

# Stanford Infant School

*'Exploring and Learning Together,  
Inspiring Each Other'*



## Educational Visits Policy

**Written by:** Emma Remnant

**Agreed by Staff:** May 2017

**Ratified by Governors:** 17<sup>th</sup> May 2017

### **Review**

This policy will be reviewed every three years or when necessary due to changing circumstances.

## **Stanford Infant School** **Educational Visits Policy**

### **Introduction**

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, social, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At Stanford Infant School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits, visitors to the school and other activities that add to and complement what they learn in school.

### **Aims**

We believe that well planned educational visits provide children with valuable experiences which enhance their learning at school; providing a variety of 'real-life' opportunities for them to achieve a fuller understanding of the world around them through direct experience.

Our educational visits have a clearly defined educational purpose and provide stimulus and support to the learning being covered as part of the school curriculum. It may be that a visit is planned to provide an effective stimulus at the start of a Learning Journey; alternatively, teachers may decide to use an educational visit at any time during a Learning Journey to enhance and support the learning. Wherever or whatever the venue, teachers ensure that the educational benefits to the children are maximised.

### **Planning School Visits**

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich learning experience, as well as enjoyable, for the children.

Planning and organising a school visit involves considering the potential dangers and difficulties which may arise and making plans to avoid them.

Please see ***Appendices 1–5*** for the checklists that school staff use to support the planning and implementation of educational visits organised at Stanford Infant School.

### **Parental Information and Consent**

Parents/carers will be given information about the purpose and details of an educational visit at least two weeks in advance.

Parents/carers need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent/carer would.

Parental consent for routine visits within the locality of the school e.g. visits to our link Junior School, Stanford Juniors, are covered by the parental consent in the Starting School Induction Pack. We will seek parental consent for all other visits and a parental consent form must be returned for each child either by returning a paper consent 'slip' or electronically.

If parents/carers wish to withhold consent, they will be invited to meet with the Deputy or Head Teacher to discuss their concerns. If consent is withheld,

the child will not be taken on the visit but the curricular aims of the visit will be delivered to the child in some other way, wherever possible.

### **Risk Assessments**

A Risk Assessment will be carried out at least two weeks in advance of the visit to identify potential hazards, who may be affected by them, and the steps needed to reduce the risks to an acceptable level. The Risk Assessment will also think through 'Plan B' scenarios.

Risk Assessments for new visits are initially carried out by the Educational Visits Co-ordinator (EVC) in consultation with the staff who will be leading the visit. For regular visits, Risk Assessments can be updated and amended by the Visit Leader but must be checked and signed off by the EVC and or Head Teacher, a copy saved online and copies given to and shared with adults supporting the visit.

All Risk Assessments must include the SEN/D and or medical needs of the specific group of children going on the visit. All adults accompanying the visit will have the Risk Assessment shared with them prior to the visit so that they are made fully aware of their responsibilities. All school adults will sign the sign the risk assessment to this affect.

At Stanford Infant School we use the Brighton and Hove Risk Assessment forms and these are saved in our online Educational Visits folder along with the Education Visits Checklists.

### **First Aid**

First Aid provision will always be considered when assessing the risks of the visit. For all visits there must be a member of staff with a paediatric first aid qualification. A decision on the number of First Aiders required will be made based on the size of the group going on the visit as well as the risks and children involved.

First Aid kits will be taken on all visits and the nominated First Aider will check its contents are complete the day before the visit. The Visit Leader, or class teacher if it is a Year Group visit, are responsible for ensuring that any medication for individual children is taken alongside the First Aid kits in their class Red Medical Bags. Medication for Individual children should include the child's medication in a zip lock bag or box as well as their Health Care Plan. If the visit involves splitting into classes or groups, a First Aid kit should be taken for each class/group.

Any First Aid that is administered on the visit must be recorded by the First Aider in the record book kept in the first aid kit. The details should then be transferred to the school First Aid diary on return to school. Parents/carers must be informed of any significant injuries or first aid administered, including head or face injuries, as per normal school procedure i.e. by completing and sending home a red or yellow first aid letter.

### **Staffing Ratios**

It is important to have a sufficient ratio of adults to children. The following ratios of adults to children are recommended:

Early Years (Reception) 1:4

Key Stage 1 (Years 1 and 2) 1:6

In all cases one adult included in the above ratios must be a teacher. It should be noted here that these ratios are minimum recommendations and that the actual ratio should be determined by factors such as the type of

activity being undertaken, any SEN/D or medical needs, experience of the staff, the venue, transport arrangements and weather conditions. Whatever the length and nature of the visit, regular head counts of the children should take place. The Visit Leader should establish rendezvous points and tell adults and children what to do if they become separated from the party.

### **Preparing Children**

Providing information and guidance to children is an important part of preparing for a school visit. Children should have a clear understanding about what is expected of them and what the visit will entail. Children must understand the purpose of the visit and be reminded about upholding our 'Golden Values' when on an Educational Visit. They need to be aware of how and why they must keep themselves and others safe.

Children should also be told about any potential hazards they may encounter during the visit and how they should act to ensure their own and other's safety. Where possible children should be involved in planning, implementing and evaluating their own learning experiences and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

### **Inclusion**

Stanford Infant School is committed to promoting Disability Equality. When planning and teaching, staff will make reasonable adjustments to promote equality of opportunity between disabled and non-disabled children.

For children with a disability, special educational or medical need every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures that may need to be addressed at the planning stage and during the visit itself.

Where appropriate or necessary a meeting may need to be arranged between the family, class teacher, Head Teacher and the EVC in advance to discuss and agree actions to be taken to facilitate the child's inclusion in the visit to ensure the safety, wellbeing and enjoyment of the child and others on the visit. Any additional staff required to support a visit will be allocated according to the particular needs of the children and the specific experience and expertise of staff.

### **Transport**

Parents/carers will always be informed as to the type of transport being provided for an educational visit.

When travelling by coach an LA approved Coach Company will always be used for Educational Visits and will be booked by the school Bursar. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. It is the Visit Leader or class teacher's responsibility to check all seatbelts are working before leaving.

The Visit Leader is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

Public transport can also be used including buses for local journeys either as a private hire or public use. In these circumstances an increased adult/child ratio must be considered and close supervision of the children must be ensured.

### **Farm Visits and other 'Hazardous' Visits**

Stanford Infant School recognises that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

In Accordance with Brighton and Hove Offsite Guidelines the visit and all its planning and arrangements will be recorded on EVOVLE so that Local Authority approval and consent will be obtained.

### **Roles and Responsibilities**

#### **The Governing Body will:**

- Approve the Educational Visits Policy and will ensure it is reviewed every three years, unless changes are necessary before that due to changing circumstances.

#### **The Head Teacher will:**

- Ensure a suitable Educational Visits Co-ordinator is appointed;
- Approve the booking of all Educational Visits and ensure that a suitable Visit Leaders is allocated;
- Sign off the Risk Assessments and Educational Visit checklists before a visit takes place;
- Deliver a pre-visit briefing to volunteer helpers.

#### **The Educational Visits Co-ordinator (EVC) will:**

- Ensure that they are fully trained by the Local Authority and maintains the qualification by attending LA refresher training every three years;
- Ensure visits comply with the online OEAP National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom;
- Sign off the Risk Assessments and Educational Visits Checklists before a visit takes place;
- Be responsible for ensuring that all 'hazardous' visits are recorded on EVOLVE so that they can be approved by the LA;
- Ensure all approvals for visits are received including where necessary the approval of LA via the EVOLVE system;
- Deliver a pre-visit briefing to volunteer helpers;
- Liaise with Visit Leaders after the visit has taken place to ensure that Visit Evaluation Form (Appendix 4) is completed and any necessary actions arising are completed;
- Brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment.

#### **The Visit Leader will:**

- Be responsible overall for the organisation and supervision of the visit and will be appointed by the Head Teacher or EVC. This will usually be either the Year Group Leader or class teacher if the visit is being undertaken a class at a time;
- Be responsible for ensuring that the visit is approved by the Head Teacher before the booking is confirmed and completing the actions on the Visit Organiser's Checklist;
- Be responsible for ensuring that a pre-visit is carried out and that a Risk Assessment is completed and approved by the EVC at least two weeks in advance of the visit;
- Be responsible for the completion and signing off of the Visit Information Form, which will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed one week before a visit is to take place;
- Ensure that all documentation is completed and saved online where possible and if paper copies are necessary that the EVC is given copies to store in the EVC folder;
- Be responsible for ensuring the Emergency Card, a Mobile Phone, First Aid kit(s) and Pupil Medication are taken on the visit.

### **Other Teachers and Staff involved in a Visit**

Teachers and staff on school-led visits act as employees of the LA and will, therefore, be acting in the course of their normal employment during their normal hours.

### **Volunteer Helpers**

We are aware that many educational visits could not take place without the goodwill of volunteer helpers and are therefore their support and attendance on Education Visits is welcomed and much appreciated. Volunteers will normally be people well known to the school usually parents/carers, but sometimes Governors.

Volunteer Helpers will attend a briefing prior to the visit taking place, usually on the morning of the visit. In this briefing they will have the risk assessment and organisation of the visit explained to them and be reminded that they have a responsibility to follow the instructions of the Visit Leader who retains overall responsibility for the visit.

The school will appoint volunteer helpers as far in advance of the visit as practical and will provide an opportunity for volunteers, on the morning of the visit, to meet the children for whom they will have responsibility; to introduce themselves, if they do not already know the children and learn their names. The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent for particular visits.

The Head Teacher or EVC is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role, this responsibility is then taken on by the Visit Leader during the visit.

Where children are organised in small groups, a parent helper will be given the opportunity to say whether they would like their own child to be in their group. However, the school reserves the right to make the final decision on this if they feel it may compromise the safety and wellbeing of the child, parent or others on the visit.

All Volunteer Helpers who do not have a DBS clearance will not be alone with children during a visit and must be guided by school staff at all times.

### **Documentation**

A copy of this Policy and masters of all forms are stored in paper versions in the EVC's Folder and online in the Educational Visits Folder. Year Group Leaders also have a paper copy of these forms for reference.

Documents include:

- Visit Leader Checklist (Appendix 1)
- Visit Information Form (Appendix 2)
- Class Teacher Checklist (Appendix 3)
- Visit Emergency Card (Appendix 4)
- Master Risk Assessment form (Appendix 5)
- Pre-Visit Briefing Information sheet (Appendix 6)
- Visit Evaluation Form (Appendix 7)

In addition, the EVC has access to other relevant documentation online through the EVOLVE Toolkit and these include:

- Brighton and Hove's Offsite Guidelines (Nov 2016) which is used in conjunction with the National Guidance for Offsite Visits provided by OEAP (Outdoor Education Advisors' Panel) <http://oeapng.info/>

### **Policies that Support the Education Visits Policy**

The following policies specifically cross reference with this one:

- Safeguarding and Child Protection
- SEN/D and Inclusion
- EAL
- Equalities
- Learning and Teaching
- PSHE
- Behaviour & Anti-Bullying

### **Monitoring Arrangements**

This policy will be monitored by the Senior Leadership Team to ensure that school visits run smoothly for children, families and staff.

## Appendix 1:



### Visit Leader's Checklist for School Visits

***Please note that 'hazardous' visits, such as farm visits need agreement from the LA following the submission of paperwork via EVOVLE which requires at least 4 weeks' notice.***

Visits need to be booked at least half a term in advance during the autumn and spring terms.

Summer term visits need to be booked by January if transport is required, otherwise the usual half a term in advance applies.

Proposed Visit:

Date of visit:

Visit Leader:

Year Group:

Things to do when arranging the visit	Done
Head Teacher's agreement to the visit	
Consult school diary for suitable dates and check for potential 'clashes'	
Check availability with visit venue and arrange to visit the venue yourself if a new visit venue; so that you can check for appropriateness of venue and facilities available	
If it is a venue that has been visited before visit or call venue to check for any changes to the venue/provision that may impact on this visit	
If transport is required liaise with School Bursar about booking coaches for chosen dates	
Confirm booking with venue (this may have to be when coaches have also confirmed)	
Things to do once visit is confirmed	Done
Write date(s) of visit in school diary (in office) and inform relevant Year Group Leader/Year Group/HT and EVC of the date and timings of the visit	
Speak to EVC about risk assessments needed and any know special arrangements that need considering to enable all children to access the visit	
Work out cost of visit per child	
Give relevant Year Group leader /YG an outline of the visit, location, map of venue, draft letter or information to be included such as timings, proposed itinerary and cost	
Locate and read previous risk assessments, amend as necessary with EVC and ensure all relevant staff have a copy before the visit OR if a new visit liaise with EVC to write a new risk assessment	

Ensure that a copy of the visit letter to parents has been emailed to the HT for approval who will forward to the office to send out to families	
Ensure adequate adult to child ratios have been secured for each class (at least 1:4 YR and 1:6 Y1&2)	
Arrange for adequate first aid cover for the visit, ensuring that adequate FA cover remains in school (1 FA per class)	
Speak to the kitchen to inform them of the visit if it will take place over a lunchtime; and to request lunches for FSM children	
Ensure that any additional activities that may be affected by the visit are informed in advance e.g. music lesson, tennis, LLSS	
Ensure all permissions slips been received and checked (these must be retained for 6 months after the visit)	
Arrange with HT/EVC to deliver the briefing to parent/volunteer helpers on the day of the visit	
Ensure all documentation is completed, signed and been given/emailed to HT/EVC	
<b>Things to do once visit has occurred</b>	<b>Done</b>
Meet with EVC to review the risk assessment and make any amendments now necessary	
Ensure all permission slips are saved and given to the Office as these have to be retained for 6 months following the visit	
Ensure the Visit Evaluation Forms have been completed in consultation with all members of staff involved in the visit	
Make sure all documentation is saved in the Educational Visits Folder online	

Signed:

Date:

**Appendix 2:**



## Off-site Visit Information Form

This form should be completed by the class teacher and signed by the Head Teacher or EVC approximately one week before the visit; a copy of the completed form should then be given to the Head Teacher to be held in the Office on the morning of the visit with any on-the-day amendments.

Attached should be a copy of:

- Names of children going on the visit, their groups and the names of adults accompanying them (to be added on the day of the visit)
- Itinerary of the visit
- Details of any routes to be walked, highlighting crossing points to be used

Class..... Teacher: .....

Date of visit: .....

Place to be visited: .....

Purpose of visit: .....

Time of departure: ..... Time of return: .....

Number of pupils: ..... Number of adults: .....

Contact number during visit: .....  
(This should be either the teacher's own mobile number or the school's mobile number. Whichever is used, that phone must be 'to hand' throughout the visit.)

Cost of trip per child: .....

Any change to lunch arrangements? YES/NO

If yes, has the kitchen been informed of changes and number of FSM required? YES/NO (This should be done at least a week before the visit)

Travel arrangements: .....

Will the visit be completed during school hours? YES/NO

If not, have parents been informed? YES/NO

Name of First Aider: .....

Has the First-Aider been briefed on all children with any medical needs, and been made aware of any additional medication to be taken on visit over and above the basic first aid kit (e.g. inhalers or auto-injector pens)? YES/NO

Details of any additional medication to be taken:

Names:

Medication:

.....

.....

.....

.....

.....

.....

Class Teacher's signature: .....

Date: .....

Head Teacher/EVC signature: .....

Date: .....

## Appendix 3:



### Class Teacher's Checklist for School Visits

Things to do before the visit	Done
Send out letter about visit to parents/carers	
Collect permission slips and monies – keep a record of these and ensure all permission slips are signed and received before the visit	
If possible/appropriate make your own visit to the place to be visited to familiarise yourself with its location and facilities etc.	
Money to be sent to office in the zip lock wallet	
If changes to lunch arrangements inform kitchen staff (this must be done at least 1 week before the visit)	
Let kitchen know of any FSM that need to be catered for (this must be done at least 1 week before the visit)	
Check for any clashes with other groups/lessons in school time e.g. music/EAL/LSS. Inform office who will let the relevant people know	
Check if you will be missing a PE slot and arrange to swap with another class	
Organise TA and First Aider to accompany your class on the visit	
Organise Parent Helpers (ensure that you have the appropriate number see adult/child ratio on risk assessment – if not inform your SLT representative as soon as possible who will advise you)	
Ensure you have a copy of all relevant risk assessments and have read them	
Complete and sign the visit information form and give copies to MD and office <b>at least a week before the visit</b>	
Ensure HT or SLT member is available to do 'parent helper chat' before visit	

Things to do on the day of the visit	Done
Check all permission slips are in (these must be retained and given to the Office following the visit)	
Check First Aider has First Aid kit and any additional medication for specific children	
Ensure there are hi-vis jackets for all children and school staff	
Mobile phone (either your own or school's)	

Collect FSM lunches from kitchen if necessary	
Check that the First Aider has made a record any first aid given during the visit and then on return to school give to ER to put with relevant visit forms.	
On return to school meet with EVC to sign off risk assessment and make any necessary amendments.	
AFTER THE VISIT complete the Visit Evaluation Form All documents should be saved in the Educational Visit Co-ordinator file in resources.	

<b>If travelling by coach</b>	<b>Done</b>
Confirm with the driver where they are taking you, check they know how to get there (provide a map if they are unsure)	
PERSONALLY check all children's seatbelts are done up and are working	
Ask parents to wear seatbelts (if they subsequently chose not to then that is their choice)	
Stop the driver if you are not happy with anything they do e.g. take a different route to the one you have specified, drive too fast etc. You are in charge of the visit and what the coach driver does!	
Make sure that the children remain seated and belted until the coach has stopped and you have asked them to get up	
Confirm pick up time and location with driver before leaving the coach.	
Take their contact number so that you can let them know of any changes to these arrangements – in light of potential bad weather etc.	

Signed:

Date:

## Appendix 4:



### Visit Leader Emergency Action Card

This card should be carried by all staff accompanying a visit and also be placed in first aid kits.

#### Emergency Procedure:

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group.
3. Make sure all other members of the party are:
  - ✓ accounted for
  - ✓ safe
  - ✓ adequately supervised
  - ✓ briefed to ensure that they understand what to do to remain safe.
4. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
5. Call emergency services as appropriate.
6. Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
  - a. Preserve life
  - b. Prevent the condition worsening
  - c. Promote recovery

#### Essential First Aid:

1. Casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
2. You need to try to find and stop any serious external bleeding
3. You need to protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

## Once the immediate situation is contained:

- Inform the School Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the following information:
  - (Who you are, which Establishment you are from and what your role is within the group)
  - What number you can be called back on?
  - What is the nature of the emergency?
  - How many casualties there are and their status
  - The total number of people in your party
  - Your current location
  - Whether you are staying where you are or moving – if you are moving where to?
  - What time did the accident/incident happen?
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments and transport.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to your employer's press office.

## Emergency Numbers:

Name	Telephone	Mobile
School/Establishment	01273 555240	N/A
Head Teacher	01273 555240	N/A
EVC – Emma Remnant	01273 555240	xxxxxxxxxxxxx
Visit Contact		
Coach Company		
<b>The following Brighton &amp; Hove CC numbers should only be used in the event of a CRITICAL INCIDENT and where communication cannot be established with School.</b>		
Emergency Planning and Resilience team	01273 296699	(Out of Hours) 07540 675169
Health & Safety Duty Officer	01273 292062	
Press Office	01273 293033 or 01273 291035	



## Appendix 6:



### **Stanford Infants - Educational Visits Pre-Visit Briefing for Volunteer/Parent Helpers**

Thank you for offering to helping on this visit we really do appreciate you giving up your time, as without your support we could not undertake these visits; we hope you have an enjoyable day.

#### **Today we are visiting.....:**

- At this point please give a brief outline of trip and itinerary for the day

#### **Visit Risk Assessment:**

- At this point please share the risk assessment for the visit and let the parents know who the First Aider is on the visit.

#### **Travel Arrangements:**

- If travelling by coach please ensure that your group sit together on the coach. The Visit Leader/Class teacher will ask you to 'fill' the coach from the back, forwards.
- Please note that children are not permitted to sit in the very front seats or the middle seat of the back row.
- Please help the children in your group to put on their seatbelts and inform the Visit Leader/Class teacher immediately if one is not working.
- Please note that the children are expected to remain seated during the journey and on arrival so that the Visit Leader/Class teacher can give instructions for getting off the coach.
- 

#### **General Reminders for all visits:**

- When the children are walking they will normally be in pairs please could you ensure that your group walk in front of you so that they are constantly in your line of vision and that they are on the nearside of the pavement/pathway i.e. furthest from the road/any moving traffic and that you remain on the outside nearest to the road.
- When crossing roads please follow the directions/instructions from the Visit Leader/Class Teacher. School staff will ask everyone to stop and then two members will stand in the middle of the road and facing the traffic. When the traffic has stopped and it is safe to cross they will ask you to walk between them with the children. Please note that when crossing roads members of staff may ask you to help and be aware of the children they are accompanying.

- No drinking and No smoking including E-cigarettes is permitted on school premises and this applies for the duration of Educational Visits.
- Please do not give the children any food, i.e. snacks or sweets. If appropriate the children will have brought their own lunch and school staff will provide school fruit/veg snacks. Children should only eat from their lunches when instructed to by school staff as eating times will be part of the planned itinerary for the visit.
- No photographs may be taken, even of your own child as other children may appear in the background and for a variety of reasons some children may not be allowed to be photographed. Teachers and teaching assistants usually take photographs during the visit to support further learning back in school and to celebrate the visit but they will be aware of who may/may not be photographed.
- Please refrain from using your mobile phone during the visit; you have kindly agreed to accompany the children on the visit and as such will need to be aware of their needs and safety at all times. If there is a situation where you need to take/make an urgent call, please speak with the Visit Leader/Class Teacher and they will do their best to accommodate your request.
- (if applicable) The class teacher will have allotted a small group of children for you to accompany. Please make sure you know the names of all the children in your group, a list will be provided, and that you are aware of them and where they are at all times. If any child, including your own if they are in your group, causes you concern at any time during the visit please let the class teacher know straightaway so that they can speak to the child and if necessary take responsibility for them.
- If a child needs to go to the toilet, including your own please let a member of school staff know, as only school staff may take children to the toilet.
- If appropriate there will be allocated 'toilet visits' planned during the visit.
- If a child, including your own needs any first aid this will be attended to by the First Aider attending the visit (they will be identified on the risk assessment).

**Appendix 7:**



**Visit Evaluation Form**

Place Visited:

Year Group:

Date of Visit:

**Any changes needed to risk assessment in light of visit? YES/NO**

(if yes please speak with ER to make necessary amendments, don't forget risk assessment still needs to be signed off by ER).

	<b>Comments</b>	<b>Notes for future visits</b>
Organisation		
Venue		
Transport		
Any other comments:		

Signed:

Date:

Email copy to HT and EVC and save in relevant visit folder online in Educational Visits