The Gallery Trust
Educational Visits Policy

Orion Academy

(central policy)

2026/2027

Updated	1st September 2026
Date ratified	22nd September 2026
Chair of Trustees	Chris Scrivener
Safeguarding Trustee	Helen Barter
Chair of RIB	Simon Terrington
Designated Manager for Gallery Trust	Alison Cox

Monitoring arrangements

This policy will be reviewed every 3 years and/or following any updates to national and local guidance and procedures by The Gallery Trust Designated Safeguarding Manager. At every review, it will be approved by the Board of Trustees.

Author: Designated Safeguarding Manager September 2026

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The GALLERY TRUST

A community of special schools

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Key contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Executive Headteacher	Julia Hyde	julia.hyde@orionacademy.co.uk 01865 771703 (Orion Academy)
Designated senior leader for attendance	Gail Phillips	gail.phillips@orionacademy.co.uk 01865 771703 (Orion Academy)
Educational Visits Coordinator	Fiona Wiseman	fiona.wiseman@orionacademy.co.uk 01865 771703 (Orion Academy)
Additional Educational Visits Support	Luke Franklin Gail Phillips	luke.franklin@orionacademy.co.uk 01865 771703 (Orion Academy) See above for Gail
Trust		
Designated Safeguarding manager for Gallery Trust	Alison Cox	a.cox@thegallerytrust.co.uk
Other		
Oxfordshire County Council Local Authority School Attendance Team		https://schools.oxfordshire.gov.uk/cms/content/county-attendance-team 01865 323513
Multi Agency Safeguarding Hub (MASH)	0345 050 7666	https://www.oxfordshire.gov.uk/residents/children-education-and-families/keeping-children-and-young-people-safe/report-child-abuse

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are an essential part of the Trust's ethos, values, and core curriculum. Visits provide students with rich learning experiences that enhance their personal, social, and academic development.

Educational visits also:

- support the development of essential life skills and promote well-being, resilience, and self-confidence.
- supplement and enhance the curriculum
- teach life skills
- promote independent learning
- provide a foundation for lifelong learning, and
- form an integral part of our approach to furthering our students' education and personal growth.

This policy sets out The Trusts approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students, wherever possible. It sets out the roles and responsibilities of staff, students and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education

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- statutory framework for the Early Years Foundation Stage.

This policy also complies with our funding agreement and articles of association.

3. Safeguarding

All staff must follow the school's **Safeguarding and Child Protection Policy** during educational visits, ensuring the safety and well-being of all students at all times. Staff must be aware of safeguarding procedures, including the use of mobile phones, appropriate conduct, and dealing with emergencies.

4. Types of Educational Visits

- Routine local visits
  - walking distance
  - within 10miles of the school (using school transport)
- Adventurous Visits
- Residential Visits

1. Roles and responsibilities

- **4.1 Executive Headteacher/Head of School**

The Executive Headteacher/Head of School is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with their Local Academy Board(LAB) to approve residential trips of more than 24 hours

- **4.2 The educational visits co-ordinator (EVC)**

Fiona Wiseman is the appointed EVC at our school, supported by Luke Franklin and Gail Phillips, as required.. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and LAB when they're approving trips
- Access any necessary training, advice and guidance

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- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Consider the medical, special and welfare needs of students and liaise with the Medical Coordinator
- Ensure there are adequate staff:student ratios with a first aider and have Team Teach provision if required
- Consider appropriate transport arrangements and ensure that these are booked with the Facilities Manager
- Consider lunch arrangements and ensure that the Receptionist is aware of these
- Comply with The school's policy on charging for school visits and liaise with the Finance Director if necessary
- Consider the medical, special and welfare needs of students and liaise with the Medical Coordinator
- Make recommendations regarding authorisation of visits to the Head Teacher accordingly.
- Ensure that Group Leaders are fully competent and qualified to lead and supervise visits
- Support Group Leaders if necessary with parent/carer communication
- Provide inset training to staff on educational visits, policies and procedures
- Keep records of all visits on a centrally stored spreadsheet
- Ensure that all visits comply with the requirements of the Equality Act 2010, and that students, regardless of disability, have equal access to visits.
- Attend revalidation training as required
- Ensure that Risk Assessments are provided by the Group Leader in a timely manner and in line with guidance.

- **4.3 Trip lead**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating all additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or

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a third party
- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles, responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others

- **4.4 Staff**

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all students'' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

- **4.5 Parents and carers**

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip

- **4.5 Volunteers**

If there are occasions when volunteers are needed for visits. Volunteers including parent/carer volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

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- **4.6 Students**

Our school behaviour policy also applies to all educational visits. This includes the expectation that students will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Students will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Our Behaviour and Relationships Policy is available on our school website

5. Planning and Preparation

Whatever the nature of the visit, it is essential that careful planning takes place well in advance of the trip. The responsibility for planning and preparation lies with the Group Leader, who should consult the EVC at an early stage. The EVC will consider the details, make recommendations to the Group Leader if adjustments are required, and will advise the Head Teacher as to whether permission for the visit should be granted.

The Group Leader may need to undertake an exploratory visit to check that the venue is suitable to meet the aims and objectives of the visit, and to assess potential areas of risk. The Group Leader also needs to be satisfied that the facilities and equipment at the venue are of a high standard, and that the educational objectives can be achieved. If it is not feasible to carry out an exploratory visit, then the Group Leader should contact the venue to discuss the visit.

It is the Group Leader's responsibility to ensure that the venue is able to cater for the special needs of the participating students, and that host staff are aware of any special arrangements that may need to be made.

If appropriate, the Group Leader should meet with staff in advance of the visit to discuss and sign risk assessments and to agree student transport arrangements.

The following aspects **must** be considered:

- Cost (including any potential cost to parents/carers)
- Location and travel distance
- Timing in the school year and any potential clashes
- Purpose and value

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- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-student ratio
- Inclusion and accessibility
- Risk assessment
- Medical Needs
- Supervision
- If special arrangements need to be made – e.g. if the visit is high risk or residential
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Preparation of students
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Parent/carer communication
- Accommodation options, where needed
- Insurance needed, where relevant
- Risk assessment plans
- Health and safety
- First aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our template trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek the approval of the LAB.

Once the risk assessment has been approved by the Headteacher, and the LAB where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

Schools will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of their future visits.

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6. Inclusion and SEND Support

We are committed to ensuring inclusivity, enabling all of our students, including those with medical conditions, to participate in educational visits.

- Reasonable adjustments will be made to accommodate mobility, sensory, communication, behavioural and medical needs.
- Alternative transport, adapted equipment, or additional staff support will be provided where required.
- Additional risk assessments will be completed for individual students including medical care plans, Student Support Plans and emergency medication protocols.
- The EVC will review all proposed visits to ensure accessibility and inclusivity
- Parents will be consulted where significant adjustments are required.

We will consider all reasonable options to try to ensure that all students are able to access trips and visits safely, such as adapting the trip itinerary and increasing staffing numbers so the student can be supervised on a 1:1 basis. However there may be occasions when it is reasonable and necessary to prevent individual students from attending a trip. This will always be discussed and explained with parents and carers.

7. Risk Assessment

Group Leaders must complete a risk assessment form for every visit, regardless of its nature,(unless the visit is a repeated and regular activity). In the case of regular visits, the initial risk assessment form can be used for each occasion, but must be reviewed each time and revised should any new information need to be considered or any details change.

The risk assessment should be provided at least 2 weeks before the trip and at least 12 weeks before for residential/overseas visits.

The aim of the risk assessment form is to ensure that measures are in place so that any risks are considered and steps are taken to mitigate the risks.

Individual student Risk Assessments will be completed for every student attending the trip, these are required to ensure that students with particular special needs, behaviours and medical needs are fully able to participate in visits. The individual risk assessment will ensure that staff ratios and other measures are considered to reduce any risks posed by the specific needs of students.

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The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the Headteacher. One copy taken on the visit and another copy will be left with Luke Franklin.

Dynamic Risk Assessments

Staff must conduct ongoing dynamic risk assessments throughout the visit to respond to unexpected hazards or changing conditions. This includes:

- Regularly reviewing weather conditions, site safety, and individual student needs.
- Assessing risks before each new activity (e.g., checking terrain before a hike).
- Implementing immediate safeguarding responses if a student's behaviour or medical needs change.
- Logging any significant incidents and reporting them to the EVC upon return.
- Having alternative plans in case an activity becomes unsafe.

Changes can also occur during a visit, which can put pressure upon the Group Leader to modify or change the activities involved. Group Leaders must be aware that health and safety remains the paramount factor throughout all visits, and should be careful not to make decisions based on peer or student pressure.

Group Leaders are authorised to curtail the visit or stop the activity should risk to health and safety to any participant reach a High level.

Equally, if the behaviour of a student is such that it poses an unacceptable risk, the Group Leader should withdraw the student from the activity. On a residential visit, the Group Leader should consult the Head Teacher if he/she believes that the student should be sent home early.

All our generic trip risk assessment forms detail a plan B.

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8. Communication and consent

Students cannot participate in visits unless the online consent form has been completed. If unavoidable, parental consent can be accepted in note, letter or email. Verbal consent provided on the telephone is **not** sufficient. The only exception is if the Head Teacher provides the Group Leader with specific permission to take a student without a written consent form.

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip, wherever possible. Communication will be through Arbor or via email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- student-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent for each individual visit. This will be collected at the beginning of the start of every academic year. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. It is crucial that parents/carers keep us informed of any changes.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

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9. Mobile Devices

Staff will use a school device such as an iphone or ipad to capture photographs of the visit. Students will not be allowed to have their mobile device on any school visit.

Please see our Mobile Phone and Personal Device policy for further clarity.

10. First Aid

A member of staff with current First Aid training must accompany off site visits and the First Aider should be accessible and available at all times during the visit. All adults with the group must know how to contact the Emergency Services and have access to a mobile phone. The First Aider should check that there is a fully stocked First Aid box available in the school vehicle before departure.

A First Aid box does not need to be taken on local walking visits, but should be taken on other visits. If any student requires emergency medication, this must be taken and a member of staff trained in giving the emergency medication must attend.

Allergy medication must be taken on all trips inline with The Trust Allergy Management Policy

All school vehicles should be equipped with First Aid Kits.

11. Medical needs

The Group Leader must take medical and dietary needs into account when planning a visit. If a student is scheduled to take medication during a visit, the medication is the responsibility of the Group Leader whilst off the school. See above section “First Aid” regarding emergency medication.

The Group Leader should brief accompanying adults on students’ medical needs if appropriate.

All parents are requested to supply information regarding medical and dietary needs on an annual basis. Parents are asked to inform the school if there are any changes to medical or dietary information. The Group Leader should check the medical information held on students during the planning and preparatory stage, as this could affect the Risk Assessment.

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12. Supervision

There is no set ratio for staff to students, as this varies depending on factors relating to each visit. These include:
Gender, age and ability of group
The special needs present within the group
The nature of the activities to be undertaken
The location of the visit
The experience and skills of the adults accompanying the group
The duration and nature of the journey

However on all educational visits we will make sure

- At least 1 male and 1 female supervising adult is present (for mixed student groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS At least 1 qualified paediatric first aider (with a current certificate) is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- The trip lead will take regular headcounts and/or rollcalls

Accompanying adults must be briefed by the Group Leader regarding their supervisory responsibility and on the need for closer supervision for students with particular needs. There should always be sufficient adults on the visit to cope in the event of an emergency. School mobile phones should be taken on each trip. The group leader should ensure that mobile phone numbers are shared to each adult attending the trip.

13. High risk/overseas/residential visits

Certain categories of visits pose specific risks. For example:

- visits to farms,
- visits to the coast,
- activities which involve deep and running water,
- activities in non controlled environments
- overseas visits
- residential visits

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These trips will require particularly careful planning, preparation and risk assessment. Planning must begin well in advance, and permission must be sought through the EVC at least a term before the visit date.

Group leads for adventurous activities will have relevant qualifications if required

We will ensure that external providers who are delivering the activity will hold. nationally recognised certifications(e.g. RYA for sailing https://www.rya.org.uk/training)

- **Residential visits**

The headteacher, together with the LAB, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as high risk visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks including and enhanced DBS with barred list checks.

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents/carers will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which these must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what students must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- Medication arrangements
- The names of staff attending
- Contact during the visit

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For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality Badge or similar local accreditation. We will follow the Foreign, Commonwealth and Development Office's overseas travel guidance and the government's foreign travel advice when organising these visits.

14. Preparing students

Providing information to students is an important stage in the preparation process. students must have a clear understanding of what the visit will entail and the educational objectives to be gained. Students should understand what is expected of them during the visit, and the standards of behaviour required. If there are any identifiable risks, these must be pointed out to students and staff by the Group Leader. Students should also be informed about the length of journey involved and if any stops are to be made.

If appropriate, students should be briefed about what to do if separated from the group and if approached by a stranger.

15. Emergency Action Plan

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the EVC and/or the Headteacher/Head of School. The EVC and/or the Headteacher/Head of School will then coordinate the contact with parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a student seeking medical treatment.

In the case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found, the trip leader will contact the EVC and/or the Executive Headteacher/Head of School who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so

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they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded, from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

16. Charging and insurance

We will follow the Trust's charging and remissions policy at all times**.**

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: public liability, cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

17. External Provider Vetting

We require all external providers to be pre-approved and provide evidence of;

- qualifications,
- risk assessments,
- insurance,
- safer recruitment processes,
- safeguarding procedures

18. Post-Visit Review and Evaluation

To ensure continuous improvement, a Post-Visit Review Form must be completed by the Trip Leader within 5 days of the visit. This will include:

- Reflection on safety and risk management: Were any risks underestimated or unexpected issues encountered?
- Student engagement and learning outcomes: Did the visit achieve its

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intended educational goals?
- Feedback from students, staff, and parents.
- Any incidents or near misses and recommended changes for future trips. The EVC will review all post-visit reports to refine future visit planning and risk management.

19. Links with other policies and guidance

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection and Safeguarding policy
- First aid policy
- Supporting students with medical conditions policy
- Equality information and objectives

- https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilitiesand-duties-for-schools
- https://www.hse.gov.uk/services/education/school-trips.pdf
- OEAP National Guidance

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Appendix 1 Template visit planning information

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	Trip information	Additional comments
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of students		
Transportation options		
Cost breakdown, including multiple options where available		

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Resources required, including: Staffing Volunteers Physical supplies Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
Student specific considerations		

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Appendix 2: Template school visit emergency action plan

Emergency details to complete before departure: Trip Leader and mobile number; school emergency contact; student/staff register; medical/allergy and medication information; first-aid arrangements; venue and transport contacts; designated meeting/evacuation point; and copies of the itinerary and relevant risk assessment.

School		Visit/destination	
Date(s)		Visit Leader	
Visit Leader Contact number		School Emergency Contact:	
Emergency Services:	999/111	Meeting/Evacuation Point:	

Emergency situation	**Immediate Action**	**Person responsible**	**Follow up communication**
General emergency	Assess danger, move students to safety, complete a headcount and call 999/101 if required		Contact school emergency contact and record actions taken.
Missing student	Alert staff/venue, complete headcount, establish last known location and begin appropriate search without leaving other students unsupervised.		Contact police when appropriate on 999 and inform school. Follow safeguarding procedures. Contact school emergency contact and record actions taken

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Serious injury / illness	Make area safe, provide appropriate first aid and call **999/111** where necessary		Inform school. Arrange suitable supervision and communication with parents/carers through agreed procedures.
Fire / evacuation	Follow venue/emergency-service instructions. Evacuate to the designated assembly point and conduct a headcount		Report missing persons immediately. Do not re-enter until authorised Inform school. Arrange suitable supervision and communication with parents/carers through agreed procedures
Transport accident	Move students to safety where possible, call emergency services if required, administer first aid and account for everyone		Contact school and transport provider. Arrange safe alternative transport if necessary
Safeguarding concern	Ensure the student is safe. Listen and make a factual record. Do not investigate or promise confidentiality		Follow school safeguarding procedures Contact the school's DSL/emergency safeguarding contact. Call emergency services if there is immediate danger
Major incident / lockdown	Follow instructions from police, emergency services or venue staff. Keep students together and calm where possible		Maintain contact with school when safe to do so

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Hospital attendance	Ensure an appropriate adult accompanies the student while sufficient staff remain to supervise the group		Keep school informed and follow agreed parent/carer communication arrangements.
After an incident	Continue student supervision and welfare support and preserve relevant information		Complete accident/incident records and review the risk assessment and emergency arrangements.
Add any additional areas for consideration			

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