



Bradshaw Hall Primary School

Bradshaw Hall Primary School
Vernon Close,
Cheadle Hulme,
SK8 6AN

Date Reviewed:	Autumn 2024
Date Ratified & Adopted by the Governing Board:	Autumn 2024
Signed - Head Teacher	
Signed - Chair of Governing Board	
Next Review:	Autumn 2026
Comments:	

EDUCATIONAL VISITS POLICY

BRADSHAW HALL PRIMARY SCHOOL

Educational Visits Policy

The full programme of educational visits undertaken at Bradshaw Hall Primary School complements and enhances the curriculum, and extends the first hand experiences given to our children, supporting the active learning methods that we offer. All off-site visits will include safe practice, thorough planning and preparation and competent supervision. This policy sets out in general terms the procedures agreed by the Governing Board for the organisation of Educational Visits.

No school visit, irrespective of type, duration, distance or complexity, should be organised whereby it would exclude any pupil(s) due to their physical, mental or educational capability. All visits will be fully inclusive in nature. Where a child(ren) may be unable to attend the whole visit (specifically a residential visit), specific and bespoke arrangements must be agreed by the parents and the Headteacher prior to the visit being organised.

To ensure that school achieves and maintains a high standard of safety and safeguarding, all planned visits will follow the processes outlined below and the complete detailed planning covering all aspects of the visit, regardless of the number of participants or visit duration.

In all cases staff will complete an initial request form appendix 1 which must be authorised by the Educational Visits Coordinator – EVC, for category 1 & 2 visits, and counter- authorised by the Headteacher & Chair of Governors for category 3 & 4 visits.

Subsequently, a pre-visit check and visit to the proposed venue (where necessary – some cat 2 visits and definitely cat 3 & 4 visits) will be undertake to be able to complete the school's comprehensive risk assessment of the site, any equipment, accommodation and the environment. A copy signed by the EVL will be presented to the EVC for a full appraisal and amendments, if necessary. On satisfaction of the planning and completion of the request and subsequent risk assessment, detailing all the risks associated with a trip where children are taken off school premises, the visit will be authorised by the EVC and the Headteacher and Chair of Governors where applicable.

The risk assessment document will be shared with all adults and leaders, both school-based and with external providers. Where possible, written Risk Assessments will be solicited from any external provider and kept as part of the visit documents, unless the provider is a '*Learning Outside the Classroom*' accredited organisation.

The remainder of this policy details the steps to be taken and areas to consider prior to, in preparation of, and during any visit.

School staff will always act in the best interests of the children and staff of the school when considering visit arrangements to ensure safety, wellbeing, enjoyment and educational impact. School visits have a lasting impact on children and many remain lasting memories for years to come.

(A) Supervision

Visits Group 1 (local visits within 20 minutes travel from school and within the Borough of Stockport) and Group 2 (local visits beyond 20 minutes travel and/or outside the Borough of Stockport):

<u>Age Group</u>	<u>Recommended Minimum Ratio</u>
Early Years	1 adult: 3 young people
Years 1-3	1 adult: 6 young people
Years 4-6	1 adult: 10 - 15 young people
Year 7 onwards	1 adult: 15 - 20 young people

There should always be a minimum of 2 adults

Visit Group 3: (hazardous and adventure visits, visits in close proximity to water, visits involving animals - day visits):

Early Years & Years 1-3	-	see ratios above
Year 4 onwards	-	1 adult: 10 young people

There should always be a minimum of 2 adults

Visits Group 4: (residential visits home and abroad)

Early Years & Years 1 - 3	-	see ratios above
Year 4 onwards	-	1 adult: 10 young people

(B) Types of Visit

- (1) Local visits - not involving transport.
- (2) Local visits - involving private cars e.g. football & netball matches, etc.
- (3) Day or part day visits involving transport - within Stockport / outside Stockport
- (4) Residential visits

(B1) Local Visits

On commencement at school, as part of the application pack, a form will be provided to parents requesting written permission for their child to be taken out of school on local trips within the immediate vicinity, e.g. a walk to Bruntwood Park. Local supervision guidelines, of a minimum of 1:10, must be observed.

This letter is attached as Appendix 1

Written permission must be obtained from parents/carers for children to visits which encompass a higher level of risk and maybe some distance from school (over an hour) or require an over-night stay (residential). This is done by sending a letter to parents before each visit. Details of the activity, reasons for the visit and a list of any items the children need to bring e.g. wellingtons, packed lunches etc. will be provided.

Sample letter attached as Appendix 1a

(B2) Local Visits Using Cars

There are several points that need to be discussed with parents who provide transport for taking children to sporting events etc. Some of these also need to be shared with the parents of children who are being given lifts. It is necessary for parents of children being transported to be contacted by letter and for the following points to be raised:

- ♦ Establish that parents agree to their child being offered a lift by another parent
- ♦ Ensure that the number of places offered in a car are based on the number of seatbelts available
- ♦ Ensure that seatbelts will be used at all times whilst transporting children in cars
- ♦ Insurance cover for such usage must be adequate i.e. the driver must hold a current certificate with business cover
- ♦ The car has an up-to-date MOT
- ♦ The driver has a full, valid driving licence
- ♦ Booster seats will be used for children being transported to and from venues in private cars and these are available from school in accordance with current legislation at the time.

****This letter is attached as Appendix 2.***

This will mainly be for children in Years 5 and 6 but teachers should be aware that this may be relevant to other year groups.

- ♦ ***Teaching and non-teaching staff are reminded that they need to check their insurance cover if they are using their cars for transporting children. (Occasional Business Use)***

(B3) Visits with Transport within Stockport/outside Stockport

- ♦ These are to be organised following the procedures set out in Stockport's Educational Visits and Journeys Guidelines – (copies available in Health and Safety folders on the staff intranet) and 'Planning a School Trip Checklist' (**Appendix 3.**) *All teaching staff will have read and signed a copy prior to taking part in the planning or execution of any educational visits.*
- ♦ Letters sent to parents/carers informing them of the trip and requesting permission. It should also include a reply slip requesting an "emergency contact number for the day"

(B4) Residential Visits of a Non-Hazardous Nature

A CRB check is needed for accompanying adults

- ♦ Full Governing Board approval must be given in advance for these visits. Whilst the school continues to follow the established pattern of residential visit – e.g. Robinwood Activity Centre and Ilam Hall, Castleton YHA every year - then only the approval of the Chair of Governors is also needed. Should a new venue/venture be planned then full Governing Board approval will be required before it can go ahead.
- ♦ Permission must be sought from the Town Hall at least 3 months prior to the visit taking place.
- ♦ Insurance cover will need to be checked - it might be provided by the Travel Company as part of the package. If it is, then a copy of the insurance document will need to be sent to the Town Hall. If insurance is not provided then it will be necessary to take out Stockport's own insurance – through form EV1. (**Appendix 4**)
- ♦ Form EV1 Insurance Form plus a list of participants must be sent to the Town Hall at least 14 days before the visit.

(B5) Residential Visits of a Hazardous Nature - Activity Visits

A DBS check is needed for accompanying adults

- ♦ Full Governing Board approval must be given in advance for these visits. Only the approval of the Chair of Governors is needed once the trip is established
- ♦ Organisers must check the details in Stockport's Educational Visits and Journeys Guidelines before organising any visits of this nature. Please take particular note of the qualifications of centre staff. Ask for appropriate Risk Assessments.
- ♦ Form EVRAv2.1 plus form (**Appendices 4 & 5**) plus a list of all participants must be sent to the Town Hall at least 14 days before the visit. There will be a need to check the insurance - it might be provided by the Travel Company as part of the package. If it is then a copy of the insurance document will need to be sent to the Town Hall. If insurance is not provided then it will be necessary to take out Stockport's own insurance (EV1). The cost of this can vary and will depend on the type of activity being undertaken. Check this with Education Finance Division at the Town Hall

(C) Guidelines for Teachers - prior to organising school trips

- ♦ Outings are to be planned in accordance with the *Planning School Trips* checklist (**Appendix 3**)
- ♦ Outings are to be planned in accordance with the Charging Policy of the school (**Appendix 3a**)
- ♦ Firstly, complete the '**Request to Consider an Educational Visit**' form – RTCEV for approval
- ♦ On approval by the EVL/Headteacher/Chair of Governors, complete and submit to the EVC a completed **Risk Assessment - EVRAv2.1**
- ♦ A written risk assessment must be made prior to all visits. A copy should be kept by the Educational Visits Coordinator – EVC (**Appendix 3b**)
- ♦ Risk assessments for Category 3 & 4 visits (higher risk) will need to be sent to the Health & Safety at the Local Authority for approval
- ♦ All details of children with known medical conditions, SEND and behaviour requirements should be considered with a suitable and sufficient number of staff provided for
- ♦ Many organised visits will have risk assessments written by the providers. These should be kept in the file with the RTCEV & EVRAv2.1 and any other pertinent documents
- ♦ Consider and agree who and what photography equipment will be used, how images will be stored and deleted

(D) Emergency Procedures

Communication

- ♦ A list of the children and their parents' contact numbers must be available in school. Senior staff are to act as emergency contacts and must be accessible by telephone at all times during the visit
- ♦ In the unlikely event of a major emergency the Emergency Procedures from Section E of Stockport's Educational Visits and Journeys Guidelines should be initiated. The Headteacher and EVC must be informed immediately

The following is the Local Authority's Educational Visits Policy adopted by the school

SCHOOL VISITS HEALTH AND SAFETY TOOLKIT

Stockport Council Health and Safety



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

CONTENTS

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1. INTRODUCTION

Off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise not be possible. All off-site activities must serve an educational purpose, enhancing and enriching pupil's learning experiences.

A large number of school visits take place successfully each year. However, misunderstandings about health and safety law can sometimes discourage schools and teachers from organising these activities.

The Health and Safety Executive makes it clear that:

- the focus should be on how the real risks arising from such visits are managed and not on paperwork;
- there should be a proportionate and sensible approach for planning and organising off-site activities
- those organising visits should simplify the planning process and authorisation arrangements for visits that involve everyday risks
- the HSE's primary interest is real risks arising from serious breaches of the law. Any HSE accident investigation will be targeted at these issues

Prosecutions taken by the HSE more often than not involve a fatality (or near fatality) where there has been a reckless or a clear failure to adopt sensible precautions. The fact that an accident occurs does not mean there has been a breach of health and safety law if the school can demonstrate that they took all reasonable precautions to manage the risks.

This toolkit has been designed to help school leaders to approve and organise educational visits in a sensible and proportionate way, by considering the serious and real risks that are associated with an visit off-site.

The toolkit covers how Stockport Council's Health & Safety Team will be involved in supporting schools in the planning of Educational visits.

Visits have been categorised into 4 groups, dependant on certain criteria that helps understand the level of risk and planning needed. These are detailed in the table below. It highlights the approval and notification process that schools will need to follow when planning a trip.

2. CATEGORY OF VISITS

Category	Type of visit	Approval Process and Notification
1	Curricular-related local visits or activities (usually on foot) which take place entirely within the school day. Examples include but not limited to - visits to a local park, wood, pond, swimming pool or high school	Approval for the visit by the Head Teacher or Educational Visits Coordinator (EVC) Notification to the LA not required.
2	Simple curricular or extra-curricular visits. NOT involving anything in Category 3 or 4 (may or may not use transport). Examples include but not limited to - Theatre visits, zoo visits, historical visits, sporting visits, interschool sports, after school clubs (away from base), cinema visits	Approval for the visit by the Head Teacher or Educational Visits Coordinator. Notification to the LA not required.
3	Visits entirely within the UK that involve any or all of the following: • Residential stays • Visits to remote locations • Adventurous or outdoor activities Examples • Outdoor Centres, hotels, hostels, camping • Coastal visits, remote forests or moorland • Canoeing, rock climbing, biking, orienteering, skiing, etc.	Approval by Headteacher or EVC and Governing body. Guidance may be required – Completion of the online form to notify the H&S team and we will contact you to discuss. The form must be sent at least 3 months in advance of the planned activity

4	Visits outside the UK	<p>Approval by Headteacher or EVC and Governing body.</p> <p>Guidance will be required – Completion of online form will notify the H&S team and we will contact you to discuss. The form must be sent at least 5 months in advance of the planned activity</p>
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3. PLANNING PROCESS

It is the responsibility of the school leaders and those organising the trip/visit to ensure that all health and safety risks associated with that trip or visit are assessed and appropriate management controls put in place. A clear and concise risk assessment should be carried out before notifying the Local Authority of the intention to take a trip.

It is also the responsibility of the school to ensure that all staff/volunteers undergo the correct training with regards to their health and safety responsibility.

STEP 1 - Initial Approval from your Head of Establishment or Educational Visits Coordinator - EVC

In the first instance staff planning visits must seek authorisation in principle from their Head of Establishment or EVC. Completion and submission of the '**Request to Consider an Educational Visit**' – RTCEV form to the EVC (appendix 1). At this early stage, details may be limited but should include:

- Objective of the visit
- Proposed date of the trip
- Duration
- Venue
- Size of group
- Child/staff ratios
- Ages of the group
- Staffing profile
- Additional support needs
- Other resources required for the trip
- Estimate of costs

STEP 2 - Detailed Planning and Risk Assessment: Visit Leader

The visit leader – EVL, with other staff where appropriate, will carry out the detailed planning, including a daily itinerary of events and complete and submit to the EVC a detailed risk assessment for the visit using the **Risk Assessment – EVRA2.1**. (appendix 2). The risk assessment should be recorded. Information about the support requirements of children with additional needs is useful at this stage.

STEP 3 Authorisation: EVC/Headteacher/Chair of Governors

For Category 1 and 2 Visits: The completed RTCEV, any detailed plans along with the written risk assessment EVRA are given to the EVC, who authorises the visit once he is satisfied that all proper measures are in place.

For Category 3 Visits: Detailed plans are submitted to EVC 4 months prior to the visit. The EVC will submit the completed forms to the Headteacher for authorisation. The completed and signed forms will be presented to the Chair of Governors for authorisation. When satisfied that the proper measures are in place and the arrangements conform to the school's Education Visit Policy and the school's Health and Safety Policy, the EVC forward the forms to the Local Authority's Health & Safety Team for approval. School will not undertake Cat 4 visits – overseas.

STEP 4 – Notify H & S Team

For categories 3 and 4, the EVC should complete the on-line form to notify the health and safety team of the intended trip. The health and safety team will contact the school's EVC or visit leader to discuss and will require a copy of the detailed risk assessment for review.

Once the health and safety team have reviewed the risk assessment the visit leader or EVC will be informed.

STEP 5 – Final planning

Final checks and planning are undertaken and the visit can go ahead. This may include obtaining information from parents and carers. Providing information back to parents and carers and/or carrying out an information evening.

At this stage all staff and pupils should be briefed about the trip.

Any final consent forms and payments should be collected.

4. ROLES AND RESPONSIBILITIES

Role of the Governing Board

It is strongly recommended that Governors read the DfE document, 'Health and Safety on Educational Visits, for local authorities, school leaders, school staff and

governing bodies, November 2018. This document gives a clear outline of the scope and extent of their role in supporting the Headteacher and school staff in the safe management of off-site visits.

To undertake its responsibilities for the health and safety of young people on off-site visits the Governing Board should:

- review and approve the school's policy on off-site visits which should detail the scope and range of visits conducted, and the internal procedures by which visits are proposed and approved;
- agree on the types of visit it should be informed about and the procedures for this to happen;
- help to ensure that early planning and preliminary visits can take place and that it is informed about less routine visits well in advance - some complex or costly visits require a lead-in time of up to 12 months.
- establish that each visit has a clear purpose and objectives appropriate for the age, needs and experience of the target group;
- ensure that the Headteacher and the EVC are supported in matters relating to off-site visits and that they have the time and expertise to meet their responsibilities;
- Ensure that a suitable and sufficient risk assessment is completed for each off-site visit

Role of the Headteacher

Headteachers should:

- be aware of relevant regulations and guidelines including Health and Safety responsibilities
- be clear about which types of visit require prior notification to, or approval of the local authority. The procedures must be efficient and completed within the designated time scale
- ensure that the Governing Board is aware of the nature and purpose of off-site visits and has granted approval. For visits requiring specific prior approval by the Governing Board and ensure that full information is disclosed sufficiently in advance
- ensure that the aims of the visit are commensurate with the needs and abilities of the young people. A visit must have a clearly defined off-site purpose that takes account of the age, needs and experience of the pupils

Role of the Educational Visits Coordinator (EVC)

Each establishment should designate a member of staff as the Educational Visits Coordinator (EVC). This need not be a new post, but could be recognition of an existing expertise or key role for a senior manager.

The EVC should advise in the planning and management of all off-site visits. The EVC should support visit leaders, the headteacher and governors in ensuring that all current guidance and good practice is followed.

The EVC should:

- have experience in leading and managing a range of off-site visits, in particular those which are common to the establishment, and be of sufficient status to be able to influence change in colleagues and school procedures. This may be the head teacher, but if not, must have the active support of the senior management team;
- liaise with relevant officers in the local authority to seek advice and guidance;
- support the headteacher and governors in their decision-making;
- be able to confirm that the leadership of the visit is appropriate and to check staff qualifications: this to include accompanying staff and volunteers;
- help organise the induction and training of staff and volunteers new to the venture;
- make sure that Disclosure and Barring Service (DBS) disclosures are in place as necessary;
- work with visit leaders to ensure that the aims of the off-site visit are achievable and in line with those of the establishment;
- confirm that consideration has been given to the group of pupils concerned and the location of the visit and check Visit Leader's group/site risk assessments;
- ensure that the school has emergency procedures in place and knows how to liaise with the LA should an emergency occur;
- keep records of individual visits including reports of accidents and 'near misses';
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change;
- ensure the correct insurance is arranged.

Role of the Education Visit Leader - EVL

If the visit leader is not a teacher, they must complete suitable training. It is strongly recommended that teachers leading on group 3 or 4 category visits also attend training.

Visit leaders are responsible for the safe planning, supervision and conduct of the visit and should:

- recognise that whilst leading the visit s/he is in effect representing the headteacher
- follow school's guidelines/policies
- appoint a deputy leader who can take over at any time
- ensure a comprehensive risk assessment and management plan is carried out and submit it to the headteacher / EVC for approval in a timely manner
- clearly define the roles and responsibilities of all adult helpers
- be aware of safeguarding issues

- ensure the ratio of adults to young people is appropriate for the needs of the group and the activity
- ensure that informed parental consent has been obtained as necessary
- ensure all necessary documents for group 3 and 4 visits are submitted to the local authority within the required timescales
- ensure adequate first aid provision is available and accessible
- ensure all adults have information of any special or medical needs amongst young people
- establish emergency procedures for all elements of the visit
- ensure all adults have details of the home contact and of emergency procedures
- Always have regard for the health and safety of the group
- consider stopping the visit or activity if the risk to the health and safety of party members becomes unacceptable and have in place procedures for such an eventuality

Role of the Health and Safety Team

The team's role is to offer health and safety support and guidance for those trips that fall into Category 3 and 4. Approval for all trips lies with the Headteacher and Governing Board.

The health and safety team will:

- review the risk assessment to ensure all hazards have been considered and appropriate control measures are included
- provide additional health and safety advice and guidance as required and liaise with the visit leaders
- provide a standard simple risk assessment template
- maintain a share-point site of planned trips and visits
- advise the schools on areas of good practice and any new legislation or Codes of Practice
- Provide an e-learning package for EVCs and visit leaders

5. RISK ASSESSMENT

Risk Assessment (EVRA2.1) is an essential element of every off-site visit and journey and should involve a careful examination of an activity in order to identify what could cause harm to the people involved, an estimate of the likelihood of the harm occurring, and checking to ensure whether or not sufficient precautions are being taken to prevent it.

It is the visit leader's responsibility to ensure the completion of the EVRA. However, it should be viewed as a process that all members of a visit should be involved in,

including wherever possible young people. All significant hazards should form part of a written RA for all visits and the importance of this cannot be over-stated.

A standard risk assessment template is provided at appendix 1.

It is not necessary for visit leaders to undertake the risk assessment for activities run by external providers; however, it is essential to seek assurances that providers have undertaken a risk assessment and, if possible, obtain a copy.

Further guidance on completing a risk assessment can be found on the Health and Safety Executive's website.

6. LOCAL AUTHORITY NOTIFICATION PROCESS

The visit leader should complete the online form. Once this is submitted it will automatically notify the Health and Safety Team of your intention to organise a trip. The on-line form need only be completed for visits/trips that fall into categories 3 and 4.

Once the form is submitted to the health and safety team will contact the EVC visit coordinator to discuss

[LINK TO ONLINE FORM](#)

Cancellations

Should your trip or visit be cancelled for any reason you should notify the health and safety team using the on-line form. You should also contact your insurance provider to inform them.

7. FURTHER GUIDANCE

[DFE Health and Safety Advice on educational trips](#)
[Health and Safety on educational visits – GOV.UK](#)
[Health and Safety Executive – School Trips](#)
[OEAP National Guidance](#)
[Terrorism](#)
[Calling Mountain Rescue](#)

8. CONTACTS

If you require advice or guidance on things such as insurance, safeguarding or special educational needs you should contact the appropriate team.

[Stockport Council Health and Safety Team email healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk)

[Stockport Council Insurance Team email](#)

[Stockport Council's Travel Co-Ordination team](#) – 0161 249 4450

[Stockport Council's Legal Team](#)

[Safeguarding](#)

Appendices



EVRAv2.1 -MASTER
Risk Assessment Ver



RTCEV - REQUEST
TO CONSIDER AN EI



Bradshaw Hall Primary School

Appendix 1

REQUEST TO CONSIDER AN EDUCATIONAL VISIT (RTCEV)

	Visit No: (completed by EVC)	-24/25																																
1.	Name of proposed visit:																																	
2.	Date(s) of Visit:																																	
3.1	Departure:	Day:	Month:	Year: 2024																														
3.2	Return: <i>(if residential)</i>	Day:	Month:	Year: 2024																														
3.3	Latest Return Time:																																	
4.	Visit Leader:																																	
4.1	Visit Leader status:																																	
4.2	Deputy Leader:																																	
5.	Purpose of Visit:																																	
6.	Category of Visit: (see guidance)																																	
7.	Venue of the Visit:																																	
7.1	Additional Sheets attached:	<input type="checkbox"/> (e.g. Map - Please quote Visit Leader and Date on any attachments)																																
8.	Type of activities to be undertaken:																																	
9.	Means of Transport:	<input type="checkbox"/> Coach* <input type="checkbox"/> Plane* <input type="checkbox"/> On Foot (min 2 adults) <input type="checkbox"/> Minibus* <input type="checkbox"/> Taxi* <input type="checkbox"/> Staff Car <input type="checkbox"/> Train <input type="checkbox"/> Other (Please indicate below)																																
9.1	*Transport Company	Name: Telephone:																																
10.	Number of Pupils on the Visit:	<table border="1"> <thead> <tr> <th>Year Group</th><th>Male</th><th>Female</th><th>Intended Staff to Pupil Ratio</th><th>Totals</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>TOTALS</td><td></td><td></td><td></td><td></td></tr> <tr> <td>EYFS - 1:3</td><td>KS1 - 1:6</td><td>LKS - 1:8</td><td>UKS2 - 1:10</td><td></td></tr> </tbody> </table>			Year Group	Male	Female	Intended Staff to Pupil Ratio	Totals																TOTALS					EYFS - 1:3	KS1 - 1:6	LKS - 1:8	UKS2 - 1:10	
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EYFS - 1:3	KS1 - 1:6	LKS - 1:8	UKS2 - 1:10																															

11.	Number of Staff on the visit:		Teachers / Trained Visit Leader	Other Employed Staff	Other adults
		Male			Centre instructors
		Female			
12.	Are you working in partnership with another provider:	<input type="checkbox"/> Yes – Local Authority (complete section 12.1) <input type="checkbox"/> Yes - Private (complete sections 12.1 and 12.2) <input type="checkbox"/> No external provider being used			
12.1	Details of Provider:				
12.2	Provider Details: <i>(If different from section 7)</i>				
13.	School/Service Insurance Arrangements <i>(Please tick/complete by double clicking in the box and 'checking' as appropriate)</i>	<input type="checkbox"/> LA – School Journey Insurance Scheme <input type="checkbox"/> Other (please complete below) Insurance Company: Name: Address: Policy Number:			

Signatures

Visit Leader:

Date:

Deputy Visit Leader:

Date:

Please ensure this document is signed, typed names are not accepted.

I confirm that I have both seen & approved the original documentation in relation to this visit. I am satisfied that this visit meets the needs of this group and that the staff are competent to undertake this visit. Copies of all original documentation will be retained by the school/service in line with Stockport Council guidance.

Category 1 & 2	Category 3 & 4 (RTCEV & Risk Assessment to RG)	
Initial Request (RTCEV)	Initial Request (RTCEV)	
Risk Assessments(s) (EVRA v2.1)	Risk Assessments(s) (EVRA v2.1)	
School Authorisation completed	Local Authority Online Request Form	
MIN 1 month prior to visit	MIN 3 months prior to visit	
Signed by EVL & EVC	Signed by EVL, EVC, Headteacher & Chair of Governors	

CATEGORY 1 & 2 VISITS with require the following:

Initial Request (RTCEV)
Risk Assessments(s) EVRA v2.1
Local Authority Online Request Form

Please ensure all documents are completed & signed where required - (typed names are not accepted).

CATEGORY 3 & 4 VISITS with require the following:

Initial Request (RTCEV)
Risk Assessments(s) EVRA v2.1
Local Authority Online Request Form (completed by RG)

Final approval will be confirmed via email by the Local Authority after reviewing the following documents, which should be returned via email to the Local Authority Safety Team.

Forms available via: [LINK TO ONLINE FORM](#)

All documents are required at least 28 days prior to the visit commencing, failure to submit the documents could prevent the Authority from being able to provide approval for this visit.

To be completed by the Educational Visits Coordinator

For Group 1 & 2 visits

Educational Visits Coordinator/Headteacher gives approval for this visit: No:

Date of Approval:

Signed:

Name:

For Group 3 and 4 Visits

Educational Visits Coordinator/Headteacher gives approval for this visit: No:

Name:

Signature:

The Chair of Governors gives initial approval for this visit:

Name:

Signature:

The Local Authority gives final approval for this visit: No:

Date of Provisional Approval:

Date of LA approval:

Signed:

Name:

Appendix 2



Office use only: Visit No

Risk Assessment for School Trip V2024

Organisation:	BRADSHAW HALL PRIMARY SCHOOL		Date of Trip:	
Trip Venue			Date Assessment Completed:	
Description of Activities:			Educational Visit Leader:	
Risk Assessment completed by:			Risk Assessment checked by:	R Gleaves
<p>ANY BHPS EDUCATIONAL VISIT RISK ASSESSMENT (EVRAv2.1) RELATING TO, OR IN PROXIMITY TO WATER, MUST BE COMPLETED IN CONJUNCTION WITH THE 'RA015 OPEN-WATER RISK ASSESSMENT' & THE FOLLOWING DOCUMENTS, WITH ALL ATTENDING ADULTS AWARE OF THE CONTENTS AND THEIR APPLICATION:</p> <p>'GROUP SAFETY AT WATER MARGINS' DfE groupsafety_watermargins1 (1) (1).pdf</p> <p>'RISK MANAAGEMENT GUIDANCE ON OPEN WATER' GALLAGHER BASSETT RiskManagementGuidanceNoteonOpenWater-October2014 (1).pdf</p>				
Identify WHAT could cause an injury or ill health (The Hazard) In order of seriousness	WHO could be harmed and HOW (The Risk)	All risk CONTROL MEASURES required Put each control on a separate line Be as clear and specific as possible	HOW control measures will be checked How will each control be checked – e.g. checklists, health surveillance, monitoring, inspections	DATE done/ further action When & WHOM
General organisation	All attendees	All forms completed and signed-off – RTCEV/EVRAv2.1/RA015 Open Water/LA visit number (if required)	All visit documents checked, signed-off and authorised Pre-visit arrangements. See the following links for self-evaluation and Ofsted frameworks https://www.gov.uk/government/collections/education-inspection-framework http://oeapng.info/	EVC/HT

Group characteristics Number of children & adults/age/male/ Female/additional support required	Adults and children	<p>Ratios of adults to children</p> <p>AM Group mixed age & gender. total</p> <p>Number of children? Female Male</p> <p>Number of staff? Female Male</p> <p>Number of adult helpers Female Male</p> <p><i>(EYFS 1:3 – KS1 1:6 – LKS2 1:8 - UKS2 1:10 (NB Higher Risk activities will require smaller ratios)</i></p> <p><i>Calculating ratios – exclude 1:1/1:2 children from the total number. Calculate staff requirements of remaining group. Add in 1:1/1:2 staff and supported children</i></p> <p><i>e.g. LKS2 - 62 children – 3 supported 1:1 = 59 children + 8 staff + 3 supported children 1:1 + 3 staff = 62 children + 11 staff</i></p>		
Children with specific education needs	Children with SEND requirements	<p><i>E.G. Child AA – 1:1 RG</i></p> <p><i>Ensure suitable support from adults.</i></p> <p><i>1:1/1:2 considerations – nominated staff.</i></p> <p><i>Remove from staffing ratio calculations</i></p> <p><i>(CONSIDER - Accessibility/environment changes/supervision/rotation of staff/duration of visit)</i></p>	Details included in RA	
Behaviour Considerations: (Plan/1:1/Pairings)	Children with a Behaviour Plan or who might need support with their behaviour /other children	<p><i>Note staff (name)& children (initials) being supported – SEND/Behaviour/other</i></p>	Details included in RA	EVC at authorisation & departure
Communication between adults on visit	Unable to communicate during visit	Contact details of all adults on the visit – see page 7 below		
Travel to and from the visit venue	Collection and drop-off. Children and adults on the trip. Access to coach/bus via short walk - road traffic collision and resultant injuries	<p>ARRANGEMENTS??</p> <p><i>Ensure suitable numbers of staff allocated and spread through the group to maintain safe travel. Use designated pavements and crossings.</i></p> <p><i>NB - Use nominated and vetted coach company with appropriate insurances – (insert coach company name)</i></p>	Details included in RA Agreed number of staff to attend visit	

Medical needs (Asthma/Allergy/ Diabetes Anaphylaxis/etc.)	Staff/child on the visit Illness due to lack of correct medication/ Allergic reaction/ sickness/vomiting etc	<i>Enter details of specific children using initials only Ensure that all medical and medication needs are considered for all those on the trip - medical information for pupils must be provided and recorded within visit file in advance of the trip. Ensure that the needs of pupils choosing to present as transgender are considered and acted upon where this is possible and reasonably practicable. (INITIALS ONLY - e.g. 4 Asthma – AA, BB, CC - 1 Epilepsy - DD Note child's name(s) on separate sheet on page 8 below)</i>	Visit leader to check complete prior to departure	
First Aid Provision requirement	Staff and children on visit – injury/illness	Nominated qualified First Aider is ?????????????? who will ensure all medical needs of identified children are catered for. All medication will accompany child. Any administration of medicine or first aid will be recorded by the First Aider and must ensure the FA kit is stocked appropriately (EYFS – MUST be min 1 L3 First Aider on visit)	Audit of First Aid provision post visit	
<u>Toileting/Changing Room:</u> (Only CRB checked adult to supervisor toileting & changing)	Staff and children on visit. Unknown/unvetted adult/older child mixing in the group. Child becoming lost	<i>Visit specific arrangements – (delete if none)</i> Only adults approved and holding a current CRB will supervise toilet visits i.e. staff Toilet visits prior to each departure - particularly younger children Ensure separation from general public where possible Ensure that the needs of pupils choosing to present as transgender are considered and acted upon where this is possible and reasonably practicable	EVL will arrange/supervise toilet trips as part of visit schedule	
Access to venue Entrance/pathways/ ground conditions/highway	Staff and children on visit General public at public venues	<i>(Consider route to venue/main roads/crossings/containment of children during entry /other vehicle movements- e.g. Children will proceed along designated pathway into centre from centre's own coach park keeping to marked route)</i>		
Activity Arrangements:	Staff and children on visit			

Activities in or near water – ponds/lakes/rivers – must include an Open Water RA see below	Specific high-risk activities Use of tools and equipment Access to upper floors	Include any Venue Risk Assessments - Specific/Dynamic Specific clothing requirements – e.g. boots/raincoat (Detail type of activities e.g. local walk/museum tour/outdoor/residential - Indoor/outdoor activities/sports/farm/parkland/museum)		
Environment: (Indoor/Outdoor/Weather/Season)	Staff and children on visit Unprepared for inclement weather Effects of cold/heat on young children Changes to agreed plan/schedule	Check any changes to plan by venue on day of visit Create dynamic risk assessment if required (Indoor/outdoor activities/sports/farm/parkland/open-air museum)		
Residential Visit Considerations: Sleeping/staffing/emergency return during night/day -religious observance	Staff and children on visit Overnight stay away from parents	Include all venue specific risk assessments for visit & activities, in visit file Detail arrangement here (Mealtimes/dietary requirements/night-time/sleeping arrangements/staff ratios/home-sick/type & length of activities/day/additional medical conditions)		
Proximity to Water	Pupils and adults on the trip. Hypothermia or drowning.	If the activity is largely based in, near or around water or has water-based activities as part of the schedule, then the Open Water Risk Assessment MUST be completed – RA015 and an appropriate number of accompanying adults should be strong swimmers	Venue/provider to be signed off when the trip is agreed by the EVC/Headteacher	
Equipment	All users of equipment. Failure of equipment potentially causing a variety of injuries including death	Visit leaders should be satisfied and confident that by using a recognised suitably specialised provider that any and all equipment that is used, has been safety tested and checked by a competent person for suitability before the trip and that the venue has the appropriate safety certificates and maintenance schedules in place (check LOTC Quality Badge Holder – see below)	Venue/provider to be signed off when the trip is agreed by the EVC/Headteacher	
Slips trips and falls	Pupils and adults on the trip – break or fracture of limbs		Post-trip review by Head/SBM	

		<i>Maintain vigilance and report any obvious defects which may affect the group and avoid. Ensure that a suitable number of first aiders are present on the trip and that a first aid kit is carried</i>		
Food safety	Pupils and adults on the trip - allergies or food poisoning	<i>Consideration to packed lunches ONLY to avoid the need to purchase take away/shop bought food. NO NUT POLICY of school and any risk to children with severe allergies</i>	Pre-visit information and checks	
A pupil getting lost	Pupils - injuries caused by a lack of appropriate supervision whilst the child is missing	<i>Ensure that an emergency RV point is informed to all pupils and that all pupils are easily identifiable from the school All EVC's VL's must carry a pupil register, and that regular checks ensuring that all children are still present is undertaken</i>	Day of Visit check DoV - review by EVC/Headteacher	
Terrorist attack or violent event	Pupils and adults on the visit - a range of potential scenarios – including injuries or death	<i>Ensure that you are familiar with the Government guidance on 'Run, Hide and Tell' (see further information below) Staff should adhere to venue protocols and arrangements Advise the Headteacher as soon as possible in the event</i>	Information provided prior to visit & audit	
COVID 19	Pupils and adults on the trip – COVID 19 related illnesses including potential death	<p>All adults and children to adhere to established COVID 19 safety protocols relevant at the time of the visit - Hands - Face - Space – Ventilation. EVL to ensure sufficient sanitiser is carried</p> <p>Agree additional protocols required by venue prior to visit e.g. wearing of face coverings on transport/other areas, hand soap/sanitiser to be used when boarding and leaving transport and venues visited</p> <p>The normal school arrangements will be enacted if someone develops Covid 19 symptoms during the visit. i.e. isolate index person contact school to advise/seek advice. Maintain vigilance during isolation. Wear appropriate PPE if situation requires. Hand-over person to responsible collecting adult (do not use public transport) or return to school immediately</p> <p>The group will adhere to the venues current COVID 19 arrangements at all times (see COVID 19 protocols)</p>	Information provided prior to visit & Day of Visit check DoV & audit post visit	

Emergency Procedures and other considerations	Pupils and adults on the visit – a range of scenarios including injuries or death	<p>In case of emergency, the EVL will take control – consult with the venue host and agree a plan to maintain group safety – follow agreed plans EVL will contact SLT at school and advise of the situation and follow advice EVL will contact emergency services if required - 999 Other visit staff will be responsible for their nominated group of children with assistance from the venue EVL to maintain contact with school</p> <p><i>All adult volunteers on the visit must have read this risk assessment and signed the acknowledgement on page 9</i></p> <p><i>Add any additional measures required over and above</i></p> <p><i>Ensure that all adults are aware of the procedures in the event of an emergency e.g. fire, road traffic or catastrophic incident</i> <i>If undertaking any driving duties, drivers MUST have the appropriate business insurance for the task</i></p>	Pre-visit arrangements and planning. Review by EVC/Headteacher	
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Risk Assessment Validation

Visit Leader (VL):	Name:	Signed:	Date:
Educational Visit Coordinator (EVC):	Name: R Gleaves	Signed:	Date:
Headteacher (HT):	Name: C Bagnall	Signed:	Date:

Notes for completion

A risk assessment comprises a careful and thorough examination of what has the potential to cause harm in order that the trip leader can identify what needs to be done to prevent it. A school trip risk assessment helps you to comply with health and safety law and ensures that your school visits and activities are carefully planned, and the risks are adequately controlled. This means considering things like how many children will be present, the transport arrangements, the safety of the venue and the activities that the children will be doing. Not all the risks can be eliminated completely: a risk assessment helps you to ensure children aren't exposed to things that could cause them harm and proves you've done all that you can that is reasonably practicable to keep them safe.

ALL ATTENDING ADULTS - ACKNOWLEDGEMENT ALL OF RISK ASSESSMENT & COMPLETION OF ADULT VOLUNTEER FORM*

*(for residential - if required)

NAME	SIGNATURE	MOBILE No	NAME	SIGNATURE	MOBILE No

DO NOT SEND THIS FORM TO THE LOCAL AUTHORITY OR SHARE WITH NON-STAFF VOLUNTEERS

MEDICAL CONDITIONS INFORMATION – PRIVATE & CONFIDENTIAL

	CHILD'S NAME	CLASS	MEDICAL CONDITION	MEDICATION	DOSAGE	WHEN	STAFF NAME	TIME	SIGNATURE	COMMENT
1	Chris Bagnall	Yr 6	Asthma	Ventolin	As Req'd					
2										
3										
4										
5										
6										

The Health and Safety Executive <https://www.hse.gov.uk/services/education/example-risk-assessments.htm> advises that schools take a common sense and proportionate approach to risk assessment.

Further information

The Health and Safety Executive has produced a guide: <https://www.hse.gov.uk/services/education/school-trips.htm>

Run Hide Tell: <https://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

How to complete a school trip risk assessment: <https://www.ukschooltrips.co.uk/resources/298-school-trip-risk-assessment>

World Health Organisation: <https://www.who.int/publications/i/item/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>

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

Examples of communications which may be adapted and/or used

Dear Parents/carers,

Welcome to Bradshaw Hall School.

During your child's stay with us there may be occasions when the class teacher takes the children out on a local visit i.e. for a number walk, to the shops, to look at house architecture.

These trips are often impromptu and will not involve a cost. I am asking for your permission, in advance, to allow your child to go on such trips.

You will, of course, be notified well in advance of longer visits which may require contributions, packed lunch etc.

Please complete and return the attached slip as soon as possible so that we may keep a record of your consent.

Thank you for your co-operation.

Yours sincerely

Mr C Bagnall
Headteacher

I give permission for my child to participate in any short, non-paying excursions organised by Bradshaw Hall Primary School.

Signed Date

Appendix 1a

Example

Dear Parents/carers,

Year _____ will be visiting _____ on _____ during the day. This will be part of our _____ topic on _____. We will be investigating _____. If the weather is fine, we hope to spend most of the day there and therefore, the children will need to bring a packed lunch. It would be a good idea to bring lunch in a plastic carrier bag which can be thrown in the bin afterwards. Drinks should accordingly be in a disposable container such as a carton or plastic bottle - no cans or glass bottles.

The children need to wear clothing suitable for a day in the park - check the weather that morning. We will be back at school by home time so you do not need to make alternative arrangements for collecting your child.

If you are available on the day, and would like to come along and help, please let me know.

I would be grateful if you could sign the slip at the bottom of the letter and return it to me by _____

Yours sincerely

Class Teacher _____

Visit to _____

I hereby give consent for my son/daughter to accompany Bradshaw Hall Primary School on the above visit including all organised activities. I understand that my child will be expected to follow all rules and regulations and that the leaders will take such action as is necessary should breaches occur.

I hereby authorise any accompanying member of the teaching staff of Bradshaw Hall Primary School to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner during the visit.

SIGNED CHILD'S NAME

Appendix 2

Dear Parents/carers,

During the course of the year, we ask for help with transport to take our children to team matches, to Country Dancing events, Swimming Galas etc. There are a couple of points that we need to raise with you in connection with transporting pupils in private vehicles.

1. **Insurance:** Stockport LEA's insurance policy does not cover privately owned vehicles used to transport pupils to and from activities. The responsibility for insurance of the vehicle rests with the owner and driver of the vehicle concerned.

In drawing this point to your attention, I am seeking only to inform you of the limits of the Authority's insurance provision. The majority of private policies held, which permit use for social, domestic and pleasure purposes, should be sufficient to permit occasional voluntary use in connection with school functions. If you are in doubt, you are advised to check the position with your own insurance broker or company.

If you wish to continue using your vehicle on a regular basis I would suggest that you contact your insurance company or broker informing them of this fact and requesting that they give you written confirmation that your policy provides the necessary third-party liability cover.

2. **Seat Belts:** The school has a duty to ensure that all private vehicles used to transport children to and from activities are fitted with seatbelts, that the number of places offered matches the number of seatbelts available and that children travelling in these vehicles are correctly strapped in.
3. **Booster Cushions:** Due to recent legislation, it is now a legal requirement that certain children should use booster cushions. The school has purchased some Booster cushions and these are available for use. Please ask at school for advice if you are transporting children in your car.

Would you please return the tear-off slip at the bottom to indicate that you have received this letter, that you understand the implications of using your car to provide transport and that if you are carrying children you are able to fulfil the requirements with regard to seatbelts. We are asking all parents to return the form so that they also understand the conditions that apply when their children are taken out of school by other parents.

Yours sincerely

Mr C Bagnall

Headteacher

Transport of Pupils to Outside Events by Private Transport

I have read the enclosed letter and I understand the implications of using my car to transport children. I am able to fulfil the requirements with regard to seat belts.

Signed Child's Name Date

I have read the enclosed letter and I understand the conditions that apply. I am happy for my child to be taken out of school by other parents who fulfil the conditions.

Signed Child's Name Date

Appendix 3

PROCEDURE FOR EDUCATIONAL TRIPS AND VISITS

BRADSHAW HALL PRIMARY SCHOOL

- Expectations for behaviour and procedures will be explained to children prior to the trip. This will include: walking at all times, staying with partners/groups and following instructions given by adults.
- Parents accompanying the children will meet prior to the trip to discuss safety, expected standards of behaviour, the route and any other relevant information such as medical conditions and emergency procedures.
- Adults will be allocated a group of children who will be expected to follow the instructions of their adult leader and to stay with them at all times. **(Parents should report any failure to follow instructions to the Class Teacher/Visit Leader immediately).**
- When crossing a road, the teacher will choose the safest point and will select 2 adults to stand in the middle of the road until all children have crossed safely between them. The leading adult will stop the line of children at a safe place on the other side of the road to allow all adults to return to their groups before continuing on the journey.
- Adults should position themselves evenly along the line with their group, ensuring that all children are walking sensibly on the pavement away from the edge. An adult (teacher or teaching assistant wherever possible) will remain at the back of the line at all times.
- High-visibility jackets must be worn by the children when walking.
- When travelling by coach, an adult should be sat adjacent to any emergency exit.
- **Only staff employed by Bradshaw Hall or a volunteer with a current Stockport CRB may supervise toilet visits.** Try to avoid taking one child by themselves to the toilet. Plan class or group visits throughout the visit.
- All accompanying adults must read the Risk Assessment prior to the visit and the master copy must be left in the office on the day of the trip, initialled by all accompanying staff employed by Bradshaw Hall.

- A Visit Leader and Deputy Leader must be appointed during the planning stage. Wherever possible the Visit Leader and/or Deputy Leader should carry out a full visit to the venue prior to completing the Risk Assessment.
- The Visit Leader must take the telephone number of the school, the Headteacher, the EVO (Richard Gleaves) and the emergency number for the Town Hall with them and ensure that the office has their contact number prior to leaving.
- All relevant paperwork will be completed by the Visit Leader and signed by the EVC for category 1 & 2 visits **AND** the Headteacher and Chair of Governors for category 3 & 4 visits.
- Completed authorisation and risk assessments must be completed **at least one month prior to the visit proceeding for cat 1 & 2 or 3 months prior if sending electronically to the Town Hall for category 3 & 4**
- **ELECTRONIC SIGNATURES MUST NOT BE USED.** Please note that all farms and places containing water (including Bramall Hall) are now Group 3.
- Paper copies of all relevant forms are kept in the Master File. Electronic versions are located within the educational visits area folder on the shared drive.
- **No visit will proceed without a completed authorisation requested, any associated risk assessments and signed authorisation**
- Any accidents, incidents or near-misses to be recorded in writing and passed immediately on return to the Headteacher/EVC. A copy must also be sent electronically to the Town Hall.

NAME (printed):

SIGNATURE:

DATE:

Appendix 3a

EVPA FORM

Dear Parent/Carer,

Thank you for volunteering to transport our pupils to/from

.....

Please confirm the following:

Car Make.....

Model.....

Registration number

Number of available seats.....

I confirm now that on the day of the event I will have the following:

- Fully comprehensive car insurance including business cover ☐

Please tick

- A current MOT certificate or my car is less than 3years old ☐

Please tick

- Current road tax certificate ☐

Please tick

- A full driving licence with no current restrictions ☐

Please tick

- My car is roadworthy ☐

Please tick

Name..... Signed.....

Date.....

EVC Name.....Signature.....Date.....