



# Educational Trips (Evolve) Policy

**Version 26/27-1.0**

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| <b>Important:</b> This document can only be considered valid when viewed on the school's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online. |                                                                                                                                                                                                                                  |
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| <b>Name of Responsible Committee/Individual:</b>                                                                                                                                                                                                           | Local Governing Body                                                                                                                                                                                                             |
| <b>Implementation Date:</b>                                                                                                                                                                                                                                | Autumn 2026                                                                                                                                                                                                                      |
| <b>Review Date:</b>                                                                                                                                                                                                                                        | Autumn 2027                                                                                                                                                                                                                      |
| <b>Related Documents:</b>                                                                                                                                                                                                                                  | Safeguarding/Child Protection Policy; Supporting Pupils with Medical Conditions Policy; Allergy Safety Policy; Charging and Remissions Policy; Equality and Diversity Policy; First Aid Policy; Critical Incident/Emergency Plan |

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## **1. Context and purpose**

Educational visits and learning outside the classroom are an integral part of pupils' entitlement to a broad, balanced and effective curriculum. They can enhance learning, personal development, independence, resilience, teamwork, environmental awareness, physical skills and the ability to understand and manage risk.

This policy sets out Malet Lambert's arrangements for planning, approving and managing educational visits so that safeguarding, welfare, health and safety, inclusion and educational benefit are considered together. Educational visits are not treated as separate from the school's wider health and safety and safeguarding arrangements.

Planning must be proportionate and sensible and focus on managing genuine and significant risks. Routine visits involving everyday risks should not attract unnecessary bureaucracy. The school will follow applicable Hull City Council/Local Authority procedures and use EVOLVE where required, alongside relevant Department for Education (DfE) and Outdoor Education Advisers' Panel (OEAP) guidance.

## **2. Scope and application**

This policy applies to school-organised activities taking pupils away from the school site, whether during or outside the normal school day, including local learning, day visits, residential visits, adventurous activities and overseas visits. It also applies, where relevant, to adults accompanying or supporting those visits.

For operational purposes, the school will continue to use the visit categories and approval routes required by the Local Authority and EVOLVE. In applying those categories, staff should also recognise the DfE distinction between routine visits and visits requiring additional risk assessment and planning.

## **3. Types of visit and proportionality**

- Routine/local visits: activities involving no more than an everyday level of risk and covered by established school procedures. These require proportionate planning and any local approval arrangements specified by the school/LA.
- UK day visits requiring additional planning: visits beyond routine/local arrangements, excluding adventurous activities unless separately approved.
- Higher-risk/complex visits: residential visits, overseas visits, adventurous activities and any visit whose distance, location, activity or participant needs require additional planning, specialist competence or external approval.

The level of planning, recorded risk management and approval must reflect the nature and complexity of the visit and the needs of the group.

## **4. Roles and responsibilities**

### **4.1 Visit Leader**

The Visit Leader is responsible for planning and managing the visit, with appropriate involvement of accompanying staff and pupils. The Visit Leader must:

- define clear educational or developmental outcomes;

- identify significant risks and appropriate control measures, including contingency arrangements;
- ensure staffing and supervision are suitable for the group and activities;
- consider safeguarding, SEND, disability, medical conditions and allergy needs from the outset;
- check external providers and transport arrangements as required;
- brief all accompanying adults and participants on roles, expectations and emergency arrangements;
- ensure required information is recorded on EVOLVE and approvals are obtained before commitments are made;
- ensure post-visit evaluation and reporting of relevant incidents and near misses.

#### **4.2 Educational Visits Coordinator (EVC)**

The EVC will support and challenge Visit Leaders, manage EVOLVE arrangements, check visit plans before onward approval, and act as the first point of contact for visit-related advice. The EVC must have appropriate training, experience, status and competence for the role and must maintain knowledge of current school, LA and national guidance.

#### **4.3 Headteacher and delegated approvers**

The Headteacher retains overall responsibility for ensuring suitable arrangements are in place. Any delegated authority to approve or monitor visits, including delegation to the Finance Business Manager or another senior colleague, must be documented and communicated clearly. Delegation does not remove the Headteacher's overall accountability.

The school's approval matrix must state which visits require approval by the Headteacher/delegated approver, Local Governing Body or nominated governor, and/or Local Authority. Local Authority approval requirements for residential, overseas and adventurous visits must be followed.

#### **4.4 Governors**

The Local Governing Body will maintain oversight of this policy and assurance arrangements. A nominated governor may have sight of visit plans in accordance with local arrangements, but operational approval must follow the documented school/LA approval route.

### **5. Staff competence and accompanying adults**

Competence is central to safe visit management. In deciding whether a person is competent to lead or support a visit, the school will consider relevant experience, training, knowledge of the participants and activities, leadership and judgement, and ability to manage changing circumstances and emergencies.

Staff new to visit leadership should, where practicable, gain experience alongside an established Visit Leader. Relevant training and supervision will be provided according to the role and visit.

Any adult helper or volunteer must be assessed as suitable for the role and briefed appropriately. Safeguarding and DBS/barred-list requirements must be considered in accordance with Keeping Children Safe in Education and current regulated-activity rules. From 1 September 2026, volunteers who teach, train, instruct, care for or supervise children frequently, or overnight, may be in regulated activity even when supervised. All volunteers helping on an overnight school trip are in regulated activity and require the appropriate enhanced DBS check with children's barred list information. Occasional volunteers on a day trip are treated in accordance with current statutory guidance and the school's safeguarding procedures.

## **6. Visit planning and approval**

No firm booking, deposit or financial commitment should be made until the level of approval required at that stage has been obtained. Outline approval should be secured before detailed commitments are made.

- Local/routine visits: follow the school's local visit arrangements and any EVOLVE requirements.
- UK day visits requiring EVOLVE: submit in accordance with the school/LA timescale; the existing school expectation is at least 5 days in advance unless LA procedures require longer.
- Overnight visits: submit to the EVC in sufficient time to meet the LA approval deadline; the existing school expectation is at least 20 days in advance and LA submission at least 15 days in advance.
- Adventurous activities: submit in sufficient time to meet LA approval requirements; the existing school expectation is at least 15 days in advance and LA submission at least 10 days in advance.
- Overseas visits: commence planning well in advance, obtain outline approval before deposits, keep the Headteacher/delegated approver informed and meet all LA approval timescales.

These local timescales must be checked against current Hull City Council/EVOLVE requirements at each policy review and amended if the LA requirements change.

## **7. Risk management**

Risk management should be proportionate to the visit. Staff should focus on significant and foreseeable risks rather than attempting to record every everyday hazard. Existing generic arrangements may be relied upon where they remain suitable; Event Specific Notes or other visit-specific records should identify what is different or significant for the particular visit.

Planning must include appropriate contingency arrangements for foreseeable changes such as weather, transport disruption, staff illness, venue changes or participant needs. Dynamic risk management during the visit does not replace appropriate advance planning.

## **8. External providers and adventurous activities**

The Visit Leader must make proportionate checks on external providers. Where a provider holds a current Learning Outside the Classroom (LOtC) Quality Badge, this may provide assurance for the areas covered by the badge. Where it does not, the school/LA Provider Form or equivalent checks must be completed and scrutinised.

Checks should address, as relevant: public liability insurance; health and safety arrangements; risk management and emergency procedures; safeguarding; staff competence and qualifications; transport; accommodation; subcontracting; and applicable licensing. Responsibilities for supervision and handover between school staff and provider staff must be explicit.

Where an activity falls within the Adventure Activities Licensing regime, the Visit Leader/EVC must check whether the provider requires and holds the appropriate licence. Staff leading adventurous activities must have any competence or LA approval required by local procedures.

## **9. Safeguarding**

All visits must comply with the school's Safeguarding/Child Protection Policy and Keeping Children Safe in Education 2026 from 1 September 2026. Safeguarding information should be shared on a need-to-know basis so that staff can keep pupils safe while respecting confidentiality and data protection requirements.

The Visit Leader must ensure that safeguarding concerns relevant to safe participation are considered with the Designated Safeguarding Lead or appropriate safeguarding staff. Decisions must be individual, proportionate and recorded where necessary. Safeguarding information must not be used as a blanket reason to exclude a pupil from an educational opportunity.

## **10. Parental information and consent**

Parents/carers must receive appropriate and sufficient information about visits. The amount and method of information will depend on the nature of the visit and assessed level of risk.

Parents must be fully informed (in writing) about the proposed trip before they are asked for their consent. Parents should be reminded that pupils cannot be taken on a trip if their written permission is not received by the school beforehand, and give yourself lots of time to chase parents who forget to submit it to you.

Parents/carers of each pupil are asked to complete a reply slip which confirms that they consent to their child attending the trip, they are also required to complete a Once Only Medical Consent form, this covers the whole time they are enrolled at the school. Where a parent/carer has not done this, they are required to complete a Specific Consent Form for each visit/activity.

Medical, allergy and emergency-contact information must be kept current. Consent for administration of medicines must be managed in accordance with the school's Supporting Pupils with Medical Conditions/Management of Medicines arrangements and any Individual Healthcare Plan (IHP).

## **11. Pupil participation, behaviour and eligibility**

The starting point is that educational visits should be accessible to all pupils for whom the visit is relevant. Where places are genuinely limited, transparent and non-discriminatory selection arrangements must be used and communicated in advance.

Behaviour, safeguarding or other concerns may be considered where they create a genuine issue for safe participation. Decisions must not be based solely on behaviour-point totals or labels. The Visit Leader, in consultation with relevant pastoral, SEND, safeguarding and senior staff, should identify the specific risk, consider reasonable and practicable control measures (including additional staffing or adjustments), and make an individual, proportionate decision.

Any decision not to permit a pupil to participate should be exceptional, supported by a clear rationale, take account of equality duties and SEND/medical needs, and be communicated appropriately to parents/carers. The school complaints procedure remains available.

## **12. Inclusion, SEND, disability and medical conditions**

The school will actively support pupils with SEND, disabilities and medical conditions to participate in educational visits. Planning must consider reasonable adjustments and additional support required to enable full and safe participation.

For pupils with medical conditions, arrangements should be sufficiently flexible to enable participation according to the pupil's abilities, with reasonable adjustments. Risk assessment and planning should take account of the pupil's needs and, where appropriate, involve the pupil, parents/carers, SENCO and relevant healthcare professionals. A pupil should not be prevented from participating because of a medical condition unless, after appropriate consideration and adjustments, there is evidence that safe participation is not reasonably possible.

## **13. Allergy safety**

Educational visit planning must comply with the school's published Allergy Safety Policy and the DfE statutory guidance on allergy safety in schools. Before a visit, the Visit Leader must identify pupils with allergies and ensure that relevant IHPs and emergency arrangements are understood by staff.

- appropriate staff have received the required allergy/anaphylaxis training;
- prescribed adrenaline auto-injectors and any school-held spare devices that may lawfully be used are accessible as required;
- food, catering, travel, accommodation and activity arrangements have been checked for relevant allergen risks;
- emergency medication travels with the pupil/group and is not separated from them inappropriately;
- serious allergic incidents and near misses are recorded, reviewed and used to improve arrangements.

## **14. First aid, medicines and emergency arrangements**

First-aid provision must be appropriate to the visit, group and environment. At least one responsible adult should have a good working knowledge of first aid appropriate to the circumstances; specific qualification requirements must be met where required by activity, age group, provider or LA guidance. An appropriate first-aid kit must be available.

The Visit Leader must have access to the school's emergency contact arrangements and relevant participant information. A suitable means of communication must be available, taking account of likely mobile reception and alternatives where necessary.

The visit plan must include arrangements for illness or injury affecting the Visit Leader, serious incidents, contact with emergency services and escalation to the school/LA. The school's critical incident plan and relevant emergency action cards must be available to those who need them. The emergency plan should be tested periodically and after significant changes.

A communications plan should identify who will communicate with parents/carers and, where necessary, the media. Visit staff should not make unauthorised public or social-media statements following a serious incident.

## **15. Charging and funding**

Visits must be accurately costed and financially approved before commitments are made. Parents/carers must be told clearly whether a payment is a charge or a voluntary contribution. The school will comply with its Charging and Remissions Policy and DfE guidance, including any remission/support arrangements for eligible families. A pupil must not be treated less favourably because a parent is unable or unwilling to make a voluntary contribution, although a visit may be cancelled where insufficient voluntary contributions make it financially unviable and this possibility has been explained.

## **16. Transport**

Transport must be suitable and acceptably safe, and applicable legal requirements must be met. The Visit Leader must follow LA guidance for coaches, minibuses, staff vehicles and private vehicles. Use of private vehicles to transport pupils requires the checks and risk management specified by school/LA procedures, including licence, insurance and suitability as applicable.

## **17. Insurance and overseas visits**

The school must confirm that appropriate insurance is in place for the visit and activities. For overseas visits, the Visit Leader must check current Foreign, Commonwealth & Development Office (FCDO) travel advice during planning and again sufficiently close to departure, and must consider destination-specific risks, entry requirements, medical arrangements, insurance and contingency/repatriation arrangements.

## **18. Evaluation, incidents and near misses**

The Visit Leader should report back to the EVC after visits in accordance with school procedures. Significant learning points, accidents, incidents and near misses must be recorded and reviewed through the appropriate school/EVOLVE systems. Lessons learned should inform future planning, risk management, training and policy where relevant.

## **19. Records, data protection and retention**

Visit information must be stored and shared securely and only with those who need it. Records must be retained in accordance with the school/Trust retention schedule,

safeguarding requirements and any LA/EVOLVE requirements. Copies of sensitive participant information held for a visit must be returned or securely disposed of when no longer required.

## **20. Monitoring and review**

The EVC and Headteacher/delegated senior leader will monitor implementation, including themes from incidents, near misses and visit evaluations. The Local Governing Body will review this policy at least annually or sooner following significant changes to legislation, DfE/LA guidance, safeguarding arrangements or local operating procedures.

## **Appendix 1 Emergency procedure**

The school's emergency response to an incident is based on the following key factors:

- A nominated emergency base contact is identified for every visit. During school hours this will normally be the school office or another named contact
- The visit leadership team and base contact have access to relevant participant, medical, allergy and emergency contact information
- The Visit Leader and base contact know when and how to seek Local Authority support, particularly where an incident exceeds the school's response capability, involves serious injury/fatality or is likely to attract significant media attention
- Relevant emergency action cards are available to the Visit Leader, first point of contact and designated senior base contact
- The school's emergency arrangements are tested periodically through desk-top exercises or scenario testing and reviewed following significant incidents or staffing changes
- Communication with parents/carers and media is coordinated by the school's designated senior lead. There is always a nominated emergency base contact for any visit (during school hours this is the office)

## Appendix 2 Request Pro forma

### MALET LAMBERT REQUEST FOR AN EDUCATIONAL VISIT FORM

This form should be submitted for approval to the Headteacher for all off-site activities before pupils are notified or any bookings made.

|                                                                                                                                                                                       |  |                                                                            |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------|------------------------|
| Party Leader:                                                                                                                                                                         |  |                                                                            |                        |
| Department:                                                                                                                                                                           |  |                                                                            |                        |
| Year Group:                                                                                                                                                                           |  |                                                                            |                        |
| Number of pupils:                                                                                                                                                                     |  | Adult / Pupil Ratio:                                                       |                        |
| Total number of accompanying employees including party leader:                                                                                                                        |  |                                                                            |                        |
| Names of ALL other accompanying persons:                                                                                                                                              |  |                                                                            |                        |
| Date and time of visit:                                                                                                                                                               |  |                                                                            |                        |
| School Calendar Check:                                                                                                                                                                |  | Any other visits/events on the same date/s?<br>Yes / No<br>(Please circle) | If Yes, please detail: |
| Venue and purpose of visit:                                                                                                                                                           |  |                                                                            |                        |
| Details of visit, including travel arrangements, any remotely supervised time and any potentially higher risk / adventurous activities:                                               |  |                                                                            |                        |
| Cost of Trip, to include a full breakdown of cost:                                                                                                                                    |  |                                                                            |                        |
| Cost per pupil:                                                                                                                                                                       |  |                                                                            |                        |
| Additional cost to School: (incl. paid cover)                                                                                                                                         |  |                                                                            |                        |
| For residential visits: <ul style="list-style-type: none"> <li>Type of accommodation</li> <li>Outline of any hazardous activities</li> </ul>                                          |  |                                                                            |                        |
| Other relevant information: <ul style="list-style-type: none"> <li>Name of organisations, e.g. coach company, travel firm.</li> <li>Awareness of site, e.g. previous visit</li> </ul> |  |                                                                            |                        |
| Cover arrangements / Diary Commitments                                                                                                                                                |  |                                                                            |                        |
| Cover Approved by DSE (signature)                                                                                                                                                     |  |                                                                            |                        |
| Signed: Party Leader                                                                                                                                                                  |  |                                                                            |                        |
| Date:                                                                                                                                                                                 |  |                                                                            |                        |

Approval is given to proceed with arrangements for this visit as outlined above. If any changes are made to this form after it has been signed, it must be presented to the Headteacher again.

|                                                                   |  |
|-------------------------------------------------------------------|--|
| Signed: Approved by Headteacher or Governor and subject to EVOLVE |  |
| Date:                                                             |  |

## Appendix 3 Educational Visits Checklist

### Malet Lambert Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

*Note: This 'master' copy is in EVOLVE Resources. To reduce bureaucracy, EVCs are encouraged to adapt this to suit their particular circumstances and then upload this to their establishment's own EVOLVE Resources section via the EVC Dashboard (orange 'cogs' icon on home page).*

#### In advance of the visit:

1. Have the intended outcomes of the visit been clearly identified? (see Section 1) ☐ yes
2. Is the visit appropriate to the age, ability and aptitude of the group? ☐ yes
3. Has there been suitable progression/preparation for participants prior to the visit? ☐ yes
4. Does the visit comply with any guidelines specific to your Establishment? ☐ yes
5. Does the visit comply with any specific LA guidelines? (see relevant sections) ☐ yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? ☐ yes ☐ n/a
7. If using an external provider or tour operator, does the provider hold an LOTC Quality Badge (see [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)) or have they satisfactorily completed and returned a 'Provider Form'? ☐ yes ☐ n/a
8. Are transport arrangements suitable and satisfactory? (see Section 16) ☐ yes ☐ n/a
9. If residential, have appropriate measures been taken to ensure the suitability of accommodation? ☐ yes ☐ n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? ☐ yes ☐ n/a
11. Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? ☐ yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). ☐ yes
13. Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? ☐ yes ☐ n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? ☐ yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? ☐ yes
16. Are all support staff aware of and comfortable with their roles? ☐ yes
17. Are all helpers aware of and comfortable with their roles? ☐ yes
18. If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Appendix 4 ESN Form) ☐ yes

19. Is insurance cover adequate? (see Section 17) ☐ yes
20. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? ☐ yes
21. Have participants been advised in advance about expectations for their behaviour?  
If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? ☐ yes
22. Are participants aware of the nature and purpose of the visit? ☐ yes
23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 10) ☐ yes
24. Have all relevant details been issued? (e.g. itinerary, kit lists, etc?) ☐ yes ☐ n/a
25. Are staff aware of any medical needs and/or other relevant details of participants? ☐ yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? ☐ yes ☐ n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? ☐ yes ☐ n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 14) ☐ yes
29. Is a first aid kit (appropriate to the visit) available? (see Section 14) ☐ yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g. 'Plan B', and have these plans been risk assessed and parental consent been obtained? ☐ yes
31. For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? ☐ yes ☐ n/a
32. Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? ☐ yes
33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 14) ☐ yes
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 ☐ n/a
35. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? ☐ yes ☐ n/a
36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? ☐ yes ☐ n/a
37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? ☐ yes ☐ n/a
38. Does any specialist equipment conform to the standards recommended by responsible agencies? ☐ yes ☐ n/a
39. Have all financial matters been dealt with appropriately? ☐ yes
40. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 4) ☐ yes

41. If residential, overseas or involving adventurous activities, has the visit been approved by the LA? (see Section 4) ☐ yes ☐ n/a
- During the visit**
42. Do all staff have a list of participants/groups and emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? ☐ yes
43. Does the establishment office have a list of the names of all participants, including adults and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? ☐ yes
44. Do staff have sufficient funds to allow for any contingencies? ☐ yes ☐ n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? ☐ yes ☐ n/a
46. Do staff have other items, e.g. first aid kit, sick bags, litter sack, etc., if needed? ☐ yes
47. Are participant numbers being checked at appropriate times? ☐ yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? ☐ yes ☐ n/a
49. Are participants aware of the procedure in areas where there is traffic (e.g. if walking, is it pairs, crocodile, groups, may participants run, are participants aware of the procedure at road crossings, etc.) ☐ yes ☐ n/a
50. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? ☐ yes ☐ n/a
51. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? ☐ yes ☐ n/a
52. Do participants know what action they should take if they become separated from the group? ☐ yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? ☐ yes
- At the end of the visit**
54. Are appropriate arrangements in force for the dismissal of participants? ☐ yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? ☐ yes ☐ n/a
56. Has the group been debriefed and any relevant follow-up work completed? ☐ yes ☐ n/a
57. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc? ☐ yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? ☐ yes
59. Have all staff and helpers involved in the visit been thanked for their input? ☐ yes
60. Post-visit evaluation and reporting of incidents/near misses is planned. ☐ yes

Appendix 4 Event Specific Notes

EVENT SPECIFIC NOTES

What are the really important things we need to do to keep ourselves safe?

Visit details.....

Carried out by .....

Date .....

| <div>ISSUE</div> <div>Consider STAGED:<br/>Staff, Timings, Activity, Group, Environment, Distance</div> | HOW TO MANAGE IT | WHO TO BE INFORMED |       |              |
|---------------------------------------------------------------------------------------------------------|------------------|--------------------|-------|--------------|
|                                                                                                         |                  | PARENTS            | STAFF | PARTICIPANTS |
|                                                                                                         |                  |                    |       |              |
|                                                                                                         |                  |                    |       |              |
|                                                                                                         |                  |                    |       |              |
|                                                                                                         |                  |                    |       |              |
|                                                                                                         |                  |                    |       |              |

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here