

**Forefield Community Infant and Nursery
School**



Policy for Educational Visits

September 2021

To be reviewed September 2022

1. Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of our school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school. Our school adopts the LA guidance and uses their proforma when planning Educational Visits.

2. Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments
- promote pupils' spiritual, moral, cultural, mental and physical development
- prepare pupils for the opportunities and experiences of adult life

3. Curriculum links

For most subjects in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA:

- English - theatre visits, visits by authors, poets and theatre groups;
- Science - use of the school grounds, visits;
- Mathematics - use of the local environment;
- History - study of local area, visits to local museums;
- Geography - use of the locality for fieldwork

- Art and design - use of the locality; visits to local galleries and exhibitions
- PE - a range of sporting fixtures, extra-curricular activities, visits by specialist coaches; visits to local theatres
- Music - a variety of specialist music teaching, extra-curricular activities, concerts for parents to hear; visits to concerts and theatres
- Design and technology - use of the local area;
- RE - visits to local centres of worship, visits by local clergy.
- PSHE and citizenship - road safety in the local area, visits by local police officers and health workers.

4. How visits may be authorised

The school's educational visits coordinator (EVC), Carol Evans, will oversee the planning and management of off-site visits. She will:

- organise related staff training;
- ensure that risk assessments are completed online using the Evolve website. www.sefton.org.uk;
- support the headteacher and governing body in their decisions on approval;
- work with group leaders to assign competent staff to lead and help with trips;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues.

Group Leaders will:

- undertake risk assessment which will be submitted via Evolve a minimum 2 weeks before the visit
- notify the Educational Visits Co-ordinator (EVC) and Headteacher when an Evolve submission is made
- verify that all accompanying adults have had satisfactory DBS clearance (a list of suitable adult volunteers is held by the Pastoral & Education Support Co-ordinator, Mrs Trudy Boardman.)
- ensure that at least one other staff member and enough supervisors to cope effectively with an emergency will accompany the party.
- that, if used, the coach company assures us their drivers too have had police checks;

- ensure that any private car drivers have satisfactory DBS and appropriate insurance
- ensure that parents (including staff) should never have their own children in their groups.
- clearly define each group's supervisor role, including the appointment of a deputy
- ensure that all tasks have been assigned and group members, supervisors and parent helpers are briefed as appropriate (see Visit Checklist **Appendix A**)
- will ensure that all adults accompanying the party are aware of behavioural expectations
- ensure that regular head counts take place (particularly when leaving venues),
- establish rendezvous points and make sure that pupils know what to do if they become separated from the group.
- make sure that all necessary permissions and medical forms are obtained;
- ensure that adequate first aid provision will be available (including having a member of staff with an up-to-date first aid certificate)
- ensure that an Emergency Card (**Appendix B**) has been completed and is taken on all trips and on out of hours trips Emergency Card B (**Appendix B1**)
- will carry £30 (available from the school office) with them for the duration of the trip. Receipts for emergency expenditure will be kept and given to the Bursar on return

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the EVC before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to

our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

5 Risk assessment

An EV checklist (**Appendix C**) will be completed and a comprehensive risk assessment will be carried out by the Group Leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

If the venue has not been visited by Forefield Community Infant and Nursery school within the previous six months then the Group Leader planning the off-site activity will make a preliminary visit to the venue in order to carry out an on-site risk assessment. They will take into account the probable weather conditions at the time of year proposed for the trip, take careful account of the facilities available, with due regard to the proposed size of the group. They will assess the site's suitability with regard to the age and any particular needs of the children and consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if they lack the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures. The school risk assessment will be completed online via Evolve at least 2 weeks prior to the date of the trip. A checklist (**Appendix D**) outlines what information needs to be attached to the Evolve risk assessment.

Any health, safety or security issues that are identified during the preliminary visit will be assessed and recorded. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan and Risk Assessment will state both the extent of any risks involved,

and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity must have sufficient adults taking part to provide the correct ratios (see **Appendix E**). Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all circumstances, in which case the ratios will be adjusted accordingly.

The risk assessment will cover transport to and from the venue. Any coach company used must provide school with details of all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts and booster seats (if required);
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The Group Leader will double-check that all adults helping to supervise the trip have been subject to DBS clearance.

A copy of the completed risk assessment will be given to the EVC and all adults supervising the trip and a copy will be shared with the school office.

Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the EVC is responsible for checking that the insurance of each driver covers such journeys and that each driver has been subject to normal DBS checks. Regulation car booster seats must be used when transporting children in private cars on planned journeys.

6. Communication with parents

Parents will be informed of any off-site activity or visit unless it is a regular part of the school curriculum which parents have already been informed of through the school prospectus or letter eg walks around the environment. Parental consent will be sought for all other visits for each pupil in the group. Whenever possible, consent should be as a written form, however, in certain circumstances e.g. if a child has been absent and returns on the day of a visit, consent may be sought by telephone with a form completed in school by the caller recording parent or carer's name, date and time of call and requesting the parent or carer to call into the school office to sign confirming that verbal permission was given.

Funding for off-site activities is provided mainly by voluntary parental contributions. This is made clear to parents in all correspondence about an educational visit at the planning stage. No child will be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time and, unfortunately, in the last resort, we reserve the right to cancel the visit if insufficient voluntary contributions are made, as outlined in our Charging & Remissions Policy.

Preparing Pupils

- Pupils should be able to be easily identified eg wearing school jumper/cardigan with logo but must not wear name badges.
- Pupils should understand clearly what is expected of them and what the visit will entail.
- Good standards of behaviour are expected at all times and rewards and sanctions will apply as if at school.

7. Further health and safety considerations

Before a group leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme, a timetable for the activity and a copy of the risk assessment.

The safety of the party, and especially the children, is of paramount importance. During the activity the Group Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any medical information and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise their own safety; that of others or the good name of the school, the Group Leader should discuss with the Headteacher the possibility of making additional arrangements to support that child.

More detailed guidance on procedures and requirements can be obtained from the LA's Off-Site & Hazardous Activities File.

Insurance

Insurance cover for day trips is automatically included under the school's general 'Personal Accident for Children Policy' through the Local Authority. This covers children and accompanying adults for personal accident benefits should they sustain an injury on or off school premises. Insurance-related paperwork for all visits is now completed via Evolve.

Pupils with SEND and/or Medical Needs

When pupils with additional needs and/or medical needs are to be present on a visit, additional safety measures will be assessed and addressed at the planning stage. In all cases, special attention will be given to supervision ratios and arrangements will be made to ensure appropriate supervision ratios are facilitated. All adults accompanying visits will be made aware of relevant pupils' medical needs and any medical emergency procedures which may be required. Group Leaders will ensure that any necessary equipment eg walking frames and or medication eg inhalers, epi pens etc are with them at all times. Availability of equipment and/or medication will be checked prior to the day of the trip.

First Aid

First Aid will form part of the Risk Assessment. The group leader will

ensure that a qualified first aider is part of their party and will ensure that an adequate first aid box is taken on the visit and is with the party at all times. A list of qualified First Aiders is available from the school office.

An example of what a first aid kit should contain is included in (**Appendix 4**).

Should the trip involve travel by coach/car, then a bucket and soft tissues should be available in case of travel sickness.

If a child should have an accident at the venue then a log of the accident should be made in the venue's on-site accident book by the Group Leader and a copy obtained. The EVC and Headteacher will be informed as soon as possible after the accident by the Group Leader. On return to school, an incident form will be completed.

Keeping in Touch

The Group Leader must have their own mobile phone with them at all times. The Group Leader should ensure that the 3 school mobile phones are fully charged and available prior to the trip. All adult supervisors on the trip will be provided with an emergency contact number. On leaving the venue the Group Leader should make a phone call to school and provide an approximate time of arrival at school. Further call(s) should be made if arrival at school is likely to be delayed. When an activity extends beyond the normal school day the home telephone number of a designated emergency contact (eg Headteacher, Senior Assistant Headteacher, Assistant Headteacher) should be provided.

Emergency Procedures

The Group Leader must have their own mobile phone with them at all times and will ensure that there are at least 2 school-based contacts available for the duration of the visit eg School office, Headteacher, Senior Assistant Headteacher, Assistant Headteacher in case of an emergency.

The Group Leader must ensure that all members of the group know what action to take if there is a problem. The Group Leader must ensure that a complete list of children and adults is with the party at all times, together with their emergency contact numbers and medical needs. A copy of this information must also be left in school and should be taken home by the Head Teacher / EVC for visits which fall out of school hours eg Wally Cain dance festival and Theatre trips. The Group Leader must also have a copy of Emergency Card (**Appendix B/B1**) with them which will be referred to in the event of an emergency.

Monitoring and review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Headteacher regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

APPENDIX A

Visit Leader Checklist

PLEASE COMPLETE THIS FORM PRIOR TO ANY VISIT AND ADD IT TO YOUR RISK ASSESSMENT ON EVOLVE

Please tick

- I have been formally approved to carry out the visit
 - I am specifically competent and meet the requirements of employer guidance
 - I have undertaken Visit Leader training as recommended / required by my employer
 - I have planned and prepared for the visit, involving staff in the planning and risk management process to ensure wider understanding
 - I have kept my EVC informed at each stage of the planning process
 - I have undertaken a preliminary visit if appropriate or required by school policy
 - I have involved children in these processes, wherever appropriate
 - I have defined the roles and responsibilities of other staff (and volunteers) to ensure effective supervision, and have appointed a deputy
 - I have shared details of 24/7 emergency contacts and emergency arrangements with key staff (if applicable)
 - I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers
 - I have checked whether insurance arrangements are adequate. If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management (if applicable) i.e. pupils are not grouped with their parent or carer
 - Child protection issues are addressed, including enhanced DBS checks and processes where appropriate
 - I have disseminated relevant information to supporting staff
 - There is access to first aid at an appropriate level (ie. a FirstAider)
 - Relevant information has been provided to parents and children and pre-visit information meetings have been arranged where appropriate
 - All aspects of the visit (both during and after the event) are evaluated
- Staff and other supervisors have been appropriately briefed on:
- the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities
 - the nature and location of the activity
- The visit is effectively supervised - staffing ratios meet requirements of good practice
 - I understand that the overarching duty of care remains with school leaders, even when partial responsibility is shared with a provider
 - Staff and third party providers have access to emergency contact and emergency procedure details

APPENDIX B

Emergency Card (held by Group Leader)

PLEASE TAKE THIS FORM (DOUBLE_SIDED) ON ALL VISITS

Side 1

Assess the situation:

- Deal with immediate danger to self or other group members.
- Account for all members of the group.

Administer first aid:

- As appropriate, remembering priorities ABC.

Airway

Breathing

Circulation (bleeding)

- Make any casualties as comfortable as possible, but only move them if absolutely necessary (e.g. to maintain airway if unconscious).

Call emergency services:

Dial 999 for Ambulance, Police, Fire Brigade, Mountain Rescue or Coastguard as required.

Inform school and LA emergency centre so that they can initiate Critical Incident Action Plan

School / Service Emergency number **0151 924 6235**

Home Contact number (Out of hours)

Home Contact mobile number

Call LA Emergency number **0151 922 6107** and ask for the activation of the emergency response procedure

Establish a contact point and identify a member of staff to liaise with the emergency services

Arrange for a member of staff to travel with casualties to hospital

Make arrangements for non-casualties to return to school/base

Record details of incident and actions taken as soon as feasibly possible.

Side 2

INCIDENT LOG SHEET

(As soon as possible write down the following to inform any investigation:)

Time of incident

Date

Brief description

Location

Witnesses

Information to provide to Emergency Services (and later to school/service):

Names of those involved

**Number of people
injured**

Total number in group

Details of injuries as known

Contact point

APPENDIX B1

Emergency Card (Out of hours - Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number (s) at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.
-

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Sefton Council and state that you require immediate assistance from the Emergency Response Team (0151 922 6107). Give brief details of the incident.

- You should also contact the Head of Establishment (if this is not you);
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where

required;

- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name Home Mobile

Head of Establishment ** **

Deputy Head of Establishment ** **

Sefton Local Authority Emergency Single Point of Contact Number **0151 922 6107**

(for **initial** contact during an emergency only)

Chair of Governing Body (optional)

Other/EVC n/an/a

** Individuals' phone numbers not included in Policy - confidential

APPENDIX C

Educational Visit 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' or N/A

Before the visit:

1. Have the educational aims of the visit been clearly identified?

Yes No

2. Is the visit appropriate to the age, ability and aptitude of the group?

Yes No

3. Has there been suitable progression/preparation for children prior to the visit?

Yes No

4. Does the visit comply with any guidelines specific to your school / service?

Yes No

5. Does the visit comply with any specific guidelines?

Yes No

6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by Sefton LA?

Yes No

7. If using an external provider, tour operator or residential centre, has the provider satisfactorily completed and returned a Contractor/Provider Declaration form?

Yes No

8. Are transport arrangements suitable and satisfactory?

Yes No

9. If the visit is residential, have appropriate measures been taken to ensure the suitability of accommodation?

Yes No

10.If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants?

Yes No

11. Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?

Yes No

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 No

13.If any staff are taking their own children on the visit, does this comply with school policy, and LA guidance

Yes No

14.Have any adult helpers (non-employees) been approved by the Headteacher and been DBS cleared where necessary (e.g. for residential visits)?

Yes No

15.Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? For residential visits, does staffing comply with LA requirements ?

Yes No

16.Does the Visit Leader possess the necessary competence to lead the visit and is he/she comfortable with his/her role?

Yes No

17.Are all support staff aware of and comfortable with their roles?

Yes No

18.Are all helpers aware of and comfortable with their roles?

Yes No

19.Has Event Specific Risk Assessment (ESRA) been carried out and shared with all relevant parties? Does this risk assessment take account of behavioural traits and special needs of group members?

Yes No

20. Is the insurance cover adequate?

Yes No

21. Does at least one member of staff know the children that are being taken away, including any behavioural traits? Have staff been made aware of dietary, medical and special needs as appropriate?

Yes No

22. Have children been advised in advance about expectations for their behaviour? If appropriate, are children aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with children and staff? Have parents been notified if appropriate?

Yes No

23. Are children aware of the nature and purpose of the visit?

Yes No

24. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained?

Yes No

25. Have all relevant details been issued? (e.g. itinerary, kit lists, etc?)

Yes No

26. Are staff aware of any medical needs and/or other relevant details of children?

Yes No

27. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?

Yes No

28. Are staff aware of any relevant medical conditions of other staff/helpers within the group?

Yes No

29. Do the First Aid arrangements for the visit meet LA requirements and is first aid provision appropriate to the activity?

Yes No

30 Is a first aid kit (appropriate to the visit) available?

Yes No

31. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff/ parent illness, etc. e.g. 'Plan B', and have these plans been risk assessed and has parental consent been obtained?

Yes No

32. For journeys taking place outside school / service hours, do staff members have emergency contact phone number(s) for designated senior staff?

Yes No

33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency and will Form EV4 be with the Visit Leader at all times?

Yes No

34. 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 No

35. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?

Yes No

36. Will the group need waterproof clothing, boots or other equipment?

If so, are procedures in place for checking the suitability of equipment?

Yes No

37. Does any specialist equipment conform to the standards recommended by responsible agencies?

Yes No

38. Have all financial matters been dealt with appropriately?

Yes No

39. Has the visit been approved by the Headteacher and EVC, and in line with Governing Body policy if appropriate?

Yes No

40. Are full details of the visit and participants at school base and if appropriate with the School Emergency Contact(s)?

Yes No

41. If residential, overseas or involving hazardous / adventurous activities, has the visit been approved by Sefton LA?

Yes No

42. 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 No

During the visit

43. Do all staff have a list of children/groups + emergency contact details and Form EV4 if out of school/service hours?

Yes No

44. Does the school office have a list of the names of all participants, including adults (+ contact details if out of school hours)?

Yes No

45. Do staff have sufficient funds to allow for any contingencies?

Yes No

46. Do staff have any relevant literature, work sheets, clipboards, etc?

Yes No

47. Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc. if needed?

Yes No

48. Are participant numbers being checked at appropriate times?

Yes No

49. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?

Yes No

50. Are children aware of the procedure in areas where there is traffic (e.g. if walking, is it pairs, crocodile, groups? - may children run? - are children aware of the procedure at road crossings? etc.)?

Yes No

51. Has a clear recall system been arranged if the group is working away from you? Do children understand this and will they be able to respond effectively?

Yes No

52. 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 No

53. Do children know what action they should take if they become separated from the group?

Yes No

54. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances?

Yes No

At the end of the visit

55. Are appropriate arrangements in force for the dismissal/return of children?

Yes No

56. Has the Visit Leader reported back to the EVC?

Yes No

57. Has the group been debriefed and any relevant follow-up work completed?

Yes No

58. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?

Yes No

59. Has the visit been evaluated, including voluntary helper evaluations and, if appropriate, have notes been made of points to be considered for future visits?

Yes No

60. Have all staff and helpers involved in the visit been thanked for their input?
Yes No

APPENDIX D

What to attach to Risk Assessments submitted via Evolve

Risk assessments:

- Generic Risk Assessment which includes transport (school's version) *
- Event-specific Risk Assessment (may be combined with above)
- If available, event-specific Risk Assessment (provided by venue)

Letters:

Consent / information letter to parents

Miscellaneous:

- Class list
- EV2: Visit Checklist (**Appendix A for blank Visit Checklist**)
- Visit Leader Checklist

Miscellaneous:

Please ensure that you take the following with you on your visit:

- First Aid kit
- Medication as necessary (eg. asthma inhalers)
- List of pupils' medical/additional needs
- Pupils' emergency contact numbers
- Mobile Phones (please make sure we have your number in school)
- Emergency Card for Visit Leader (**see Appendix B/B1**)

APPENDIX E

Staffing and Staff Ratios

Activity	Age Group	Minimum ratios of adults: pupils	Visit Leader Competence
General visits (not adventurous activities; not residential)	Nursery	1:2/3	Previous experience
	Reception	1:6	
	Key Stage 1	1:6/8	
In addition to the Group Leader, there should also be at least one other staff member and enough supervisors to cope effectively with an emergency. To be counted in ratios parent volunteers and students, must be over 18 years of age, competent in the supervision of children and known to the school. For the protection of both adults and pupils, all adult supervisors should, wherever possible, ensure that they are not alone with an individual pupil.			

APPENDIX F

Examples of what to include in a first aid kit

A travelling first aid box should contain:

- A leaflet giving general advice
- At least 6 individually wrapped sterile adhesive dressings
- One large, sterile unmedicated wound dressing (18cm x 18cm)
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- Disposable gloves
- Sterile adhesive dressings
- Moist cleansing wipes