you conducted a pre-visit? 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 Executive Headteacher as to their suitability? ☐ yes ☐ n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? ☐ yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role? ☐ yes
16. Are all support staff aware of and comfortable with their roles? ☐ yes
17. Are all helpers aware of and comfortable with their roles? ☐ yes
18. Is insurance cover adequate? ☐ yes
19. Does at least one member of teaching staff know the pupils that are being taken away
20. including any behavioural traits? ☐ yes

Form completed by:

Date: _____

Visit Leader

Audit compliancy checked by:

Date _____

Business Manager

Approved by:

Date: _____

Executive Headteacher

SECTION 2 – Pre-Visit

21. *Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties?* ☐ yes
22. *Has there been suitable preparation for pupils prior to the visit?* ☐ yes
23. *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
23. *Are pupils aware of the nature and purpose of the visit?* ☐ yes
24. *Are parents fully aware of the nature (including contingency plans) and purpose of the visit, and has consent been obtained?* ☐ yes
25. *Have all relevant details been issued? (eg. itinerary, kit lists, etc?)* ☐ yes ☐ n/a
26. *Are staff aware of any medical needs and/or other relevant details of pupils?* ☐ yes
27. *Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?* ☐ yes ☐ n/a
28. *Are staff aware of any relevant medical conditions of other staff/helpers within the group?* ☐ yes ☐ n/a
29. *Does at least one responsible adult have a 'good working knowledge' of First Aid?* ☐ yes
30. *Is a first aid kit (appropriate to the visit) available?* ☐ yes
31. *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
32. *For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff?* ☐ yes ☐ n/a
32. *Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency?* ☐ 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?* ☐ yes ☐ n/a
34. *A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?* ☐ yes ☐ n/a
35. *Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?* ☐ yes ☐ n/a
36. *Does any specialist equipment conform to the standards recommended by responsible agencies?* ☐ yes ☐ n/a
37. *Have all financial matters been dealt with appropriately?* ☐ yes
38. *Has the visit been approved by the Executive Headteacher and Educational Visits Coordinator, and in line with Governing Body policy?* ☐ yes
39. *Are full details of the visit at school and if appropriate with the School Emergency Contact(s)?* ☐ yes
40. *If residential, overseas or involving adventurous activities, has the visit been approved by the LA?* ☐ yes ☐ n/a

41. *If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit?* ☐ yes ☐ n/a

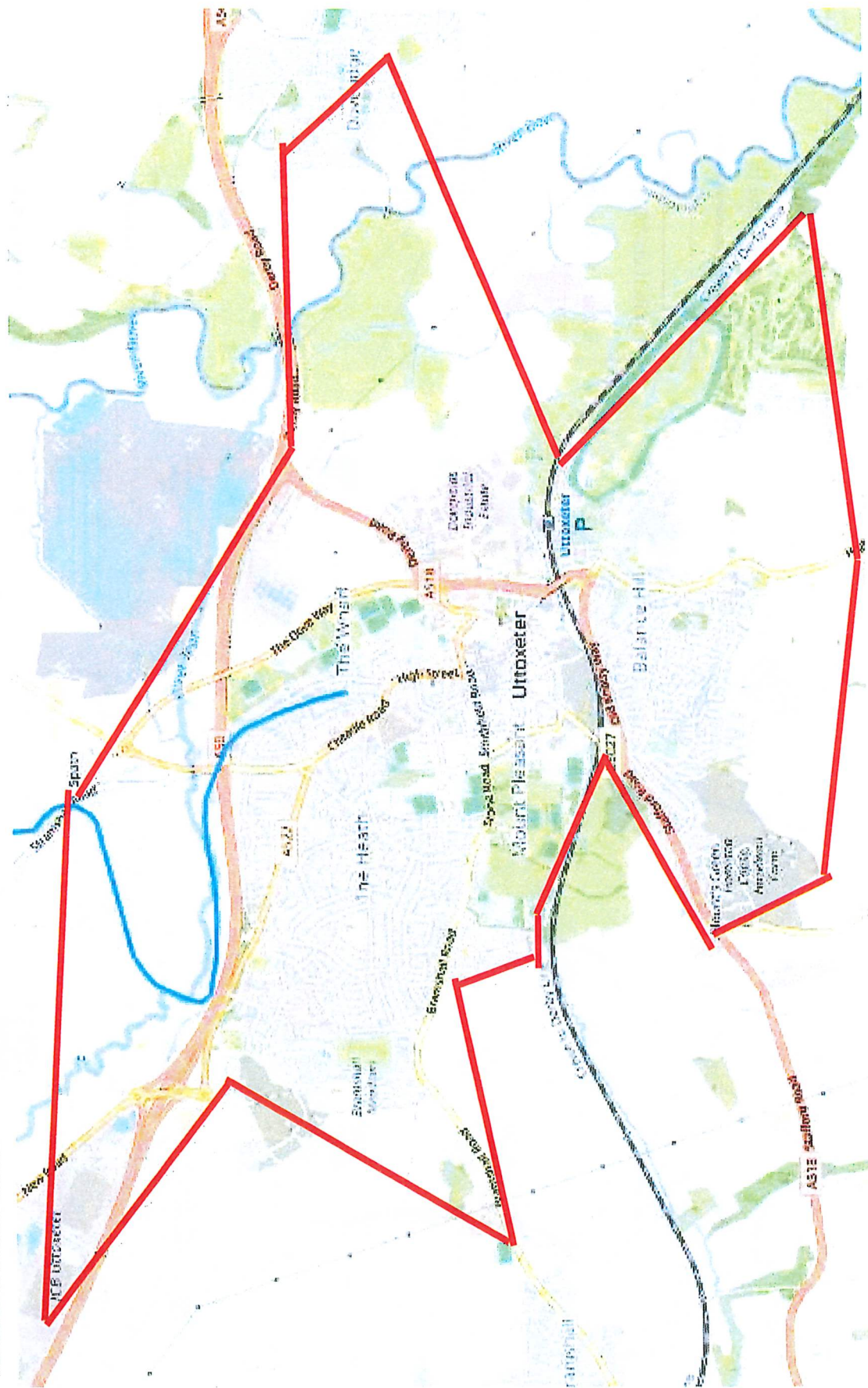
SECTION 3 – During Visit

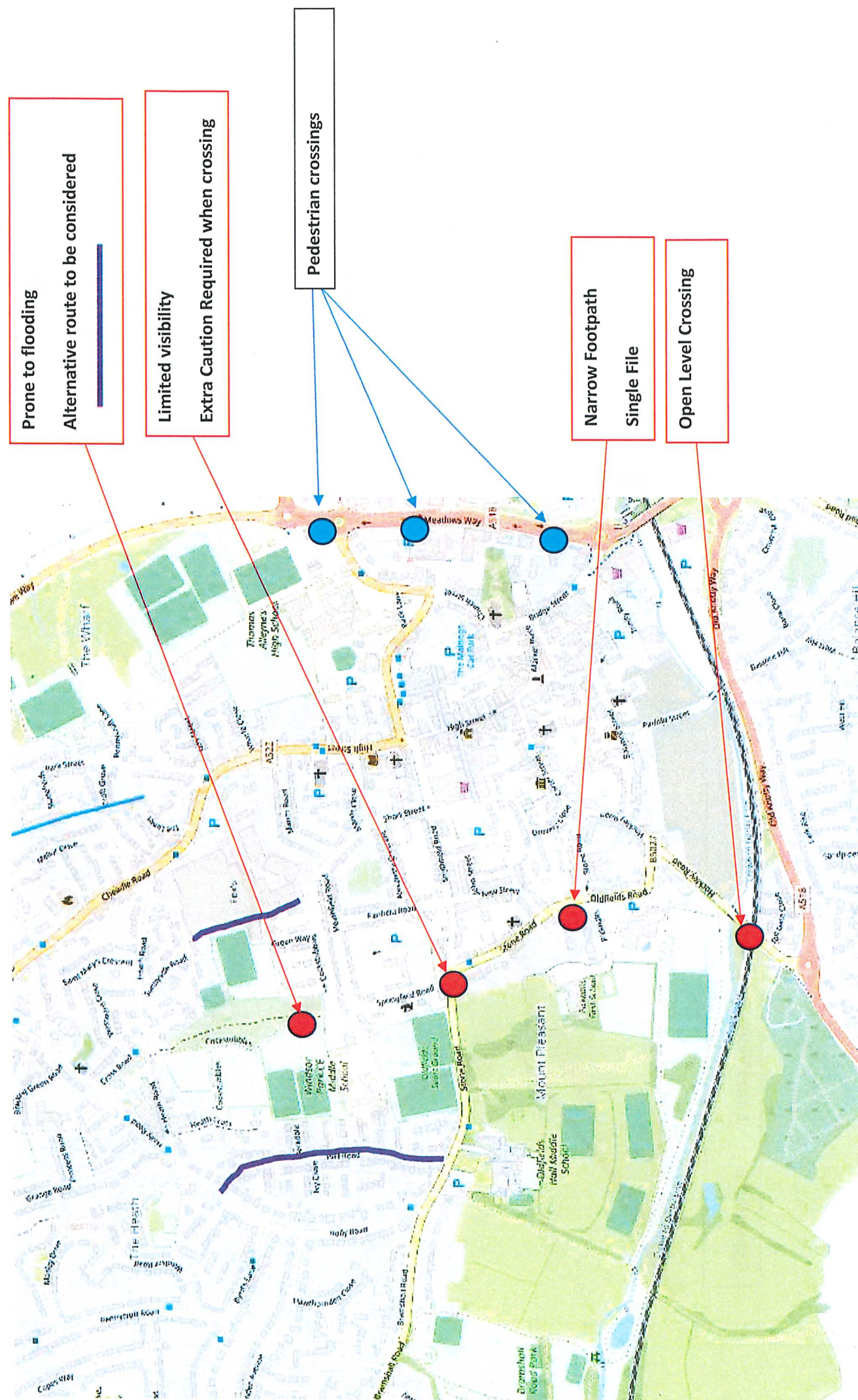
42. Do all staff have a list of pupils/groups? + emergency contact details? ☐ yes
43. Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours)? ☐ yes
44. Do staff have sufficient funds to allow for any contingencies? ☐ yes ☐ n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? ☐ yes ☐ n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? ☐ yes
47. Are pupil numbers being checked at appropriate times? ☐ yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? ☐ yes ☐ n/a
49. Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.) ☐ yes ☐ n/a
50. Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively? ☐ yes ☐ n/a
51. 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 ☐ n/a
52. Do pupils know what action they should take if they become separated from the group? ☐ yes
53. Is on-going risk assessment being conducted, and if necessary, the programme adapted to suit changed or changing circumstances? ☐ yes

SECTION 4 – Post Visit

54. Are appropriate arrangements in force for the dismissal of pupils? ☐ yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? ☐ yes ☐ n/a
56. Has the group been debriefed and any relevant follow-up work completed? ☐ yes ☐ n/a
57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? ☐ yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? ☐ yes
59. Have all staff and helpers involved in the visit been thanked for their input? ☐ yes

Appendix 2 Local Visits Boundary





How to use an open level crossing safely



Using the crossing safely

STAY ALERT, FOLLOW WARNINGS, CROSS SAFELY.

Open level crossings are typically found in rural locations.

There are two main types, with either:

- Amber & red warning lights and audible alarms, or
- Give way signs and road markings

Always follow the steps below to cross safely.

For drivers and motorcyclists

1. Approach with caution and be prepared to stop

- Control the speed of your vehicle so that you can stop if lights activate or to give way to an approaching train.

2. Stop when warning lights activate

- Where warning lights and alarms are provided, always obey them. When amber lights come on, stop unless you have already crossed the stop line.
- When red lights flash, stop immediately. Passing red lights is illegal, do not proceed until the lights stop flashing.

3. Where there are no warning lights, look for approaching trains

- Where 'Give Way' signs are provided, the crossing relies on your ability to see trains. Check both directions, if a train is approaching do not cross.
- Be alert to the sound of train horns at some crossings as train drivers are instructed to sound the train horn to warn you of their approach.

4. Check your exit is clear

- Do not enter the crossing unless your exit is clear. Trains can approach and crossings can activate at any time and your vehicle could become trapped on the crossing.
- Always stay behind the stop line until it is safe to cross.

5. Stay alert

- Avoid distractions, like using phones or headphones near the crossing. Only cross when all tracks are clear, and where provided, lights and audible warnings are not active.

For pedestrians

1. Stop, look, and listen for trains

- At crossings with warning lights and alarms, do not cross when the lights are flashing or alarms are sounding.

- Some crossings rely on your ability to see and hear trains. Stop at the white line, check both directions, if a train is approaching do not cross.

- Be alert to the sound of train horns at some crossings as train drivers are instructed to sound the train horn to warn you of their approach.

2. Cross quickly and carefully

- If no warnings have activated or if you are already on the crossing when warnings start, cross quickly and do not stop on the crossing.
- Where there are no warning lights and alarms, once you have confirmed it is safe to cross, do so quickly, do not stop on the crossing.
- Keep children close and dogs on a lead.

3. Be alert

- Avoid distractions, like using phones or headphones near the crossing.
- Never attempt to cross when warnings are activated or trains are approaching, to do so risks serious injury.
- Never assume it is safe because a train has just passed. Another train could be approaching from either direction. Only cross when all warnings have stopped and all tracks are clear of approaching trains.

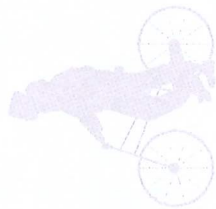
REMEMBER:

Trains travel fast and are quieter than you think. Stay alert and obey all signs and warnings to protect yourself and others.

Additional guidance for cyclists and equestrians

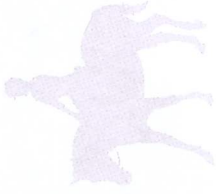


When using an open level crossing with a horse or bicycle, consider dismounting and walking across for safety.



1. Cyclists

- Bicycle wheels can become stuck in the crossing surface, particularly if the crossing is at an angle to the road. Walking your bike across may help you avoid potential hazards.



2. Equestrians

- Be mindful of your horse's temperament and how they may react to flashing lights, alarms and road traffic noise. Consider your proximity to electrified overhead lines, dismount if necessary and lead your horse across.

REMEMBER:



Be prepared to stop!

Pay attention to warning lights, alarms and train horns, and be alert for approaching trains.



Check your exit!

Always check that your exit is clear before entering the crossing. Level crossings can activate at any time, and you could become trapped on the crossing.



Trains can arrive at any time!

Never assume you know when a train is coming, don't rely on the timetable.



If the warnings are still active, stay put!

Another train may be approaching.



Breaking the rules could cost you!

Some crossings have enforcement cameras. Deliberately misusing them could lead to prosecution, fines, or points on your driving licence.



Scan the QR code to find out more about level crossing safety



